

TUTICORIN PORT EDUCATIONAL AGENCY

	ADMINISTRATIVE OFFICES	Phone : 0461 – 2352290
	V.O.CHIDAMBARANAR PORT TRUST	0461 - 2372999
	TUTICORIN – 628 004.	Fax : 0461 - 2354274

RECRUITMENT FOR THE POST OF TEACHING & NON TEACHING ON CONTRACT BASIS

Tuticorin Port Educational Agency invites applications in the prescribed format, from eligible candidates for the post of B.T. Assistants (English & Maths), K.G.Teachers and Watchman (Ex-serviceman) on CONTRACT basis. Details of essential and desirable qualifications for these categories of posts are given below:-

1. PAY : **Consolidated pay**
2. **ESSENTIAL QUALIFICATIONS:**
 - (i) **B.T.Assistant (MATHS)** 1 post : B.Sc. (MATHS) and B.Ed. Degrees
 - (ii) **B.T.Assistant (ENGLISH)** 1 post : B.A. (ENGLISH) and B.Ed. Degrees
 - (iii) **K.G.TEACHER** 2 post : S.S.L.C. or its equivalent and Teachers Certificate of Pre-Primary Teachers Training or Pre-Basic Teachers Training in Nursery, Montessori, Kindergarten course:
 - (iv) **WATCHMAN (Ex-serviceman)** 3 post : Should be an Ex-Serviceman
3. Experience : 3 years in the respective field for (i & ii)
2 years in the respective field for (iii)

HOW TO APPLY

1. The last date for receipt of the application in the prescribed format is 27.05.2016.
 - (i) Applications must be submitted in the prescribed format published as Annexure to this advertisement. If needed this format can be photocopied, typed or printed on white paper of foolscap (size 21cm x 30 cm). All candidates must attach attested copies of their educational qualification certificates / mark sheets (Year wise of each year) and other certificates such as experience, SC Category certificates. Proof of disability etc. A recent passport size photograph must be pasted in the space provided in the application format. Only those BC categories which are recognized by Government of India will be considered for appointment under BC Category. The

BC Certificate should be in the prescribed format of Government of India issued latest by the Competent Authority.

- (ii) Duly filled in application, complete in all respect must reach, at the address given below:

THE SECRETARY,
TUTICORIN PORT EDUCATIONAL AGENCY,
PORT ADMINISTRATIVE BUILDINGS,
V.O.Chidambaranar Port Trust,
TUTICORIN – 628 004.

- (iii) Tuticorin Port Educational Agency will not be responsible for any postal delay or non-receipt of application due to any reason. Applications received after closing date of this advertisement or incomplete in any respect or not accompanied with requisite application fee will be rejected. No Correspondence will be entertained in this. No intimation regarding rejection of application will be sent to the candidates.

GUIDELINES FOR FILLING UP THE APPLICATION FORM

- a) Correction if any, in the application form should be legible and signed by the candidate.
- b) While filling information in boxes relating to Name, Address, Father's Name etc. one box should be left blank between the names/words. All entries should be made by black pen in BLOCK LETTERS ONLY.
- c) Canvassing in any form will disqualify a candidate.
- d) Tuticorin Port Educational Agency may take up the verification of eligibility of the candidate at any point of time prior to or after the completion of the selection process. Even if interview call letter is issued to a candidate by oversight or due to lack of information in the application form or otherwise and if it is found that the candidate is not eligible, his/her candidature shall be summarily rejected.
- e) Any dispute with regard to this recruitment will be subject to the court having its jurisdiction in TUTICORIN only.
- f) Selected candidates will be appointed on contract basis for a Specified period.
- g) The candidate must have the prescribed qualification as mentioned in 2 (i). Any candidate seeking claim of equivalence of their qualifications with that of the notified one should furnish documentary evidence in support of their claim, otherwise such cases will be rejected. Similarly if grades have been given, the position of the mark-sheets showing equivalent percentage of marks should be attached. In qualification column the candidate should mention the exact marks. No round of marks will be permitted.

PRESIDENT/TPEA

APPLICATION FORM

**APPLICATION FOR THE POST OF B.T. ASSISTANT (MATHS & ENGLISH), K.G.TEACHER &
WATCHMAN (Ex-serviceman) – ON CONTRACT BASIS**

IMPORTANT NOTES:

- (i) Before filling this form, read the instructions carefully
- (ii) All entries should be made in capital letters
- (iii) All attested copies of documents must be enclosed

Please affix your
recent passport
size photo

1. Candidate's name

(in BLOCK LETTERS):

2. Father's/Husband's name

(in BLOCK LETTERS):

(Please mark (✓) tick in the appropriate box) Father Husband

3. Mailing Address of Candidate with Name :

Name	
Address	
Area	
City /Town	District
State	Pin code <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Contact Telephone No. (With STD Code):

4. Sex : Male Female

5. Date of Birth (DD-MM-YYYY)

6. Age as on 01.01.2016.

Years	<input type="text"/>	<input type="text"/>	<input type="text"/>	Month	<input type="text"/>	<input type="text"/>
-------	----------------------	----------------------	----------------------	-------	----------------------	----------------------

7. Category -I (Please mark (✓) tick in the appropriate box):

SC ST OBC Gen Blind Physically handicapped
Woman

8. Category – II (Please mark (✓) tick in the appropriate box):

Ex-Servicemen (Only service personnel not dependents)

Regular Employees of TPEA School

9. Academic / Professional Qualifications (Beginning from 10th)

Name of Examination	Board/ University	Year of Passing	Total Marks Obtained	Maximum Marks	% of Marks *	Course Duration (in years)
10 th (SSC/SSLC)						
12 th (H.Sc/Sr.sec)						
Degree passed						
PG Degree passed						
B. Ed / M. Ed.						

10. Technical Qualification:

Name of Diploma/degree	Duration of Course	Year of Passing	Board /University/ Institution	Maximum Marks	% of Marks *

Note: * if grades are given, instead of marks then grades should be converted to percentage (%) as

per approved pattern of the concerned University/Board. Please attach attested copy of mark-sheets showing such conversion.

11. Experience:

Name of the Employer	Period of Service		Designation and pay Scale	Total emoluments drawn.
	From	To		

(Experience proof should be produced)

12. For Ex-servicemen (applying for _____ Post):

a) Total service rendered in trade _____

- b) Name of the wing of defense service _____
- c) Whether Trade proficiency certificate in _____ has been obtained (Yes/No)
If yes, attach attested photocopies.
- d) Number and date of discharge certificate _____

13. Do you have knowledge of Computer Operations: Yes /No

14 . DistrictState.....

15. Any other relevant information

DECLARATION TO BE SIGNED BY THE CANDIDATE

I hereby declare that -

- (i) I am an Indian National.
- (ii) I have read all the provisions and various criteria for the post for which I am applying as contained in the advertisement of Tuticorin Port Educational Agency
- (iii) All statements made and information given by me in this application is true, complete and correct to the best of my knowledge and belief and nothing has been concealed. In the event of any information or part of it being found false or incorrect before or after the exam / interview or appointment, action can be taken against me by Tuticorin Port Educational Agency and such in an eventually I am aware that my candidature/ appointment shall automatically stand cancelled / terminated.
- (iv) I further declare that I fulfill all the conditions of eligibility regarding age, educational, professional qualifications, etc. prescribed for the post applied for which I have applied. I possess the educational certificates / marks – sheets / provisional certificate in respect of the educational qualification prescribed for the post for which I am applying.

Place:.....

Signature of candidate

Date:.....