



Auroville Foundation
Autonomous body under Department of Higher Education
Ministry of Education, Government of India
Auroville -605101, Tamilnadu

Ref. No. : AVF/R/Admin/2023/02

Date: 11.10.2023

Recruitment Notification

Walk-in Interview

(16.10.2023 & 17.10.2023)

for Administrative/Accounts positions
(On Contract- purely on temporary basis)
Advertisement No.: AVF/R/Admin/2023/02

Auroville Foundation (AVF) at Auroville, Tamil Nadu is an autonomous body functioning under the administrative control of Department of Higher Education, Ministry of Education, Government of India. AVF invites applications from eligible Indian Nationals for engagement to the following Administrative/Accounts Staff positions purely on contractual basis.

Details of Qualification, Experience, Requirements of the Posts

Date of Walk in Interview for the posts at Sl. No. 1 to 5 will be 16.10.2023

Sl. No.	Name of the Post	Education Qualifications
1.	Finance and Administrative Officer	<ul style="list-style-type: none">Chartered AccountantA First Class Bachelor's Degree in Commerce in Accountancy / Finance or equivalent in grade from a recognized University or institute or A Master's Degree in Commerce / MBA (Finance) from a recognized University or institute with at least 50 % marks or equivalent grade.
2.	Accounts Officer	<ul style="list-style-type: none">A First-Class Bachelor's Degree in Commerce in Accountancy / Finance or equivalent in grade from a recognized University or institute or A Master's Degree in Commerce / MBA (Finance) from a recognized University or institute with at least 50% marks or equivalent grade.Proficiency in Computer Operation and Computer application viz. word processing, Spread Sheet and computer - based accounting software.
3.	Accountant	<ul style="list-style-type: none">A First-Class Bachelor's Degree in Commerce in Accountancy / Finance or equivalent in grade from a recognized University or institute or A Master's Degree in Commerce / MBA (Finance) from a recognized University or institute with at least 50% marks or

		<p>equivalent grade.</p> <ul style="list-style-type: none"> • Knowledge of computer application viz. wordprocessing, Spread Sheet and computer - based accounting software.
4.	Assistant Accounts Officer	<ul style="list-style-type: none"> • A First-Class Bachelor's Degree in Commerce in Accountancy / Finance or equivalent in grade from a recognized University or institute or A Master's Degree in Commerce / MBA (Finance) from a recognized University or institute with at least 50% marks or equivalent grade. • Knowledge of computer application viz. wordprocessing, Spread Sheet and computer - based accounting software.
5.	Assistant-cum-Cashier	<ul style="list-style-type: none"> • A First-Class Bachelor's Degree or its equivalent in any discipline from any recognized Institute/ University. • A minimum typing speed of 35 w.p.m. Knowledge of Computer Applications viz., Spreadsheet, Word Processing etc.

Date of Walk in Interview for the posts at Sl. No. 6 to 10 will be 17.10.2023

6.	Personal Assistant	<ul style="list-style-type: none"> • A Bachelor's Degree or its equivalent in any discipline from any recognized Institute/ University. • Good command over English and Tamil languages. • Minimum of 5 years' experience required. • English typing speed: 50 words per minute. • Age: between 25 – 40 years. • Proficiency in Computer Operations viz. Word processing, Presentation etc.
7.	Section officer	<ul style="list-style-type: none"> • A Bachelor's Degree or its equivalent in any discipline from any recognized Institute/ University. • Proficiency in Computer Operation, noting and drafting.
8.	Assistant Section Officer	<ul style="list-style-type: none"> • A First-Class Bachelor's Degree or its equivalent in any discipline from any recognized Institute/ University or A Master's Degree or its equivalent in any discipline from any recognized Institute/ University with at least 50% marks or equivalent grade. • Knowledge of Computer Applications viz., Spreadsheet, Word Processing etc.
9.	Upper Division Clerk	<ul style="list-style-type: none"> • Bachelor's Degree or its equivalent in any discipline from any recognized Institute/ University. • Speed in English Typing @ 35 wpm OR Speed in Hindi Typing @ 30 wpm. • Proficiency in Computer operations viz., Spreadsheet, Word Processing etc.

10.	Multi-tasking Staff (Driver & Peon)	<ul style="list-style-type: none"> • Senior Secondary (10+2) Pass from any recognized Board • Possession of a Valid Commercial Driving License for Light/ Medium/ Heavy Vehicles issued by the Competent authority having no adverse endorsement. • Knowledge of motor mechanism (the candidate should be able to remove minor defects in vehicles). • Experience of driving motor vehicles for at least 3 years. • Upper age limit: 40 years of age.
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Candidates may note the following—

- (i) The upper age limit for administrative posts (excluding Personal Assistant)/Accounts posts will be 62 years of age;
- (ii) The upper age limit for MTS will be 40 years of age;
- (iii) Depending upon the number of candidates appear for the selection it will be decided whether to hold written test or not;
- (iv) In case of written examination, it will be common written examination for all administrative positions and similarly there will be common written examination for all Accounts positions;
- (v) Remuneration will be a fixed amount which will be decided depending upon the qualifications and performance in the written test/interview;
- (vi) Preference will be given to those candidates who have working experience in Govt./Autonomous bodies;
- (vii) A signed hard copy of the application along with self-attested copies of certificates and necessary enclosure should be submitted during the interview.
- (viii) The filled-in applications (neatly typed) either in Word or PDF format should also be sent to the email id (**contract_avf@auroville.org.in**) on or **before 13.10.2023, 5.00 p.m.**
- (ix) **Registration/Reporting Time on the date of Walk-in-interview:**
08.30 AM to 09.30 AM
Written Examination Time: 10.30 AM to 11.30 AM (A decision regarding holding of written test will be taken on the date of walk-in-interview depending upon the number of candidates).



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Advertisement No.: AVF/R/Admin/2023/02 dated 11.10.2023

**RECRUITMENT NOTIFICATION FOR ADMINISTRATIVE POSITION
(On Contract – Temporary)**

Application Form for Administrative Position

**For office
use APPL.**

Please read the information carefully on website prior to filling up this application form. You may use separate sheets wherever required. Documentary evidence(s) is/are to be attached for the data provided in this application failing which due weightage will not be given during scrutiny.

Advertisement No. & Date:

Post Applied for:

Please affix
recent passport
size photo

1. (i) **Full Name (in Block Letters):**
(ii) **Father's/Mother's Name:**
(iii) **Whether belonging to GEN/SC/ST/OBC/PH:**
2. **Date of Birth:**
3. **Other Details**
 - a) **Nationality:**
 - b) **Gender: Male/Female/Transgender**
 - c) **State/UT to which you belong:**
 - d) **Marital Status: Married/Unmarried:**
4. **Address**

Postal Address for correspondence.	Permanent Address (with Phone no. & Mobile):
Pin Code	Pin Code
Phone No.: Office	Phone No.: Office

8. List of actual expertise you have related with post applied for:

Sl. No.	Name of Work	Your role	Duration	Organization Detail	Status of Work	Remarks

9. Prizes, Awards, Rank received etc. (if any, attach certificate):

10. Training Programmes organized / attended: (Attach extra sheet if required)

Sl. No.	Title	Venue	Duration	Sponsoring Authority

11. Languages Known:

Sl. No.	Read	Write	Speak

12. Extra-Curricular Activities:

13. Any other relevant information

DECLARATION

I declare that the statements made in this application are true to the best of my knowledge and belief. I understand that misleading or wrong information supplied may lead to summarily rejection of application /appointment (if found subsequently).

Date:

Place:

(Signature of Applicant)

Summary Sheet for Administrative/Accounts Positions

Auroville Foundation

(All data to be filled by the candidate with documentary evidence for scrutiny)

Name of the Candidate:

Post applied for:

Department:

Sl. No.	Degree	Name of Institute	Subjects Studied	Year of Passing	% of Marks /	For Office
1	SSLC (10 th)					
	Higher Secondary (10+2)					
	ITI/Diploma/ Certificate					
	UG					
	PG					
	Ph.D/Any other Qualification					
2	Post held	Organization		Years/Months	Salary Drawn	
	Total experience					
3	Technical/Computer Skills e.g.MS Office/Excel/Any writing skill certificate in (English/Hindi), Hindi Typing					
4	Any other relevant Qualifications deemed fit as per applied post					
5	Providing this information is Mandatory. If space is left blank answer will be considered as NO.				Answer Yes / No	
	(i) Have you worked on any post in central/state Govt. Organization?					
	(ii) Have you been awarded at State / National level in Academics / Sports?					
	(iii) Have you been a rank holder during Academic Career? Specify level & rank.					
	(iv) Are you holding an analogous post?					
6	Any other skilled education:					

Date:

Signature of the candidate