



**TAMIL NADU AGRICULTURAL UNIVERSITY**  
**Coimbatore - 641 003, Tamil Nadu**

Instructions to the candidates sponsored by the Directorate of Employment & Training, Guindy, Chennai / Directorate of Ex-Servicemen's Welfare, Chennai for applying the post of Junior Assistant cum Typist through online mode in the TNAU website: [jat.tnausms.in](http://jat.tnausms.in)

Name of the Post	Number of vacancies	Scale of Pay
Junior Assistant cum Typist	129	PB-1: Rs.5200 – 20200 with G.P. Rs.2400

i)	The candidates are requested to submit the applications through online, Applicants can print / save their application in PDF Format.
ii)	The candidates are requested to send a copy of the printed application along with attested copies of the academic certificates and Demand Draft Rs. 500/- for SC / SC(A) / ST category and Rs.750/- for others (the Demand draft should be drawn from any branch of State Bank of India only <b>payable at TNAU Branch, Coimbatore</b> ) in favour of <b><u>The Comptroller, TNAU, Coimbatore</u></b> and dated not earlier than <b>13.11.2017</b> to the following address.  <b>The Registrar, Tamil Nadu Agricultural University, Coimbatore – 641 003</b>  by Registered post with acknowledgment due or by courier mail or in person and the envelope containing the applications should be superscribed on the left corner as "Application for the post of Junior Assistant cum Typist" before 5.00 p.m. on <b>30.11.2017</b> .
iii)	Concession in the matter of fees allotted to SC, SC(A) and ST categories of person has to produce evidence for such claim.
iv)	The candidates belonging to the Tamil Nadu State alone will be eligible for applying the above post.
	<b>Last date for the receipt of completed application is 30.11.2017 by 5.00 p.m.</b>

**REGISTRAR**

## INFORMATION AND INSTRUCTIONS TO CANDIDATES

<b>1. DISTRIBUTION OF VACANCIES</b>										
Communal Rotation	G	W	W (DW)	G (PSTM)	W (PSTM)	G (Ex-Ser.)	G (Deaf)	G (Ortho.)	Backlog	Total
GT-NP	14	8	1	4	2	2				31
GT-P	5			1			1	1		8
BC-NP	12	7	1	4	2	1				27
BC-P	4			1			1	1		7
BCM-NP	1	1		1						3
BCM-P	1									1
MBC/DNC-NP	8	6		3	2	2				21
MBC/DNC-P	4						1			5
SC-NP	7	5		2	1	1			1	17
SC-P	3									3
SCA-NP	2				1					3
SCA-P	1									1
ST-NP	1									1
ST-P				1						1
<b>Grand Total</b>	<b>63</b>	<b>27</b>	<b>2</b>	<b>17</b>	<b>8</b>	<b>6</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>129</b>

**Abbreviation**

G – General, W – Women, DW –Destitute Widow, PSTM – Persons studied in Tamil Medium, Ex-Ser. – Ex-Servicemen, BCM – Backward Class Muslim, BC – Backward Class, GT – General Turn, MBC/DNC – Most Backward Class / Denotified Community, SCA – Scheduled Caste (Arunthathiyars), SC – Scheduled Caste, ST – Scheduled Tribe, NP – Non- Priority, P – Priority.

**The rule of reservation of appointments is applicable to this post. The distributed vacancies will be filled up as per the communal rotation as ordered by Government of Tamil Nadu.**

**2. EDUCATIONAL QUALIFICATION (as on 31.08.2017)**

1. Minimum Degree acquired after passing +2 (in anyone of the stream) with Computer knowledge and minimum 5 years of experience (Casual / Contractual / Temporary basis) in any University, Government or Public Sector Institutions.
2. Must have passed the Government Technical Examinations in Typewriting
  - i) by the Higher grade in Tamil and English (or)
  - ii) by the Higher grade in Tamil and Lower grade in English (or)
  - iii) by the Higher grade in English and Lower grade in Tamil
3. Must possess adequate knowledge in Tamil.
4. Preference will be give to the candidates who passed Certificate course on “Office Automation” awarded by the Directorate of Technical Education (as per G.O. Ms. No. 43 Personnel and Administrative Reforms (S) Dept. dated 17.04.2009.

3.	<b>(a) AGE LIMIT (as on 31.07.2017)</b>	OC	: 30 years
		BC / BCM / MBC / DNC / SC / SCA / ST	: No maximum age limit
		<p>a. Age relaxation is applicable for the candidates who are working in TNAU, if they possess adequate qualifications for the above posts (as per the decision taken in the 107<sup>th</sup> Meeting of Board of Management)</p> <p>b. No age limit for regular employees who are already working under regular establishment</p> <p>c. The candidate possessing the Degree obtained from the open universities without passing SSLC and H.Sc., are not eligible for this post.</p>	
	<b>(b) AGE CONCESSION</b>	<ol style="list-style-type: none"> <li>1. Differently abled person will be eligible for age concession upto ten years over and above the age limits prescribed</li> <li>2. (Ex-servicemen: not completed 53 years of age in case of SC / SCA / ST / MBC (DNC) / BC / BCM and 48 years of age for others on the 1st July of the years in which the selection is made.</li> <li>3. The candidates belonging to the priority categories viz., destitute Widow, Ex-servicemen, inter-caste married couple and Differently abled person should produce the relevant proofs obtained from the Government officials concerned</li> </ol>	
4.	<b>PAY BAND + GRADE PAY</b>	<p>Rs.5200-20200 +2400 Grade pay</p> <ol style="list-style-type: none"> <li>1. The Pay carries DA, HRA, CCA and Medical Allowance as admissible at the rates in force from time to time.</li> <li>2. Appointees will be governed by the Contributory Pension Scheme only</li> </ol>	
5.	<b>SELECTION PROCESS</b>	<ol style="list-style-type: none"> <li>1. Selection will be made on the basis of Written Examination.</li> <li>2. Short listed candidates will be called for appearing the skill test to be conducted at TNAU Main campus, Coimbatore</li> <li>3. Based on the marks obtained in both the written and skill test, the final shortlisted candidates will be called for certificate verification and oral interview to be conducted at TNAU Main campus, Coimbatore</li> <li>4. The applicants who have not appeared either for written examination or for the test for typing and computer knowledge will not be considered for further process.</li> </ol>	

<b>6.</b>	<b>EXAMINATION</b>	<p>(i) Hall tickets will be sent to the eligible candidates for appearing the written examination.</p> <p>(ii) Written examination will be of objective type using OMR sheets</p> <p><b>Note:</b> Applicants should appear for the written examination / skill test / Certificate Verification and personal interview at their own expenses.</p>
<b>7.</b>	<b>SCHEME FOR WRITTEN EXAMINATION</b>	

S. No.	Subject	Max. marks	Minimum Qualifying Marks		Duration of Exam.	
			SC / SCA	Others		
1.	<b>Written examination</b>				2 hrs.	
a)	General studies	60	100	30		35
b)	Aptitude and mental ability test	20				
c)	General Tamil & English	20				
2.	Skill test (Typing with Computer knowledge both English and Tamil)	20				
3.	Interview and records	30*				
<p>[*The split up marks for 30: Additional qualification: 15, Experience: 05 and personal interview: 10].</p> <p><b>Note:</b> The Syllabi for the above subject is available in the TNAU website: <a href="http://www.jat.tnausms.in">www.jat.tnausms.in</a> and also in Annexure-I</p>						

<b>8.</b>	<b>GENERAL INFORMATION</b>	
A.	The rule of reservation of appointments is applicable to this post. The distribution of vacancies will be as per rules in force.	
B.	Deaf and Orthopedically handicapped persons alone are eligible for 3% reservation of vacancies intended for Differently Abled persons for this post.	
C.	The Differently Abled Persons should produce a copy of certificate of physical fitness specifying the nature of physical handicap and the degree of disability based on the norms laid down, from the Medical Board to the effect that his/her handicap will not render him/her incapable of efficiently discharging the duties attached to the post to which he/she has been selected when called for by the Tamil Nadu Agricultural University.	
D.	In G.O.Ms.No.145, Personnel and Administrative Reforms(S) Department dated 30.09.2010 and G.O.Ms.No.40, Personnel and Administrative Reforms(S) Department dated 30.04.2014 the Government have issued Orders to fill up 20% of all vacancies in direct recruitment on preferential basis to Persons who studied the prescribed qualification in Tamil Medium. The 20% reservation of vacancies on preferential allotment to <b>Persons Studied in Tamil Medium (PSTM)</b> will apply for this recruitment and will be applicable to the Applicants who have acquired the prescribed qualification in Tamil Medium. (Applicants claiming PSTM preference must produce certificate issued by Head of Institution as proof. Having written the examination in Tamil language alone will not qualify for claiming this preference). If the Applicants with PSTM certificate are not available for selection for appointment against preferential turn such turn shall be filled up by other eligible Applicants but belonging to the respective communal category.	

E.	The number of vacancies advertised is only approximate and is liable to modification with reference to vacancy position at any time including reduction before finalization of selection.
F.	Reservation for "Destitute Widows" and Ex-Servicemen" will apply to this recruitment.
G.	As per <b>Section 27(C)</b> of Tamil Nadu Government Servants (conditions of service) Act 2016, reservation to Ex-Servicemen will apply for the said post. If no qualified and suitable Ex-Servicemen belonging to a particular category is available for selection for appointment against reserved turn, such turn shall be filled up by an Applicant other than Ex-Servicemen but belonging to the particular communal category. As per proviso to section 3(j) (vii)(Tamil Nadu Government servants (Conditions of Service) Act, 2016) an Ex-serviceman once recruited to a post in any class or service or category, <b>cannot claim the concession</b> of being called an Ex-serviceman for his further recruitment.
H.	If no qualified and suitable women Applicants are available for selection against the vacancies reserved for them, those vacancies will be filled by male Applicants belonging to the respective communal categories.
I.	Even after filling up of the vacancies reserved for SC Arunthathiyars on preferential basis, if more number of qualified Arunthathiyars are available, they shall be entitled to compete with the Scheduled Castes other than Arunthathiyars in the inter-se merit among them and if any post reserved for Arunthathiyars remain unfilled for want of adequate number of qualified Applicants, it shall be filled up by Scheduled Castes other than Arunthathiyars.
J.	Evidence for claims made in the online application should be submitted in time when called for the documents. Any subsequent claim made thereafter on submission of online application will not be entertained.
K.	Correct and True information regarding arrest, convictions / debarment / disqualification by any recruiting agency, criminal or any disciplinary proceedings initiated / pending or finalized, participation in agitation or any Political Organization, candidature in election for Parliament/State Legislature/Local Bodies etc., if any, should also be furnished to the Commission at the time of application i.e., the details thereof, originals of the Judgement, order or G.O dropping further action in Departmental proceedings or any document that may prove the suitability of such Applicants for a Government appointment in such cases must be produced at the stage / time of Certificate Verification without fail.
L.	Applications containing wrong claims relating to category of reservation / other basic qualification / eligibility / age / communal categories / educational qualification / physical qualification and other basic eligibility criteria will be liable for rejection. <b>In such cases the fees paid by the candidates for this post will not be refunded.</b>
M.	Applications without the original signature of the candidates will be summarily rejected.
N.	Tamil Nadu Agricultural University will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application forms.
O.	The selection for appointment to the above said post is purely provisional subject to final Orders on pending Writ Petitions, if any, filed at Madras High Court and Madurai Bench of Madras High Court.
P.	No Objection Certificate obtained from appropriate authority shall be produced at the time of Certificate Verification. Failure to produce at that time, the application will be rejected.
Q.	Any violation of this instruction will be liable for / end in rejection of application and forfeit his/her candidature.

9.	OTHER IMPORTANT INSTRUCTIONS
a)	Applicants are not allowed to bring Pager, Cellular Phone, Watches and Ring with inbuilt, Memory Notes etc., or any other Electronic device and Non electronic devices such as P&G Design Data Book, Books, Notes, Hand Bags to the examination hall / room on the date of examination.
b)	If they are found to be in possession of any such thing or instrument they will not be allowed to write the examination further, besides invalidation of answer paper and / or debarment. If it is considered necessary they will be subjected to thorough physical search including frisking on the spot.
c)	Do not bring into the Examination Hall any article such as books, notes, loose sheets, electronic or any other type of calculators, mathematical and drawing instruments, Log Tables, stencils of maps, slide rules, Text Books, rough sheets etc., <u>except the permitted writing material (i.e. Black boll point pen).</u>
d)	Applicants are advised in their own interest not to bring any of the banned items including Mobile Phones / Pagers to the venue of the examination, as arrangements for safekeeping cannot be assured.
e)	If any of their claim is found to be incorrect, it will lead to rejection / debarment.
f)	<b>Unfair means strictly prohibited:</b> No Applicant shall copy from the papers of any other Applicant or permit his papers to be copied or give or attempt to give or obtain or attempt to obtain irregular assistance of any description
g)	<b>Conduct in Examination Hall:</b> No Applicant should misbehave in any manner or create a disorderly scene in the Examination Hall or harass the staff employed by Tamil Nadu Agricultural University for the conduct of the examination. Any such misconduct will be severely viewed and penalised.
h)	For violation of Instructions to Applicants in any manner suitable penalty will be imposed as per the Instructions to Applicants or as deemed fit by Tamil Nadu Agricultural University.
i)	Applications containing wrong claims relating to category of reservation / other basic qualification/eligibility wise/age/communal categories / educational qualification / physical qualification and other basic eligibility criteria will be liable for rejection. <b>In such cases the fees paid by the candidates for this post will not be refunded.</b>
i)	Candidates must be Indian Nationals
ii)	Short listed candidates should attend Certificate verification and interview at their own cost.
iii)	The summoning of the candidate for interview conveys no assurance whatsoever that he / she will be recommended or selected or his/her conditions specified in the application will be accepted.
iv)	TNAU reserves the right ethics to fill up (or) cancel the Notification published for recruit to the post of Junior Assistant cum Typist.
v)	Any attempt by the candidate, either directly or indirectly to influence the Selection Committee or other authorities of the University will disqualify the candidate for the post.
vi)	Candidates who are selected shall be liable for transfer to any other place within the jurisdiction of the University.
vii)	The age of retirement is fifty eight years.
viii)	The candidate should abide by the Act, Statutes and Regulations (ASR) of Tamil Nadu Agricultural University.
ix)	The application form shall be filled in, complete in all respects, giving correct information. Defective and incomplete applications and those with wrong or false information will be summarily rejected.

	x)	Persons who are already working in the University / State / Central Government or any other organization should send their applications through proper channel. For delay in receipt of the applications through proper channel University will not be held liable.
	xi)	Evidence of Degree / Community / Date of Birth / Nativity Certificate and other certificates and testimonials should be brought in original at the time of interview.
<b>10.</b>	<b>CERTIFICATE OF PHYSICAL FITNESS</b>	
	Applicants selected for appointment to the post will be required to produce a certificate of physical fitness Certificate obtained from the TNAU Medical Officers in the prescribed TNAU Format.	
	The Online Application can be submitted up to <b>30.11.2017</b> till 05.00 p.m., after which the link will be disabled	
	For detailed information applicants may refer Tamil Nadu Agricultural University website : <b>jat.tnausms.in</b>	
<b>11.</b>	<b>ENQUIRIES RELATED TO ONLINE APPLICATION</b>	
	Contact : 0422 – 6611508 (Office of the Registrar – Recruitment Section, TNAU, Coimbatore)	

**Registrar i/c.**