



PSG POLYTECHNIC COLLEGE : COIMBATORE - 641 004

(GOVT. AIDED & AUTONOMOUS INSTITUTIONS
& ISO 9001 : 2008 CERTIFIED)

APPLICATION for the post of **ASSISTANT**

1. NAME (In Block Letters) :
2. Address : Phone / Mobile No. :

Permanent	Present

3. Date of Birth : Age : Sex : Marital Status:
4. Place of Birth : District : State :
5. Mother Tongue : Community : SC/ST/MBC/BC/OC
6. Nationality & Religion : Caste :
7. Academic Qualifications : (from SSLC onwards)

SSLC/HSC/ Degree	Board / University	Name of the Institution studied	Class/ Marks obtained	Month & Year of Passing

8. Special Tests / Technical Qualification :

i) Special Tests:

Sl. No	Name of the Test	Authority	Month & Year of Passing

ii) Technical Qualification

9. Previous Experience

Sl. No	Name of the post	Employer	Pay and Scale of Pay	Period of Employment			
				From	To	Y	M

10. Present post, basic and total emoluments/month :

Post :

Basic Pay : Total emoluments : Rs.

11. Joining time required :

12. Name and address of the persons to whom reference can be made about the applicant :

1.

2.

13. Any other information the applicant wishes to state :

Place :

Date : Signature of the Applicant

(Endorsement of the present employer)

FORWARDED

Place :

Date : (Seal) Signature of the present employer

Note : ATTESTED XEROX COPIES of degrees, mark sheets, experience certificates, community etc. should be annexed to the application. Candidate already employed should send their applications only through their present employer. Incomplete Application in any respect or from candidates who do not fully qualified for the posts are summarily rejected.

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Name of the post : **ASSISTANT**

Scale of Pay : Rs.5200-20200 + Grade Pay Rs.2800

Vacancy : (GT : 1)

Age : Below 35 years as on 01.07.2017

Qualification : 1) Should possess minimum general educational qualification with eligibility for TNPSC recruitment.

and

2) i) An approved probationer in the category of Junior Assistant (L.D.C)

(or)

ii) Three years experience as Junior Assistant (L.D.C) with a good record of service in an Educational Institution.

(and)

3) Must have passed the Account Test for Sub- ordinate Officers Part-I

GENERAL INSTRUCTIONS

1. Applications in the prescribed form completed in all respects should be accompanied by true copies of degree, etc., in support of their age, qualifications. The original certificates must be produced at the time of interview.
2. Interim correspondence in connection with the application will not be entertained.
3. Candidates already in employment should either forward their applications through proper channel, or annex a certificate from the employers indicating that they have 'No Objection' to the applications being considered.
4. Applicants must be prepared to come for an interview before the Selection Committee on a date to be intimated to them later **at their own cost**.
 - a) Request for change of date of interview will not be considered.
 - b) The decision of the Selection Committee shall be final and no appeal or correspondence shall be entertained in this regard.
5. The institution reserves the right to fill or not to fill any or all the posts and to call or not to call any applicant for interview.
6. Applications that are incomplete in any respect or from candidates who do not fully satisfy the prescribed qualifications as on the date of advertisement or received after the due date etc., will be rejected.
7. Applications completed in all respects together with enclosures aforesaid should be addressed to **THE PRINCIPAL, PSG POLYTECHNIC COLLEGE, PEELAMEDU, COIMBATORE – 641 004 (Tamilnadu)** and sent to reach this office within 15 days from the date of advertisement indicating the post applied for on the outer cover.

Separate application should be submitted for each post

PRINCIPAL

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