



TAMIL NADU SLUM CLEARANCE BOARD

RECRUITMENT NOTIFICATION

Notification No. 01/2021

Dated : 13.01.2021

1. Applications are invited through Registered post **upto 31.01.2021** from all the eligible candidates for the post of Office Assistant (Basic Service) by Direct Recruitment in Tamil Nadu Slum Clearance Board. Applications must be submitted in the prescribed format which can be downloaded from the website www.tnscb.org. Filled in Application must be sent to "**The Chairman, No.5, Kamarajar Salai, Triplicane, Chennai – 600 005**". The candidates registered with Employment Exchange are also eligible to apply for the said post against the vacancies. The qualifications and other details of the post are as follows :-

Sl. No.	Name of the Post	No. Of Vacancies	Pay Band (Rs.)
1.	Office Assistant	Total - 53 Nos.	15700 -50000 (Level – 1)

1. Important Dates:

i)	Date of Notification	16.01.2021
ii)	Date of Commencement of Submission of application	16.01.2021
iii)	Last date for receipt of application in Tamil Nadu Slum Clearance Board, Head Office, Chennai	31.01.2021

2. Age (as on **31.12.2020**):

The minimum age of all applicants as on 31.12.2020 should be 18 (eighteen) years of age. The maximum age is as follows.

Category of Candidates	Maximum age
i) SC, SC(A), ST	35 years (should not have completed)
ii) MBC/DC, BC and BC(M)	32 years (should not have completed)
ii) General [i.e. candidates not belonging to SC, SC(A), ST, MBC/DC, BCs and BC(M)]	30 years (should not have completed)

NOTE:

- 10 years age relaxation is available for Differently Abled Persons of all categories wherever maximum age limit is prescribed.

4. Educational Qualification (as on 31.12.2020):

Sl.No.	Name of the Post	Qualification
1.	Office Assistant	8 th Standard Pass from a recognized school

- NOTE :**
1. The candidates those who have not passed 8th standard as on the cut - off date (i.e. 31.12.2020) are not eligible.
 2. The Rule of Reservation of appointments, age relaxations, etc. will be as per the Government Rules in force.
 3. The applicants are requested to read carefully the 'Instructions to candidates' before filling up the application. The 'Instructions to candidates' has been appended below the 'Format for Application' and is available in the Tamil Nadu Slum Clearance Board website www.tnscb.org.

**Sd/-R.Kirlosh kumar
Managing Director**

**Tamil Nadu Slum Clearance Board
No.5, Kamarajar Salai, Chennai – 600 005.**

**APPLICATION FOR THE POST OF
OFFICE ASSISTANT (BASIC SERVICE) 2021**

Please
affix latest
passport
size photo

1. Name :
2. Father's Name :
3. Residential Address :
4. Contact Number :
5. Date of Birth (as in School Certificate) :
6. Gender :
7. Marital Status :
8. Nationality :
9. Religion :
10. Communal Category with
Sub Caste (Please enclose certificate) :
11. Place of Birth :
12. Native District :
13. E-Mail ID :

14. Educational Qualification

(Please enclose certificates) :

Exam Passed	Year of Publication of Result	Medium of Instruction	Certificate details	Board / University

15. Mother Tongue :

16. Language Known :

17. Present Employment if any :

18. Destitute Widow
(If yes, please enclose relevant certificate) :

19. Differently Abled (If yes, please enclose relevant certificate) :

20. Declaration:

I hereby solemnly affirm that all details provided above are true to the best of my knowledge and belief and that at all time, I shall carry myself in a manner that lends Dignity to the organization and worthy enough of the person.

Yours faithfully,

(Signature of Applicant)

Place :

Date :

Instructions to Candidates applying for the post of Office Assistant (Basic Service) 2021

1. Candidates must be Indian Nationals.
2. 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.
3. Evidence of VIII passed Certificate and all other testimonials should be brought in original at the time of interview. Copies of Certificates, Mark Sheets, testimonials, etc., should be attached with the application duly self attested by the applicant.
4. Applications received after the last date (31.01.2021) will be summarily rejected.
5. Candidates called for interview will not be paid any TA/DA.
6. This office reserves the right to fill or not to fill the post without assigning any reason whatsoever.