

12. Sex.....

13. Educational Qualification passed (duly supported by certificates)

Name of the Examination	Passed	Name of the Institute/Board/University	Date of leaving the Institute/ Board/ University	Date of declaration of result of essential qualification	Percentage

14. Professional Qualification (duly supported by certificates)

Sl. No.	Name of Institution/ Establishment	Designation	Nature of duties	Salary drawn	From	To	Duration of Service		
							Y	M	D

DECLARATION

I affirm that the information the application as given above is true and correct. I also fully understand that if at any stage the information furnished above is found false my candidature may summarily be rejected and my employment terminated forthwith.

Place:

Signature of the candidate

Date:

List of copies of documents enclosed

1. _____
2. _____
3. _____
4. _____
5. _____

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES
APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF
INDIA**

This is to certify that Shri/Smt./Kumari _____ son/daughter of
_____ of _____ village/town
_____ in _____ District/Division
_____ in the State/Union Territory _____
belongs to the _____ community which is recognised
as a backward class under the Government of India, Ministry of Social Justice and
Empowerment's Resolution No. _____ dated
_____. Shri/Smt./Kumari _____ and /or his/her
family ordinarily reside(s) in the _____ District/Division of the
_____ State/Union Territory. This is also to certify that
he/she does not belong to the persons/sections (Creamy Layer) mentioned in
Column 3 of the Schedule to the Government of India, Department of Personnel &
Training O.M. No. 36012/22/93-Estt. (SCT) dated 8.9.1993, OM No. 36033/3/2004-
Estt. (Res) dated 9th March, 2004, O.M. No. 36033/3/2004-Estt. (Res) dated 14th
October, 2008 and O.M. No. 36033/1/2013-Estt. (Res) dated 27th May, 2013**.

Signature _____
Designation _____ \$

Dated:

Seal

*- The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

** - As amended from time to time.

\$ - List of Authorities empowered to issue Other Backward Classes certificate will be the same as those empowered to issue Scheduled Caste/Scheduled Tribe certificates.

Note:- The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

FORMAT FOR SC/ST CERTIFICATE

Annexure –III

A candidate who claims to belong to one of the Scheduled Caste or the Scheduled Tribes should submit in support of his claim an attested/certified copy of a certificate in the form given below, from the District Officer or the sub-Divisional Officer or any other officer as indicated below of the District in which his parents(or surviving parent) ordinarily reside who has been designated by the State Government concerned as competent to issue such a certificate. If both his parents are dead, the officer signing the certificate should be of the district in which the candidate himself ordinarily resides otherwise than for the purpose of his own education. Wherever photograph is an integral part of the certificate, the Commission would accept only attested photocopies of such certificates and not any other attested or true copy.

(The format of the certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under Government of India)

This is to certify that Shri/Shrimati/Kumari* _____ son/daughter of _____ of village/town/* in District/Division * _____ of the State/Union Territory* _____ belongs to the Caste/Tribes _____ which is recognized as a Scheduled Castes/Scheduled Tribes* under:-

The Constitution (Scheduled Castes) order, 1950 _____
The Constitution (Scheduled Tribes) order, 1950 _____
The Constitution (Scheduled Castes) Union Territories order, 1951 * _____
The Constitution (Scheduled Tribes) Union Territories Order, 1951* _____

As amended by the Scheduled Castes and Scheduled Tribes Lists(Modification) order, 1956, the Bombay Reorganization Act, 1960 & the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act 1970, the North-Eastern Area(Rcorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Order(Amendment) Act, 1976.

The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956 _____
The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes order (Amendment Act), 1976*.
The Constitution (Dadra and Nagar Haveli) Scheduled Castes order 1962.
The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order 1962@.
The Constitution (Pondicherry) Scheduled Castes Order 1964@
The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967 @
The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968@
The Constitution (Goa, Daman & Diu) Scheduled Tribes Order 1968 @
The Constitution (Nagaland) Scheduled Tribes Order, 1970 @
The Constitution (Sikkim) Scheduled Castes Order 1978@

The Constitution (Sikkim) Scheduled Tribes Order 1978@
The Constitution (Jammu & Kashmir) Scheduled Tribes Order 1989@
The Constitution (SC) orders (Amendment) Act, 1990@
The Constitution (ST) orders (Amendment) Ordinance 1991@
The Constitution (ST) orders (Second Amendment) Act, 1991@
The Constitution (ST) orders (Amendment) Ordinance 1996
The Scheduled Caste and Scheduled Tribe Orders(Amendment) Act 2002.
The Constitution (Scheduled Caste) Orders(Amendment) Act 2002.
The Constitution(Scheduled Caste and Scheduled Tribe) Orders(Amendment) Act 2002.
The Constitution (Scheduled Caste) Order (Amendment) Act 2007.
%2. Applicable in the case of Scheduled Castes, Scheduled Tribes persons who have migrated from one State/Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes/ Scheduled tribes certificate issued to Shri/Shrimati _____ Father/mother _____ of _____ of village/town* _____ in District/Division* _____ of the State/Union Territory* _____ who belong to the _____ Caste/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe in the State/Union Territory* issued by the _____ dated _____.

%3. Shri/Shrimati/Kumari _____ and /or * his/her family ordinarily reside(s) in village/town* _____ of District/Division* _____ of the State/Union Territory of _____

Signature _____
 ** Designation _____
 (with seal of office)

Place _____
 Date _____

* Please delete the words which are not applicable

@ Please quote specific presidential order

% Delete the paragraph which is not applicable.

NOTE: The term ordinarily reside(s) used here will have the same meaning as in section 20 of the Representation of the People Act, 1950.

**** List of authorities empowered to issue Caste/Tribe Certificates:**

- (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Dy. Collector/1st Class Stipendiary Magistrate/Sub-Divisional Magistrate/Extra-Assistant Commissioner/Taluka Magistrate/Executive Magistrate.
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- (iii) Revenue Officers not below the rank of Tehsildar.
- (iv) Sub-Divisional Officers of the area where the candidate and/or his family normally resides.

NOTE: ST candidates belonging to Tamil Nadu state should submit caste certificate ONLY FROM THE REVENUE DIVISIONAL OFFICER.

EXPERIENCE CERTIFICATE

(The form of certificate to be produced by candidates for claiming experience)

Letter Head of the Institution/Issuing Authority

Telephone No.....
Email Id.....

Name of Organisation
Address of the Organisation

Dated.....

This is to certify that Shri/Ms/Mrs.....S/o,D/o,W/o
Shri..... was/is an employee of this Organisation/Department/Ministry
and duties performed by him/her during the period(s) are as under

Name of post held	From Dd/mm/yy	To Dd/mm/yy	Total period Dd/mm/yy	Nature of Appointment- Permanent, Regular, Temporary, Part-time, Guest, Honorary etc.	Department/Specialty/Field of experience
(1)	(2)	(3)	(4)	(5)	(6)
Pay scale and last salary drawn	Duties performed/experience gained in brief in each post (please give details, if need be, in attached sheet duly signed with seal)			Place of posting	
(7)	(8)			(9)	

Signature.....

Name and Designation of Competent Authority.....

Stamp of Competent Authority.....

FORM OF CERTIFICATE TO BE SUBMITTED BY CENTRAL GOVERNMENT
EMPLOYEES HOLDING CIVIL POSTS SEEKING AGE RELAXATION

(To be filled by the Head of the Office or Department in which the candidate is working).

It is certified that Shri/Smt./Km. _____ is a Central government employee holding a civil post in the pay scale of Rs. _____ with 3 years continuous and regular service in the grade as on the closing date of receipt of application stipulated in the notice.

In case of his/her selection for the post of -----, his/she will be relieved of his/her duties in this office to join the new assignment.

Signature _____

Name _____

Office seal _____

Place:

Date:

Government of
(Name & Address of the authority issuing the certificate)

INCOME & ASSETS CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____

Date: _____

VALID FOR THE YEAR _____

This is to certify that Shri/Smt./Kumari _____ son/daughter/wife of _____ permanent resident of _____, Village/Street _____ Post Office _____ District _____ in the State/Union Territory _____ Pin Code _____ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her 'family'** is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year _____. His/her family does not own or possess any of the following assets*** :

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari _____ belongs to the _____ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Signature with seal of Office _____

Name _____

Designation _____

Recent Passport size
attested photograph of
the applicant

*Note1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

**Note 2: The term "Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years

***Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

GOVERNMENT OF INDIA
MINISTRY OF TEXTILES
WEAVERS' SERVICE CENTRE
C.1.B, RAJAJI BHAWAN
BESANT NAGAR, CHENNAI 600 090
Tel: 044-24917964; 24918655; Fax:24465015;
E-mail: wscchennai@yahoo.co.in

No.MWSC/CDN/1/ 1888

Dated: 16th Dec , 2022

The Assistant Director,
E.II Section,
O/o Development Commissioner for Handloom,
Udyog Bhawan,
New Delhi-11

Sub: Forwarding of soft copy of advertisement for Direct Recruitment to the posts of Sr. Printer, Jr, Weaver, Jr. Printer, Jr. Asst. (Weaving), Attendant (Weaving) for uploading in the website – Reg.

Sir,

I am directed to inform that the advertisement for the Direct Recruitment to the following posts in the Weavers' Service Centres of South Zone/ IIHT Salem has appeared at page No.13 of 'Employment News' in the December 17th to December 23rd , 2022 edition vide EN No. 38/39 as per following details

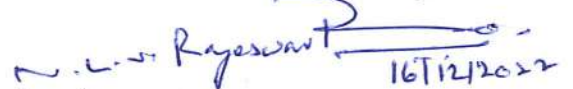
Sl.	Name of post	Level in Pay Matrix	No. of vacancies	Reservation Position
1	Senior Printer	Level- 5 of Pay Matrix as per 7 th CPC	1	OBC - 1
2	Junior Weaver	Level- 5 of Pay Matrix as per 7 th CPC	1	SC -1
3	Junior Printer	Level-4 of Pay Matrix as per 7 th CPC	1	OBC - 1
4	Junior Assistant (Weaving)	Level-2 of Pay Matrix as per 7 th CPC	2	UR-1;OBC-1
5	Attendant (Weaving)	Level-1 of Pay Matrix as per 7 th CPC	1	EWS-1

A scanned copy of the advertisement appeared in the 'Employment News' and soft copy for the same giving complete details about qualification, age limit, selection process, application format, annexures etc. are attached herewith for uploading the same in the website- 'www.handlooms.nic.in' on to enable the applicants to download the application form. You are requested to kindly arrange to upload the necessary details in the website at the earliest.

The closing date of receipt of applications in this office may please be indicated as 31.01.2023 i.e. 45 days from the date of advertisement.

Encl: as above

Yours faithfully,



एन.एल.वी. राजेश्वर राव/N.L.V.Rajeswar Rao
(सहायकनिदेशक(गैरतकनीकी)/Assistant Director(NT)

Government of India, Ministry of Textiles

Weavers' Service Centre

-C.1.B, Rajaji Bhawan, Besant Nagar, Chennai- 600090

NOTICE INVITING APPLICATION

Advt.No.MWSC/CDN/1/2022/1: Applications are invited from suitable and eligible candidates for filling up of the following General Central Services Group 'C' Non-Gazetted, Non-Ministerial posts on Direct Recruitment basis by the **Weavers' Service Centre, C.1.B, Rajaji Bhawan, Besant Nagar, Chennai- 600090**, a subordinate office under the Office of the Development Commissioner for Handlooms, for initially posting at any one of Weavers' Service Centres viz. Chennai, Kanchipuram, Salem, Vijayawada, Hyderabad, Bengaluru and Kannur.

S. No.	Name of Post	Level in Pay Matrix	No. of Vacancies	Reservation Position
1.	Senior Printer	Level- 5 of Pay Matrix as per 7th CPC	1	OBC- 1
2.	Junior Weaver	Level- 5 of Pay Matrix as per 7th CPC	1	SC-1
3.	Junior Printer	Level- 4 of Pay Matrix as per 7th CPC	1	OBC - 1
4.	Junior Assistant (Weaving)	Level- 2 of Pay Matrix as per 7th CPC	2	UR-1;OBC-1
5.	Attendant (Weaving)	Level-1 of Pay Matrix as per 7th CPC	1	EWS-1

For details about qualification, age limit, selection process and application format etc., please log on the website: www.handlooms.nic.in. Last date of receipt of application will be 45 days from the date of publication of the advertisement in Employment News.

EN 38/39

Director (SZ)

GOVERNMENT OF INDIA/□□□□□□□□
 MINISTRY OF TEXTILES/□□□□□□□□□□□□
 WEAVERS' SERVICE CENTRE/□□□□□□□□□□□□
 C.1.B, RAJAJI BHAWAN/□□.1 □□, □□□□□□□□
 BESANT NAGAR/ □□□□□□□□
 CHENNAI-600090/□□□□□□ -600090
 TEL/□□□□: 044-24917964; 24918655;

Advertisement No. MWSC/CDN/1/2022/1

Applications are invited from suitable and eligible candidates for filling up of the following General Central Services Group 'C' Non-Gazetted, Non-Ministerial posts on Direct Recruitment basis by the **Director (South Zone), Weavers' Service Centre, C.1.B, Rajaji Bhawan, Besant Nagar Chennai-600090**, a subordinate office under the Office of the Development Commissioner for Handlooms, for posting initially at any one of Weavers' Service Centres viz. Chennai, Kancheepuram, Salem, Vijayawada, Hyderabad, Bangalore and Kannur as given below.

Sl. No.	Nomenclature of the Post with Level & cell in Pay Matrix	No. of Posts and their category	Age for Direct Recruitment	Educational Qualification and other Qualification for Direct Recruitment	Period of Probation if any	Brief description of the job requirement and nature of duties of the post
1	Senior Printer Level- 5 of Pay Matrix as per 7 th CPC PB-1 (Rs. 5200-20200/-) + Rs. 2800/-	1 [OBC-1]	Not exceeding 30 years (Relaxable for Govt.servants up to 40 years) (Relaxable for OBC candidates up to the age of 33 years)	Essential: (1) Matriculation from a recognized Board; or Industrial Training Institutes (I.T.I.) Diploma with Textile Printing or Screen Printing or Fabric Printing or Block Printing trade. Should have eight years' experience in block or screen printing or Dyeing or Processing house or in a Printing Unit of repute. Desirable: Three Years Diploma in Textile Chemistry or three Years Diploma in Handloom Technology or Diploma in Handloom and Textile Technology or One year Post Diploma in Textile Chemistry from a recognised institution	2 years	1. To carry out experiments in various types of printing with new designs. 2. To carry out experiments in the traditional methods of printing. 3. To carry out experiments in printing (Block, screen, Resist etc.) in particular with pastes and dyes. 4. Making all types of block/screens suitable for hand printing. 5. To guide the trainees. 6. To assist in the implementation of skill upgradation programmes and other interventions of various schemes

2	<p>Junior Weaver</p> <p>Level- 5 of Pay Matrix as per 7th CPC</p> <p>PB-1 (Rs. 5200-20200/-) + Rs. 2800/-</p>	<p>1</p> <p>[SC-1]</p>	<p>Not exceeding 30 years (Relaxable for SC candidates up to 5 years) (Relaxable for Govt.servants up to 40 years)</p>	<p>Essential:</p> <p>(1) Matriculation from a recognised Board and should have eight years of experience of loom setting and weaving of different types of fabrics and designs in a organisation of repute.</p> <p>(2) Should be well versed in all the methods of preparatory processes for weaving</p> <p>Desirable:</p> <p>Three years Diploma in Handloom Technology or Diploma in Handloom and Textile Technology from recognized institution of repute or two years Certificate course in Handloom weaving (Upper & Lower Course, which should be recognised by State Govt.)</p>	2 years	<p>1. To weave different types of fabrics and designs</p> <p>2. To undertake various types of preparatory processes of weaving</p> <p>3. To assist in the implementation of skill upgradation programmes and other interventions of various schemes</p>
3	<p>Junior Printer</p> <p>Level- 4 of Pay Matrix as per 7th CPC</p> <p>PB-1 (Rs. 5200-20200/-) + Rs. 2400/-</p>	<p>1</p> <p>[OBC-1]</p>	<p>Not exceeding 30 years (Relaxable for OBC candidates up to 3 years) (Relaxable for Govt.servants up to 40 years)</p>	<p>Essential:</p> <p>(1) Matriculation from a recognized Board; or Industrial Training Institutes (ITI) Diploma with Textile Printing or Screen Printing or Fabric Printing or Block Printing trade</p> <p>(2) Should have five years experience in block or screen printing or Dyeing or Processing house or printing unit or in a recognized institution of repute.</p>	2 years	<p>1. Block and Screen Printing and also dyeing.</p> <p>2. To assist in the implementation of skill upgradation programmes and other interventions of various schemes</p>
4	<p>Junior Assistant (Weaving)</p> <p>Level- 2 of Pay Matrix as per 7th CPC</p> <p>PB-1 (Rs. 5200-20200/-) + Rs. 1900/-</p>	<p>2</p> <p>[UR-1; OBC-1]</p>	<p>Not exceeding 30 years (Relaxable for OBC candidates up to 3 years) (Relaxable for Govt.servants up to 40 years)</p>	<p>Essential:</p> <p>(1) Matriculation from a recognized Board, or Industrial Training Institutes (ITI) Diploma in Textile Weaving Trade from a recognized Institution of repute.</p> <p>(2) Should be well versed in different methods of winding, warping and sizing of silk, cotton and woollen yarns or three years experience in a reputed Handloom or Textile Weaving Unit (or) Short Term training course of not less than four months from Weavers' Service Centre or Indian Institutes of Handloom Technology in Weaving discipline with two years experience in a reputed Handloom or Textile Weaving Unit</p>	2 years	<p>1. To Size, wrap dress and beam the yarn.</p> <p>2. To size cotton yarn in hank form</p> <p>3. Warp preparation and general assistance in work of Weaving section.</p> <p>4. To assist in the implementation of skill upgradation programmes and other interventions of various schemes</p>

5	Attendant (Weaving) Level- 1 of Pay Matrix as per 7 th CPC PB-1 (Rs. 5200-20200/-) + Rs. 1800/-	1 [EWS-1]	Not exceeding 30 years) (Relaxable for Govt.servants up to 40 years)	Essential: (1) Matriculation from a recognized Board; or Industrial Training Institutes (ITI) Diploma in Textile Weaving or Winding or Warping Trade from a recognized Institution of repute; and (2) Should have two years experience in a reputed Handloom or Textile Weaving unit and should be well - versed in different methods of Winding, Warping and Sizing of silk, cotton and woollen yarns or Short term training course of not less than four months from Weavers Service Centre or Indian Institutes of Handloom Technology in Weaving discipline with one year experience in a reputed Handloom or Textile Weaving unit. Desirable: Preference will be given to those experienced in book binding, sample cutting and making booklets.	2 years	1. To attend to the work of the Weaving Section. 2. To cut and prepare samples. 3. To prepare sample booklets. 4. To assist the Jr.Asst.(W) in sizing of yarn, winding of warp and weft as well as jala lifting. 5. To assist in the implementation of skill upgradation programmes and other interventions of various schemes
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Note: The number of vacancies to be filled against the posts mentioned in this advertisement may increase or decrease depending on the actual number of vacancies to be filled by Direct Recruitment at the time of Selection

The Age relaxation will be admissible to such of the Central Government servants as are working in posts which are in the same line or allied cadres and where a relationship could be established that the service already rendered in a particular post will be useful for the efficient discharge of the duties of the post(s) recruitment to which has been advertised. Age relaxation will be admissible to such Central Government Civilian Employees (General/ Unreserved) who have rendered not less than **3 years regular and continuous service** as on closing date for receipt of application.

ELIGIBILITY OF APPLICANTS

Applicants must fulfill the educational qualification, experience and age limit and other criteria for the post applied for, as on the last date of receipt of the applications, failing which the application shall be summarily rejected and no correspondence will be entertained in this regard. Candidates are therefore, advised to satisfy themselves before applying for the post(s) that they possess the requisite essential qualification and experience. The prescribed essential qualifications are the bare minimum and mere possession of the same does not entitle candidates to be called for the test/selection. The candidates who are willing to apply for more than one post are required to submit a separate application against each post in the prescribed format.

SCHEME OF SELECTION

Selection of the aforesaid posts will be on the basis of written and practical test, which will be conducted by a duly constituted Selection Committee. However, if number of applications received for a particular post is large, then the appointing authority reserves the right to lay down any criteria for the purpose of short listing of the candidates for selection tests.

LAST DATE OF RECEIPT OF APPLICATIONS

Application in the prescribed format (Annexure- I) must reach by speed post/Registered post along-with **self-attested photocopies** of all certificates for age, educational qualification, experience and OBC/PH/EWS Certificates, if any, etc. to the **Director (South Zone), Weavers' Service Centre, C.1.B, Rajaji Bhawan, Besant Nagar Chennai-600090** within 45 days (52 days candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Jammu and Kashmir, Lahaul and Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands, Lakshadweep) from the date of publication of the advertisement of the above vacancies in the Employment News. The serving employees fulfilling the conditions for age relaxation must send application through their respective employer; otherwise, their applications shall be summarily rejected. Application received after the last date or without relevant documents shall be summarily rejected and no correspondence in this regard will be entertained. **This Office shall not be responsible for any postal delay.**

The decision of the Appointing Authority in all respects relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of Selection, conduct of examination/test etc. will be final and no inquiry/correspondence will be entertained in this regard.

Note:

1. The crucial date for determining the age of limit shall be the closing date for the receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh division of Jammu and Kashmir, Lahaul and Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands, Lakshadweep)
2. Candidates should note that only the date of birth as recorded in the Matriculation/Secondary Examination Certificate or an equivalent examination will be accepted and no subsequent request for its change will be considered or granted.
3. Candidates claiming OBC status may note that certificate on creamy layer status in the prescribed format (Annexure-II) should have been obtained within 3 years before the closing date.
4. Candidates claiming to belong to one of the Scheduled Caste or Scheduled Tribes should submit in support of his/her claim an attested/certified copy in the prescribed format(Annexure-III), from the authority as listed in the format.

5. Candidates claiming experience may note that certificate of experience should be obtained in the prescribed format (Annexure-IV)
6. Candidate should produce the experience certificate from his/her employer in the format prescribed above or should contain date of Issue, period of experience clearly mentioning the date of appointment (from date) to the date of relieving or still working date (to date).
7. Candidates claiming relaxation by Government employees should submit certificate in the prescribed format (Annexure-V) (on the letterhead of the organisation) along with declaration in support of his/her claim.
8. Candidates claiming to belong to Economically Weaker Section(EWS) should submit in support of his/her claim an attested/certified copy in the prescribed format(Annexure-VI), from the authority as listed in the format.
9. Self-attested copies of certificates of educational/professional qualification, proof of Identity, proof of date of birth, caste certificate, work experience certificate, etc. must be enclosed in support of the details furnished in the application, otherwise the application will be summarily rejected.
10. Applications not in the prescribed format, not filled as per instructions or partly filled, not signed will be rejected.
11. Incomplete or illegible or unsigned applications and applications received without affixing recent passport size photograph duly self-attested or without duly self-attested enclosures or received after due date will be rejected. The enclosures, which are not listed in the application form, will not be considered. Further the details of qualification, experience, community etc. mentioned in the application along with self-attested supporting documents will only be considered.
12. Applications with any other form of irregularities will not be considered.
13. Applications received in response to this advertisement will be short-listed together with those received from Local Employment Exchange and candidates will be called for written and practical tests.
14. Merely fulfilling the requisite qualification/experience will not entitle the applicant the rights for written and practical tests.
15. The Appointing Authority reserves the right to reject or cancel Application without assigning any reason thereof.
16. Any dispute in regard to this recruitment will be subject to courts/tribunals having jurisdiction in Chennai.
17. No Application seeking information under RTI Act shall be entertained till completion of selection.

Director (South Zone)