



THE GANDHIGRAM RURAL INSTITUTE
(Deemed to be University)

GANDHIGRAM – 624 302 :: DINDIGUL DISTRICT :: TAMIL NADU
Ministry of Education (Shiksha Mantralaya), Govt. of India
Accredited by NAAC with 'A++' Grade (4th Cycle)

**Walk-in Interview Notification for engaging of
Temporary Scientific Administrative Assistant**

Venue : Indira Gandhi Block, GRI

Date : 07.01.2026 Time: 10.00 A.M.

Instructions:

1. The candidates are informed to download the **Application Proforma** and bring the filled in form at the time of Certificate verification.
2. The candidates are informed to provide **original evidence** of the particulars at the time of walk-in-interview without fail.
3. The candidates are informed to appear **one hour before** the time allotted for certificate verification.
4. The University reserves the right to fill or not to fill the vacancies.

Name of the Department	Name of the Post	No. of post(s)	Consolidated Salary (per month)	Qualification
B.Voc. Renewable Energy	Scientific Administrative Assistant	01	Rs.22,680/-	Academic Qualification: ITI/Diploma in Mechanical or Electrical Engineering allied trades / B.Voc Renewable Energy with relevant experience. Nature of duties: <ul style="list-style-type: none">• Assist student laboratory classes/ Students related office document movement & file maintenance.• Maintaining inventory of lab equipments.• Maintaining Renewable Energy Gadgets, Electrical Utilities & PA System in the GRI Campus.• Cleans and maintains laboratories, equipment and instruments.



THE GANDHIGRAM RURAL INSTITUTE
(Deemed to be University)

GANDHIGRAM – 624 302 :: DINDIGUL DISTRICT :: TAMIL NADU
Ministry of Education (Shiksha Mantralaya), Govt. of India
Accredited by NAAC with 'A++' Grade (4th Cycle)

REGISTRATION FORM

Engaging of Non-Teaching Post (Temporary)
Walk-in-Interview on 07.01.2026

Name of the School/Department/Centre: B.Voc. Renewable Energy
Name of the Post : Scientific Administrative Assistant (Temporary)

1.	Name of the candidate			
2.	Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>		
3.	Community	SC <input type="checkbox"/> ST <input type="checkbox"/> OBC <input type="checkbox"/> UR <input type="checkbox"/>		
4.	Date of Birth	<u>DD/MM/YYYY</u> Age <u> </u>		
5.	Address for Communication			
	Pin Code			
	Cell No.			
	E-mail.			
	PAN			
	Aadhar No.			
6.	Educational Qualification:			
	Diploma/ Certificate Course	(_____ %)		
	10 th	(_____ %)		
	12	(_____ %)		
	UG	(_____ %)		
	PG	(_____ %)		
	Technical Qualification	(_____ %)		
	Computer Knowledge			
7.	Details of Experience			
	<i>Name of the Post</i>	<i>Name of the University / Institute / Organization</i>	<i>Period of service(s)</i>	
			<i>From</i>	<i>To</i>
			<i>Total</i>	
	i).			
	ii).			
	iii).			

Signature of the Candidate

FOR OFFICE USE ONLY

The qualification and experience are mentioned in the notification are verified with the original certificates and found correct. He/she is eligible to attend the Interview.

1.
(Name & Signature)

2.
(Name & Signature)

3.
(Name & Signature)