



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

**NOTIFICATION NO.: R1 / 12907/ 2020 dt. 14.10.2020**

Applications are invited for the following posts of Tamil Nadu Agricultural University, Coimbatore – 641 003 **through online mode** in the TNAU website **www.kvk.tnausms.in**

ICAR-KVK posts	Number of vacancies	Scale of Pay
Programme Assistant (Computer)*	2	Rs. 35,900 – 1,13,500 [Level-13]
Programme Assistant (Technical)*	4	Rs. 35,900 – 1,13,500 [Level-13]
Farm Manager*	4	Rs. 35,900 – 1,13,500 [Level-13]
Junior Assistant cum Typist	14	Rs.19,500 – 62,000 [Level-8]
Driver	20	Rs.19,500 – 62,000 [Level-8]

The ICAR-Krishi Vigyan Kendra posts are subject to the following conditions.

1. Place oriented
2. Not transferable
3. Purely temporary
4. Post exists as long as scheme continues\*

i)	The candidates are requested to submit the applications through online, Applicants can print / save their application in PDF Format.			
	<b>Fee details</b>	i)	For SC / SC(A) / ST categories	Rs. 500/-
		ii)	For Others	Rs. 750/-
	<b>Mode of Payment</b>	1. Select <b>"RECRUITMENT APPLICATION FEE"</b> category in the SB collect link provided in the online application form 2. <i>All payment options are available in the SB collect payment gateway other than Debit card.</i>		
ii)	The candidates are requested to send a copy of the printed application along with attested copies of the academic certificates <b>and Online fee remittance receipt</b> to the following address : <b>The Registrar,</b> <b>Tamil Nadu Agricultural University,</b> <b>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 <b>"Application for the post of ....."</b> whichever is applicable [Programme Assistant (Computer) / Programme Assistant (Technical) / Farm Manager / Junior Assistant cum Typist / Driver] before 5.00 p.m. on <b>13.11.2020</b>			
	Online application can be submitted up to <b>09.11.2020</b> till <b>05.00 p.m.</b> , after which the link will be disabled.			
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 through post is 13.11.2020 by 5.00 p.m.</b>			

## INFORMATION AND INSTRUCTIONS TO CANDIDATES

### 1. DISTRIBUTION OF VACANCIES

Post / Communal rotation	Communal Rotation																		Grand Total										
	GT-NP	GT-NP-W	GT-NP-W (PSTM)	GT-NP (PSTM)	GT-P	BC-NP	BC-NP-W	BC-NP-PSTM	BC-NP-W (PSTM)	BC-P	BCM-NP-W (DW)	BCM-P	MBC/DNC-NP- Ex-Ser.	MBC/DNC-NP-W	MBC/DNC-NP-W (DW)	MBC/DNC-NP-W (PSTM)	MBC/DNC-P	SC-NP		SC-NP (PSTM)	SC-NP-W	SC-P	ST-P- PSTM	ST-NP	GT-P (Deaf / Dump)	BC-P (Deaf / Dump)	BC-P (Ortho.)	MBC-DNC-P (Deaf / Dump)	
Programme Assistant (Computer)												1						1											2
Programme Assistant (Technical)		1					1							1								1							4
Farm Manager	1						1							1								1							4
Junior Assistant cum Typist	1	1		1			1			1					1				1		1	1	1*	1*	1*	1*	1*	1*	14
Driver	3	1	1		1	1	1	1	1	1	1		1	1		1	1	2		1		1						20	

**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, SC – Scheduled Caste, SCA – Scheduled Caste (Arunthathiyars), ST – Scheduled Tribe, NP – Non- Priority, P – Priority.

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

\* Backlog vacancies.

2. EDUCATIONAL QUALIFICATION (as on 01.07.2020)		
Sl. No.	Name of the post	Qualification
1.	Programme Assistant (Computer)	1. B.Sc. (Computer Science) / Bachelor in Computer Application / Bachelor in Agriculture & allied subject with Post Graduate Diploma in Computer Application. <b>(PGDCA from institutions recognized by the Government)</b> 2. Desirable two years experience in handling agri-based data in computer.
2.	Programme Assistant (Technical)	Essential B.Sc. in Agriculture / Bachelor of Veterinary Science / Animal Sciences / Horticulture / Forestry / Home Science.
3.	Farm Manager	Essential B.Sc. in Agriculture / Horticulture / Forestry

4.	Junior Assistant cum Typist	<ol style="list-style-type: none"> <li>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 Government University, Government or Public Sector Institutions.</li> <li>2. Must have passed the Government Technical Examinations in Typewriting <ol style="list-style-type: none"> <li>i) by the Higher grade in Tamil and English (or)</li> <li>ii) by the Higher grade in Tamil and Lower grade in English (or)</li> <li>iii) by the Higher grade in English and Lower grade in Tamil</li> </ol> </li> <li>3. Must possess adequate knowledge in Tamil. 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.</li> </ol>
5.	Driver	<ol style="list-style-type: none"> <li>1. Must have passed 8th Std (must read and write Tamil)</li> <li>2. Must possess good physique (Physical Fitness certificate should to be obtained from Assistant Civil Surgeon)</li> <li>3. Must possess a driving license to drive Motor Vehicles including heavy vehicle <b>(with badge)</b></li> <li>4. Practical experience in driving a motor vehicle preferably a Jeep, Van or Heavy vehicle for a period of not less than 10 years in Government University / Government Institutions or Public Sector of Tamil Nadu (on Casual / Contractual / Temporary basis). In addition to the above preference will be given to those who possesses first aid certificate and certificate of vehicle maintenance knowledge</li> </ol>

**3 (a) AGE LIMIT AS ON (01.07.2020) : FOR THE POST OF PROGRAMME ASSISTANT (COMPUTER) / PROGRAMME ASSISTANT (TECHNICAL) / FARM MANAGER AND JUNIOR ASSISTANT CUM TYPIST**

Community		Minimum Age(Should have completed)	Maximum Age
i.	SC, SC(A), ST, MBC / DNC, BC, BCM	18 years	No Age limit
ii.	Others [i.e., candidates not belonging to SC, SC(A), ST, MBC / DNC, BC, BCM]	18 years	30 years (should not have completed)

**3 (b) AGE LIMIT AS ON (01.07.2020) : FOR THE POST OF DRIVER**

Community		Minimum Age (should have completed)	Maximum Age
i.	OC	18 years	30 years
ii.	BC / BCM / MBC / DNC	18 years	32 years
iii.	SC / SC(A) / ST	18 years	35 years

### 3 (c) AGE CONCESSION

1. "Others" [*i.e.*, Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs] who have put in 5 years of service in the State / Central Government in regular post are not eligible even if they are within the age limit]
2. Differently Abled Persons are eligible for age concession upto 10 years, over and above the maximum age limit prescribed above.
3. 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 1<sup>st</sup> July of the years in which the selection is made.
4. 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.
5. Age relaxation is applicable for the candidates who are working in TNAU, if they possesses adequate qualifications for the above posts (as per the decision taken in the 107<sup>th</sup> Meeting of Board of Management).

<b>4.</b>	<b>PAY LEVEL</b>	
(i)	Programme Assistant (Computer)	Rs. 35,900 – 1,13,500 [Level-13]
(ii)	Programme Assistant (Technical)	Rs. 35,900 – 1,13,500 [Level-13]
(iii)	Farm Manager	Rs. 35,900 – 1,13,500 [Level-13]
(iv)	Junior Assistant cum Typist	Rs. 19,500 – 62,000 [Level-8]
(v)	Driver	Rs. 19,500 – 62,000 [Level-8]
		<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>
<b>5.</b>	<b>SELECTION PROCESS</b>	<ol style="list-style-type: none"> <li>1. Selection will be made on the basis of Written Examination in OMR format.</li> <li>2. Based on the marks obtained in the written examination, the final shortlisted candidates will be called for certificate verification and oral interview to be conducted at TNAU Main campus, Coimbatore</li> <li>3. The applicants who have not appeared either for written examination or for the skill test will not be considered for further process.</li> </ol>
<b>6.</b>	<b>EXAMINATION</b>	<ol style="list-style-type: none"> <li>(i) Call letters will be sent to the eligible candidates for appearing to the written examination.</li> <li>(ii) Written examination will be of objective type using OMR sheets</li> </ol> <p><b>Note:</b> Applicants should appear for the written examination, Certificate Verification and personal interview at their own expenses.</p>

<b>7 (a) SCHEME FOR WRITTEN EXAMINATION [PROGRAMME ASSISTANT (COMPUTER)]</b>						
S. No.	Subject		Max. marks	Minimum Qualifying Marks		Duration of Exam.
				SC/SCA/ST	Others	
1.	<b>Written examination</b>					
	Computer Science	75	100	30	35	2 hrs.
	Computer application					
	Knowledge of Computer					
	General Knowledge					
	Aptitude Test	10				
2.	Interview and records		25*			
[*The split up marks for 25: Academic marks: 10, Experience: 5 and personal interview: 10].						

<b>7 (b) SCHEME FOR WRITTEN EXAMINATION [PROGRAMME ASSISTANT (TECHNICAL)]</b>						
S. No.	Subject		Max. marks	Minimum Qualifying Marks		Duration of Exam.
				SC/SCA/ST	Others	
1.	<b>Written examination</b>					
	Agriculture	15	100	30	35	2 hrs.
	Horticulture	15				
	Forestry	15				
	Veterinary / Animal Science	15				
	Home Science	15				
	General Knowledge	15				
	Aptitude Test	10				
2.	Interview and records		25*			
[*The split up marks for 25: Academic marks: 10, Experience: 5 and personal interview: 10].						

<b>7 (c) SCHEME FOR WRITTEN EXAMINATION [FARM MANAGER]</b>						
S. No.	Subject		Max. marks	Minimum Qualifying Marks		Duration of Exam.
				SC/SCA/ST	Others	
1.	<b>Written examination</b>					
	Agriculture	25	100	30	35	2 hrs.
	Horticulture	25				
	Forestry	25				
	General Knowledge	15				
	Aptitude Test	10				
2.	Interview and records		25*			
[*The split up marks for 25: Academic marks: 10, Experience: 5 and personal interview: 10].						

7(d) SCHEME FOR WRITTEN EXAMINATION AND SKILL TEST [JUNIOR ASSISTANT CUM TYPIST]						
S. No.	Subject		Max. marks	Minimum Qualifying Marks		Duration of Exam.
				SC/SCA/ST	Others	
1.	Written examination					
	General Studies	75	100	30	35	2 hrs.
	General Knowledge	15				
	Aptitude Test	10				
2.	Skill test (Typing with Computer knowledge both English and Tamil)		20			1/2 hour
3.	Interview and records		25*			
[*The split up marks for 25: Academic marks: 10, Experience: 5 and personal interview: 10].						
Note: The Syllabi for the General Studies paper are available in the TNAU website: <a href="http://www.kvk.tnausms.in">www.kvk.tnausms.in</a>						

7 (e) SCHEME FOR WRITTEN EXAMINATION AND SKILL TEST [DRIVER]						
S. No.	Subject		Max. marks	Minimum Qualifying Marks		Duration of Exam.
				SC/SCA/ST	Others	
1.	Written examination					
	Related to Driving, Maintenance of vehicles, Traffic rules and First Aid		100	30	35	2 hrs.
2.	Skill test (Driving)		20			1/2 hour
3.	Interview and records		30 *			
[*The split up marks for 30 are: Additional qualification: 10, Experience: 10 and personal interview: 10].						
Note: The question paper will be set in Tamil and objective type						

8. GENERAL INFORMATION	
A.	The rule of reservation of appointments is applicable to this post. The distribution of vacancies will be as per rules in force.
B.	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.
C.	The candidates belonging to the priority categories should produce the relevant proofs obtained from the Government officials concerned
D.	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.

E.	Reservation for "Destitute Widows" and "Ex-servicemen" will apply to this recruitment except Pay Level-13.
F.	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.
G.	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.
H.	If suitable eligible and sufficient number of candidates are not available in the priority categories, candidates from the non-priority categories will be considered for these posts as per G.O. Ms. No. 541, P & AR (PER.R) dated 21.09.1989.
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>i.e.</i> , the details thereof, originals of the Judgment 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. In such cases the fees paid by the candidates for this post will not be refunded.
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) Candidates must be Indian Nationals
	b) It will be open to the University not to fill up any of the posts now advertised.
	c) 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.
	d) 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.
	e) 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>
	f) 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.
	g) If any of their claim is found to be incorrect, it will lead to rejection / debarment.
	h) <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
	i) <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.
	j) 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.
	k) Short listed candidates should attend Certificate verification and interview at their own cost.
	l) 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.
	m) TNAU reserves the right to fill up (or) cancel the Notification published for recruiting the post of Programme Assistant (Computer) / Programme Assistant (Technical) / Farm Manager / Junior Assistant cum Typist / Driver.
	n) 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.
	o) Candidates who are selected shall be liable for transfer to any other place within the jurisdiction of the University.
	p) The age of retirement is fifty nine years.
	q) The candidate should abide by the Act, Statutes and Regulations (ASR) of Tamil Nadu Agricultural University.
	r) 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.

	s)	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.
	t)	Selection of candidates already in employment will be subject to the employer's agreement to relieve them.
	u)	Evidence of Degree / Community / Date of Birth / Nativity Certificate and other certificates and testimonials should be brought in original at the time of interview.
	v)	The Online Application can be submitted up to <b>09.11.2020</b> till <b>05.00 p.m.</b> , after which the link will be disabled.
	w)	Printed applications should be submitted along with online fee remittance receipt before <b>5.00 p.m. on 13.11.2020</b> and applications received after the due date will not be considered.
	x)	For detailed information applicants may refer Tamil Nadu Agricultural University website: <b>www.kvk.tnausms.in</b>
<b>10.</b>	<b>CERTIFICATE OF PHYSICAL FITNESS</b>	
	a)	Physical Fitness certificate for the post of Driver should be obtained from the Assistant Civil Surgeon and copy of same should be enclosed along with the application.
	b)	Applicants selected for appointment to the post will be required to produce a certificate of physical fitness obtained from the TNAU Medical Officers in the prescribed TNAU Format.
<b>11.</b>	<b>ENQUIRIES RELATED TO ONLINE APPLICATION</b>	
	Contact : 0422 – 6611508 (Office of the Registrar – Recruitment Section, TNAU, Coimbatore)	

REGISTRAR