

**Recruitment Process Guidelines:**

1. There is no registration/ application fee.

**RECRUITMENT PROCESS**

2. There shall be one notification for appointments, however the appointments can be taken up in batches based on the requirements of the project. Candidates whose applications are complete but are not shortlisted for the interviews may be placed on a waitlist. The waitlisted candidates will be called for interviews in the future in case of attrition, or in case of additional requirements in the next phase, without the project having to place fresh advertisements/ call for fresh applications if such recruitments take place within 2 years of the date of this Notification.
3. In case of candidates who interview with the Panel, but are not selected, the Interview Panel will take a final decision on retaining these candidates on the panel or if these candidates are to be dropped from future recruitments.
4. All further notifications will only be placed on the Project/ Directorate website.
5. In case the Interview Panel is convinced of the candidature of a particular candidate despite the candidate not being selected for the said post, the Panel may recommend the candidate for consideration for an alternate post in the same organisation without having to place fresh advertisements/ call for fresh applications if such recruitments take place within 2 years of the date of this Notification.
6. The final selection of the candidate will be based on the score in the interview. In case the scores of two candidates on the interview are tied, the candidate with the higher score on the application form will be given preference.

**GENERAL INFORMATION:**

1. The post is on a fixed term contract, renewable every year based on the performance of the candidates.
2. Only Indian nationals are eligible to apply.
3. While appearing for the interview, the candidate should produce all the required and valid original certificates/ documents prescribed above. In the absence of original certificates/ documents, candidature of the candidate shall be cancelled. The project/ directorate takes no responsibility to receive/ collect any certificate/ remittance/ document sent separately.
4. Certificate of fitness: Candidates selected for appointment to the post will be required to produce a certificate of physical fitness from a Registered Medical Practitioner. The candidates will also need to certify that they are not insolvent prior to being appointed.
5. Correct and true information regarding arrest, convictions/ debarment/ disqualification by any recruiting agency, criminal or any disciplinary proceedings initiated or finalized, participation in agitation or any political organisation, candidature in election for parliament/ State Legislature/ Local Bodies, etc., if any, should also be furnished to the Directorate, in the form of a self-declaration, at the time of application. Original of the judgement of Acquittals, order/ or G. O. dropping further action in Departmental proceedings or any document that may prove the suitability of such candidates for appointment in such cases must be produced at the stage/ time of certificate verification/ interview. The Directorate reserves the right to conduct background checks on the candidates, prior to or after their appointment and in case any of the declarations are found to be incorrect, it could result in the termination of appointment.
6. Applications containing wrong claims relating to basic qualification/ eligibility age/ experience/ if the proof does not satisfy the Directorate, will be liable for rejection.
7. All appointed candidates will be subject to the policies, rules and regulations as notified/ modified by the Directorate from time to time.
8. All appointed individuals will be expected to work with Government officers in teams, assigned to them.
9. All appointed individuals will be expected to use their own vehicles, laptops etc.

**OTHER INSTRUCTIONS:**

10. Before applying for the post, the candidate should ensure that he/ she fulfils the eligibility and other norms mentioned in this notification. Candidates are therefore advised to carefully read this notification and follow all the instructions given.
11. A candidate's admission to the interview and subsequent processes is strictly provisional. The mere fact that the call letter(s)/ provisional allotment has been issued to the candidate does not imply that his/ her candidature has been finally cleared by the Directorate. The Directorate would be free to reject any application, at any stage of the process, cancel the candidature of the candidate in case it is detected as any stage that a candidate does not fulfil the eligibility norms and/ or that he/ she has furnished any incorrect/ false information/ certificate/ documents or has suppressed any material fact(s). If candidature of any candidate is rejected

for any reason according to the terms and conditions of this notification, no further representation in this regard will be entertained. If any of these shortcoming(s) is/ are detected after appointment in the Directorate, his/ her services are liable to be summarily terminated.

12. Decision of the Directorate in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, qualifications and other eligibility norms, the documents to be produced for the purpose of conduct of examination, interview, verification etc. and any other matter relating to recruitment process will be final and binding on the candidate. No correspondence and personal enquires shall be entertained by the Directorate in this regard.
13. The Directorate reserves the right to fix criteria such that for each post advertised, not more than five candidates are shortlisted for the interview. In case less than five candidates meet the criteria specified, or even if only one candidate meets the criteria specified, the Directorate reserves the right to call the individual for the interview.
14. Not more than one application should be submitted by the candidate for one post. In case of multiple applications only the latest valid (submitted) application will be retained.
15. Any dispute arising out of the notification including the recruitment process shall be subject to the sole jurisdiction of the Courts situated in Chennai.
16. Any canvassing or creating influence for undue advantage shall lead to disqualification from the process.
17. Any request for change of address, details mentioned in the submitted application will not be entertained subsequently.
18. A candidate should ensure that the signatures appended by him/ her in all the places viz. in his/ her call letter, attendance sheet, etc. and in all correspondence with the Directorate in future should be identical and there should be no variation of any kind.
19. In case of applications from candidates working in or retired from Government, the previous pay will be protected if there is no pension. In case of pension, the remuneration will be fixed as per relevant G.Os. Applicants from Government entities can attend the interviews without official permission. Such permission, as per procedure in their current office, will be required only if they are selected and intend to join in light of the short time frame within which the appointment to the said post is to be made.
20. Candidates will have to appear for the examination/ interview at their own expense.
21. Appointment of selected candidates is subject to their being declared medically fit and as per other requirements of the Directorate as mentioned in this notification and subject to service and conduct rules of the Directorate, as decided by the Board.
22. The Directorate reserves the right to reschedule/ change (cancel/ modify/ add) any of the criteria, conduct of examination/ interview/ method of selection and provisional allotment etc.
23. Intimations will be sent to the applicants by email only to the primary email address mentioned in the application form submitted by the candidates. Hence, the applicant shall enter valid and functional mobile number and email ID. However, candidates are required to check the recruitment section of the Directorate website for the latest updates pertaining to this notification.
24. Appropriate action against the candidates found guilty of misconduct/ use of unfair means will be taken as per the norms of the Directorate.
25. the Directorate shall not be responsible if the information/ intimation does not reach candidates in case of change in the mobile number, technical fault or otherwise, beyond the control of the Directorate and the candidates are advised to keep a close watch on our authorised website for latest updates, till the recruitment process gets completed.
26. Depending on the requirement, the Directorate reserves the right to cancel/ modify the number of vacancies, if the need so arises, without any further notice and without assigning any reasons thereof.
27. the Directorate reserves the right to alter the pay range/ qualifications/ number of vacancies for posts
28. Weightage will be given to professionals with experience in implementation of similar projects in Community Rehabilitation or similar scope.