

**THE GANDHIGRAM RURAL INSTITUTE**  
**(Deemed to be University)**

GANDHIGRAM – 624 302 :: DINDIGUL DISTRICT :: TAMIL NADU

Ministry of Education, Govt. of India

Accredited by NAAC with 'A' Grade (3<sup>rd</sup> Cycle)

**NOTIFICATION**

**Recruitment of Lower Division Clerk and Multi-Tasking Staff  
(Temporary) through written test followed by Walk in Interview**

**Venue : Indira Gandhi Block of GRI.**

**Date : 06.04.2024 Time: 10.00 A.M.**

- 1. The Candidates are requested to provide original evidence of the particulars at the time of interview without fail.**
- 2. The Candidates are informed to download the Registration Form and bring the filled-in form at the time of Interview.**

| <b>Sl. No.</b> | <b>Name of the Post</b>               | <b>No. of post</b> | <b>Consolidated Salary per month</b> | <b>Essential Qualification</b>  |
|----------------|---------------------------------------|--------------------|--------------------------------------|---|
| 1              | Lower Division Clerk<br>(Outsourcing) | 3                  | Rs. 20,250/-                         | 1. A Bachelor's Degree from any recognized Institute/University.<br>2. Proficiency in Typing in English @ 35 wpm.<br>3. Knowledge of Computer Applications. |
| 2              | Multi-Tasking Staff<br>(Outsourcing)  | 3                  | Rs.16,740/-                          | 1. 10 <sup>th</sup> pass from a recognized Board<br>(or)<br>ITI pass<br>2. Knowledge in operating office equipments   |

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## REGISTRATION FORM

Walk-in-Interview on 06.04.2024

Name of the post : Lower Division Clerk (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"/> EWS <input type="checkbox"/> |                             |           |              |
| 4.   | Date of Birth                  | <i>DD/MM/YYYY</i> Age _____   |                             |           |              |
| 5.   | Address for Communication      |   |                             |           |              |
|      |                                |   |                             |           |              |
|      |                                |   |                             |           |              |
|      | Pin Code                       |   |                             |           |              |
|      | Cell No.                       |   |                             |           |              |
|      | E-mail.                        |   |                             |           |              |
|      | PAN                            |   |                             |           |              |
|      | Aadhar No.                     |   |                             |           |              |
| 6.   | Educational Qualification:     |   |                             |           |              |
|      | Diploma/ Certificate Course    | ( _____ %)  |                             |           |              |
|      | 10 <sup>th</sup>               | ( _____ %)  |                             |           |              |
|      | 12                             | ( _____ %)  |                             |           |              |
|      | UG                             | ( _____ %)  |                             |           |              |
|      | PG                             | ( _____ %)  |                             |           |              |
|      | Technical Qualification        | ( _____ %)  |                             |           |              |
|      | Computer Knowledge             |   |                             |           |              |
| 7.   | <b>Details of Experience `</b> |   |                             |           |              |
|      | <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)

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## REGISTRATION FORM

Walk-in-Interview on 06.04.2024

Name of the post : **Multi-Tasking Staff (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"/> EWS <input type="checkbox"/> |                             |           |              |
| 4. | Date of Birth                | <i>DD/MM/YYYY</i> Age _____   |                             |           |              |
| 5. | Address for Communication    |   |                             |           |              |
|    |                              |   |                             |           |              |
|    |                              |   |                             |           |              |
|    | Pin Code                     |   |                             |           |              |
|    | Cell No.                     |   |                             |           |              |
|    | E-mail.                      |   |                             |           |              |
|    | PAN                          |   |                             |           |              |
|    | Aadhar No.                   |   |                             |           |              |
| 6. | Educational Qualification:   |   |                             |           |              |
|    | Diploma/ Certificate Course  | ( _____ %)  |                             |           |              |
|    | 10 <sup>th</sup>             | ( _____ %)  |                             |           |              |
|    | 12                           | ( _____ %)  |                             |           |              |
|    | UG                           | ( _____ %)  |                             |           |              |
|    | PG                           | ( _____ %)  |                             |           |              |
|    | Technical Qualification      | ( _____ %)  |                             |           |              |
|    | Computer Knowledge           |   |                             |           |              |
| 7. | <b>Details of Experience</b> |   |                             |           |              |
|    | <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.                         |   |                             |           |              |

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