



GOVERNMENT OF TAMIL NADU

NATIONAL CADET CORPS DEPARTMENT



Notification No: 01/2023

RECRUITMENT NOTIFICATION

Dated : 05.05 2023

NCC Directorate invites applications in the prescribed format from the applicants for the following posts on regular basis as detailed below:-

| 1. Details of Post : | | | | | |
|--|---|---|--------------|---|----------------------------|
| Sl. No. | Name of the Post | No. of Post | Category | | |
| | | | General Turn | MBC DC * (women) * (Tamil medium) | Priority / Non-Priority |
| 1. | Driver (Group C) (Tamil Nadu General Subordinate Service) | 01 | 01 | - | Non-Priority |
| 2. | Office Assistant (Group D) (Tamil Nadu Basic Service) | 01 | - | 01 | Non-Priority |
| 2. How to Apply :- Application format and other details such as minimum educational qualifications prescribed for the post, age limit, mode of selection and other information are available at the link mentioned below:- Link : Driver - https://cms.tn.gov.in/sites/default/files/documents/eligibility_criteria_application_driver_0.pdf OA - https://cms.tn.gov.in/sites/default/files/documents/eligibility_criteria_application_office_assistant_0.pdf | | | | | |
| 3. | Mode of Sending the Application | The filled in applications complete in all respects along with Xerox copies of the required documents should be sent to the following address by post (Name of the post applied for must be endorsed in the outer envelope without fail otherwise application will be treated as 'Rejected'):- Officer Commanding 1 (TN) Bty NCC, No.28, Sethu House Annexe, Dr. Alagappa Road, Purasaiwalkam, Chennai - 600 084, Telephone : 044 - 29555035 | | | |
| 4. | Last date for receipt of application | 16.06.2023 upto 5 pm. | | | |

Note : Place of recruitment for the post is appended below:-

| Name of the Office | Driver | Office Assistant |
|------------------------------|--------|------------------|
| 1 (TN) Armd Sqn NCC, Chennai | 01 | - |
| 1 (TN) Bty NCC, Chennai | - | 01 |

The selected candidate is liable to serve in any NCC units in Districts of Tamil Nadu.

Date: 03.05.2023

Place: Chennai

R.O.No.05/PRO/Chennai/2023/dale : 04.05.2023

Officer Commanding
1 (TN) Bty NCC, Chennai

" சேதமடைந்த கல்வித் திட்டங்களை மீட்டித் தர வேண்டும் என்றும் உறுதிப்படுத்தும் உத்தேசம் "

ELIGIBILITY CRITERIA FOR THE POST OF "OFFICE ASSISTANT"

| Category of Applicants | Minimum Age (should have completed) | Maximum Age* |
|--|-------------------------------------|----------------------------------|
| Age Limit: As on 01 Jul of the recruitment year | | |
| SC's, SC (A)s, STs | Minimum 18 Years | 37 Years |
| MBCs/DCs, BCs, BCMs of all castes | | 34 Years |
| "Others" Applicants not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs) | | 32 Years |
| Ex-Servicemen belonging to SC/ST/BC/MBC | | Must not have completed 53 years |
| Ex-Servicemen does not belong to SC/ST/BC/MBC | | Must not have completed 48 years |

* Revised as per the authority of G.O.Ms.No.91, Human Resources Management (S) Department dated 13 Sep 2021.

Note: Section 20 (8) of Tamil Nadu Government Servants (Conditions of Service) Act, 2016 shall be referred to for the applicability of maximum age limit prescribed in Special Rules for the applicants who possess higher educational qualification than the minimum general qualification prescribed in the Special Rules.

Levels of pay: Level 1 (15700 – 50000)

Qualifications:

Must have passed 8th Standard in a recognized school or equivalent.

Abbreviations:

1. BC (OBCM) – Backward Classes (Other than Backward Class Muslims)
2. BCM – Backward Class Muslims
3. MBC (V) – Most Backward Classes (Vanniakula Kshatriya)
4. MBC – Most Backward Classes
5. MBC DC – Most Backward Classes and Denotified Communities
6. SC – Scheduled Caste
7. SC (A) – Scheduled Caste (Arunthathiyars)
8. ST – Scheduled Tribes

Note: The selected candidate is liable to serve in any NCC units in Districts of Tamil Nadu.

APPLICATION FORMAT

Application form for the post of **Office Assistant** at the office of _____

INSTRUCTIONS TO CANDIDATE FOR FILLING UP OF APPLICATION:

| | |
|--|---|
| <p>(i) Candidates belonging to the Category/ Community notified in the Newspaper advertisement shall alone apply. Other candidates should <u>NOT</u> apply.</p> <p>(ii) The following must be endorsed in the outer envelope without fail otherwise application will be treated as <u>REJECTED</u>:-</p> <p style="margin-left: 40px;">(a) Name of the post applied.</p> <p style="margin-left: 40px;">(b) Newspaper notification Reference No. with date.</p> | <p>Recent Passport size photograph of the applicant to be affixed</p> |
|--|---|

| | | |
|-----|---|--|
| 1. | Reference Notification No. _____ issued in Newspaper edition _____ dated _____. | |
| 2. | Name of the Applicant | |
| 3. | Name of the Father/Husband | |
| 4. | Date of Birth (Attach Proof) | |
| 5. | Age as on 01 st July | |
| 6. | Permanent Address for Communication (with pin code) | |
| 7. | Educational Qualifications (Attach Proof) | |
| 8. | Additional Qualifications, if any (Attach Proof) | |
| 9. | Community (Attach Proof) | |
| 10. | Details of Working experiences (Attach Proof) | |
| 11. | If physically disabled (mention the disability), Destitute Widow and Ex-Servicemen (Attach Proof) | |
| 12. | Aadhaar Number | |

Declaration: I hereby declare that all details furnished above are true to the best of my knowledge.

Place:

Date:

Signature of the Applicant

ELIGIBILITY CRITERIA FOR THE POST OF "DRIVER"

| Category of Applicants | Minimum Age (should have completed) | Maximum Age* |
|--|-------------------------------------|----------------------------------|
| Age Limit: As on 01 Jul of the recruitment year | | |
| SC's, SC (A)s, STs | Minimum 18 Years | 37 Years |
| MBCs/DCs, BCs, BCMs of all castes | | 34 Years |
| "Others" Applicants not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs) | | 32 Years |
| Ex-Servicemen belonging to SC/ST/BC/MBC | | Must not have completed 53 years |
| Ex-Servicemen does not belong to SC/ST/BC/MBC | | Must not have completed 48 years |

* Revised as per the authority of G.O.Ms.No.91, Human Resources Management (S) Department dated 13 Sep 2021.

Note: Section 20 (8) of Tamil Nadu Government Servants (Conditions of Service) Act, 2016 shall be referred to for the applicability of maximum age limit prescribed in Special Rules for the applicants who possess higher educational qualification than the minimum general qualification prescribed in the Special Rules.

Levels of pay: Level 8 (19500 – 62000)

Qualifications:

- (i) Must have passed the III Form or VIII Standard in a recognised school.
- (ii) For Direct recruitment, one must not have completed 30 years of age on the first day of Jul of the year in which the selection for appointment is made.
- (iii) Light and Heavy Vehicle Licence
- (iv) Must possess a current driving licence of a motor vehicle issued by a competent authority under the Motor Vehicles Act, 1939, with practical experience of driving a motor vehicle for a period of not less than three years. Drivers who are required to drive heavy motor vehicles should possess a heavy transport endorsement.

Abbreviations:

1. BC (OBCM) – Backward Classes (Other than Backward Class Muslims)
2. BCM – Backward Class Muslims
3. MBC (V) – Most Backward Classes (Vanniakula Kshatriya)
4. MBC – Most Backward Classes
5. MBC DC – Most Backward Classes and Denotified Communities
6. SC – Scheduled Caste
7. SC (A) – Scheduled Caste (Arunthathiyars)
8. ST – Scheduled Tribes

Note: The selected candidate is liable to serve in any NCC units in Districts of Tamil Nadu.

APPLICATION FORMAT

Application form for the post of **Driver** at the office of _____

INSTRUCTIONS TO CANDIDATE FOR FILLING UP OF APPLICATION:

| | |
|--|---|
| <p>(i) Candidates belonging to the Category/ Community notified in the Newspaper advertisement shall alone apply. Other candidates should NOT apply.</p> <p>(ii) The following must be endorsed in the outer envelope without fail otherwise application will be treated as REJECTED:-</p> <p style="margin-left: 40px;">(a) Name of the post applied.</p> <p style="margin-left: 40px;">(b) Newspaper notification Reference No. with date.</p> | <p>Recent Passport size photograph of the applicant to be affixed</p> |
|--|---|

| | | |
|-----|---|--|
| 1. | Reference Notification No. _____ issued in Newspaper edition _____ dated _____. | |
| 2. | Name of the Applicant | |
| 3. | Name of the Father/Husband | |
| 4. | Date of Birth (Attach Proof) | |
| 5. | Age as on 01 st July | |
| 6. | Permanent Address for Communication (with pin code) | |
| 7. | Educational Qualifications (Attach Proof) | |
| 8. | Additional Qualifications, if any (Attach Proof) | |
| 9. | Community (Attach Proof) | |
| 10. | Details of Working experiences (Attach Proof) | |
| 11. | If physically disabled (mention the disability), Destitute Widow and Ex-Servicemen (Attach Proof) | |
| 12. | Aadhaar Number | |

Declaration: I hereby declare that all details furnished above are true to the best of my knowledge.

Place:

Date:

Signature of the Applicant