



**THE GANDHIGRAM RURAL INSTITUTE
(Deemed University)
GANDHIGRAM-624 302.
Advertisement No.
2/Est.3/5/2011-12**

The Gandhigram Rural Institute invites applications in prescribed format from Indian Nationals for various non-teaching posts on direct recruitment. **Last date for receipt of application is 09.01.2012.**

For further details visit our website: www.ruraluniv.ac.in

Date: 19.12.2011

REGISTRAR.

NON-TEACHING/TECHNICAL POST THROUGH OPEN ADVERTISEMENT

The Gandhigram Rural Institute invites applications in prescribed format from the Indian nationals for various non-teaching posts on direct recruitment as per the details furnished:

S.No.	Name of the post	Pay Band ₹	Grade Pay ₹	No. of posts	Reserved for
1	Health Officer	15600-39100	5400	One	UR
2	Structural Design Engineer (lien vacancy)	15600-39100	5400	One	OBC
3	Non-medical Demonstrator	9300-34800	4600	One	ST
4	Junior Engineer	9300-34800	4200	One	OBC
5	Health Inspector (Senior Technical Assistant Grade)	9300-34800	4200	One	SC
6	Balwadi Supervisor	5200-20200	2800	Two	OBC-2
7	Statistical Assistant	5200-20200	2800	One	SC
8	Security Inspector (Sergeant)	5200-20200	2400	One	OBC
9	Lower Division Clerk	5200-20200	1900	Four	OBC-4
10	Attender/Multi-task Worker	5200-20200	1800	Ten	SC-3; ST-1; OBC- 5 & Person with disability - 1

S.No.	Name of the post	Age limit	Qualifications & Experience
1	Health Officer		M.B.,B.S. with three years teaching/administrative experience. Preference will be given to persons holding D.P.H. or B.S.Sc.
2	Structural/Design Engineer (lien vacancy)	35	M.E./M.Tech. in Civil Engineering/Structural Engineering with 3 years experience.
3	Non-medical Demonstrator	35	P.G. Degree with Diploma in Health Education/Diploma in Industrial Health/Diploma in Sanitary Science with 7 years experience in Teaching/Training
4	Junior Engineer	35	Diploma in Civil Engineering with 3 years experience in preparation of plans, diagrams and estimates for building construction.
5	Health Inspector (Senior Technical Assistant Grade)	35	A post Graduate with diploma in Sanitary Science/Diploma in Health Education/Diploma in Industrial Health with 5 years experience
6	Balwadi Supervisor	35	1) A degree in Social Science/Home Science (2) Two years experience in extension activities.
7	Statistical Assistant	35	1) Master's degree in Mathematics or Statistics (OR) Second Class in B.A./B.Sc. with Mathematics or Statistics as one of the subjects with 3-4 years experience or handling statistical work. 2. Working knowledge in Computer
8	Security Inspector (Sergeant)	40	Ex-serviceman in the rank of Subdhar with Plus two qualification.
9	Lower Division Clerk	35	1. Any degree from recognized university 2. Knowledge in Computer Applications 3. Typewriting junior Grade in English
10	Attender/Multi-task Worker	35	A pass in 10 th Standard

CENTRE FOR STUDY OF SOCIAL EXCLUSION AND INCLUSIVE POLICY

(Tennurial up to 31.03.2012)

which may be extended , if approved by UGC

S.No.	Name of the post	Pay band ₹	Grade pay ₹	No. of posts	Reserved for	Remarks
1	Professional Assistant	9300-34800	4200	1	OBC	
2	Research Assistant	9300-34800	4200	2	SC -1 & OBC -1	
3	Data Entry Operator	5200-20200	2400	2	SC -1 & OBC -1	
4	Library Attendant	5200-20200	1800-	1	OBC	
5	Attender	5200-20200	1800	1	OBC	

S.No.	Name of the post	Age limit	Qualifications & Experience
1	Professional Assistant	35	<u>Essential Qualification:</u> Any degree with Stenography (100 words per minute) intermediate. 10 years of work experience as Stenographer, knowledge in computer application with SPSS (OR) Bachelor's degree in Library and Information Science with experience in documentation and knowledge in Computer Applications.
2	Research Assistant	35	<ol style="list-style-type: none">Any P.G. degree in Social Science/Home Science/M.Sc. Statistics/Maths./Economics/Computer Science with 2 years experience in designing and conducting field based survey.Ability to process and analyse data and document/computer knowledge
3	Data Entry Operator	35	Any degree with P.G. Diploma in Computer Applications
4	Library Attendant	35	<u>Essential Qualification:</u> A pass in 10 th Std., Preference will be given to candidates with Plus two Qualification.
5	Attender	35	A pass in 10 th Std.

APPLICATION FOR NON-TEACHING/TECHNICAL STAFF VACANT POSTS



THE GANDHIGRAM RURAL INSTITUTE-DEEMED UNIVERSITY

(Under sec.3 of UGC Act 1956 vide Notification No. F.9-1/76-U.3 dated 03.08.1976)

GANDHIGRAM-624 302. DINDIGUL DISTRICT. TAMIL NADU

Re-Accredited by NAAC with 'A' Grade

Advertisement No. 2/Estt.3/5/2011-12 – Advt. date 19.12.2011

(www.ruraluniv.ac.in)

S.No. Separate application form should be used for each post.

APPLICATION FOR THE POST OF

Affix a passport
size Photograph
here

1. Name in full (Block letters) :

2. (a) Present post held and Name of
present employer (if any) :

(b) Present emoluments, if employed.

Basic Pay :

Other allowances :

Emoluments :

Scale of pay/Pay Band :

3. Name and address of father or mother :

4. (a) Address to which communications
are to be sent :

(b) Permanent address :

(c) Contact Phone No.

Mobile No.

e.mail. id

5. Nationality

:

6. Date of birth and age

(A copy of proof should be attached)

: Place of birth:

District

:

State

:

7. Whether the applicant belongs to SC/ST/OBC category:

(An attested copy of certificate obtained from Revenue officials not below the rank of Deputy Tahsildar should be attached as evidence)

8. Academic Qualifications: (enclose attested copies)

Institution Address	Year of passing	Degree obtained	Class obtained and rank, if any	Percentage of marks

9. Technical Qualifications: (enclose attested copies)

Qualification	Year of passing	Institution from which it is qualified	Class obtained and rank, if any	Percentage of marks

10. Experience:

Post held with Scale of pay/Pay Band	Period		Name of the institution	Nature of duties
	From	To		

11. Knowledge in Computer application :

12. Knowledge of languages:

Languages	Ability to speak	Read and write	Speak, read and write

12. Name and address of not less than two persons for reference : 1.
 (not related by blood or marriage) to whom confidential reference could be made. They should be in a position to evaluate you for the suitability of the position you are seeking now.
 2.

13. Any other fact(s) you would like to present for consideration in support of your candidature :

14. List of enclosures:

- 1.
- 2.
- 3.
- 4.
- 5.

I hereby declare that all information furnished in the application are true to the best of my knowledge and belief.

Place:

Date:

Signature of the candidate.

Endorsement of the present Employer
(if already employed)

Signature of the Employer

Name:

Designation:

Office seal with date



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INSTRUCTIONS

1. Application should be in the prescribed form and it should be legibly written by the applicant.
2. Attested copies of certificates in evidence of age, community (for SC/ST/OBC candidates only), educational qualifications, experience, proof for physical disability, etc. should be enclosed with the filled in application.
3. Candidates applying for more than one post should apply separately for each post. Application is not transferable.
4. Persons who are already employed should send their application(s) through proper channel. Advance copy may be sent directly. In case the application is not sent through proper channel such candidate should produce no objection certificate at the time of interview.
5. One passport size photograph shall be affixed in the column provided on the first page of the application and the other passport size photograph should be enclosed intact with the application.
6. Completed application with the required documents should be sent along with the registration fee (non-refundable) of Rs.250/- (for general) and OBC category drawn in favour of the Registrar, Gandhigram Rural Institute, Gandhigram-624 302. Dindigul District. Tamil Nadu by Demand Draft dated not earlier than the date of the advertisement and payable at Canara Bank, Gandhigram (Code No. 8500) or State Bank of India, Ambathurai (Code No. 3373). SC/ST candidates need not remit the Registration fee on submission of the community certificate.
7. Applications received without the registration fee shall be rejected.
8. Incomplete and defective applications shall be summarily rejected and applications received after the due date shall not be considered under any circumstances and no further correspondence shall be entertained in this regard. This Institute shall not be responsible for any postal delay.
9. Original certificate should not be sent along with the filled in applications. If sent, the Institute is not responsible for any loss of the certificate.
10. The original certificates should be produced at the time of interview for verification.
11. The applicant should enclose a self-attested copy of their community certificate (SC/ST/OBC) with the filled in obligation.
12. The applicants of OBC category should submit the Xerox copy of the OBC certificate obtained recently (i.e.) during the period of one year prior to the last date for receipt of filled up applications.
13. If there is any discrepancy between the information furnished in the filled in application and the supportive documents produced such applications shall be summarily rejected.
14. **Canvassing in any form for the post shall disqualify the candidature.**

15. No TA/DA shall be paid to the candidates called for the interview.

16. The institute reserves the right to:

- (a) fill up or not to fill up any of the above posts;
- (b) relax the desirable qualifications/age or experience, etc. in case of deserving candidates;
- (c) to short list the applicants to be called for the interview.

17. An applicant cannot claim for the interview or appointment as a matter of right just because, he/she is an applicant for the post.

The LAST DATE for receipt of the completed application is 09.01.2012.

GANDHIGRAM-624 302.

Date: 19.12.2011

**Dr. N. NARAYANASAMY
REGISTRAR.**