

## **ELIGIBILITY CRITERIA FOR THE POST OF "OFFICE ASSISTANT"**

Category of Applicants	Minimum Age (should have completed)	Maximum Age*
<b>Age Limit: As on 01 Jul of the recruitment year</b>		
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 8<sup>th</sup> 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 <b><u>NOT</u></b> apply.</p> <p>(ii) The following must be endorsed in the outer envelope without fail otherwise application will be treated as <b><u>REJECTED</u></b>:-</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>	Recent Passport size photograph of the applicant to be affixed
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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 <sup>st</sup> 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