



***Avinashilingam***

Institute for Home Science and Higher Education for Women

***University***

**(Estd. u/s 3 of UGC Act 1956)**

**Coimbatore – 641 043, Tamil Nadu, India**

**(Deemed University under Category 'A' by MHRD)**

***Re-accredited with 'A' Grade by NAAC***

**Educational Qualifications for appointment of the Non-Teaching staff for Direct Recruitment as per Cadre Recruitment Rules:**

**Group A- Librarian- (Pay Band: Rs.37400-67000 with AGP of Rs.10000)**

**No. of Post - 1**

**Age Limit – Below 57 years**

**Essential:**

1. Master's degree in Library Science/Information Science/documentation with atleast 55% marks or its equivalent grade of B in the UGC seven points scale and consistently good academic records set out in the UGC Regulations.
2. Atleast thirteen years as a Deputy Librarian in a University Library or eighteen years experience as a College Librarian.
3. Evidence of Innovative Library Service and Organization of published work.

**Desirable:**

1. A M.Phil./Ph.D. Degree in Library Science/Information Science/Documentation/ Archives and manuscript keeping.
2. Subject to fulfilling the minimum requirement of API scores as prescribed in UGC regulations for this post from time to time

**(OR)**

Deputy Librarian completing service of three years in the AGP of Rs. 9,000/- and otherwise eligible as per the API scoring system and PBAS methodology developed in UGC Regulations, with Ph.D qualification shall also be eligible to be considered for appointment to the post of Librarian through open recruitment.

**Group B - Section Officer - (Pay Band: Rs.9300-34800 with GP of Rs.4600)**

**No. of Post-1**

**Maximum Age limit – 40 years as on 1.7.2017**

**Essential:**

1. Degree of a recognized University with working knowledge of Computer Applications.
2. Eight years' experience in relevant filed (i.e. Administration / Finance & Accounts /Purchase / Personnel / Legal etc.) in Central/State Governments, University, Research Institution or Autonomous Organization of which three years in the PB-2 -Rs.9300-34800 with GP of Rs.4200 or equivalent Grade Pay.

**Desirable:**

Master's Degree/equivalent PG Diploma in Business Administration or LLB.

**Method of Recruitment:**

Based on Written Test/Skill Test & Interview

**Group – B Assistant** (Pay Band: Rs.9300-34800 with GP of Rs.4200)

**No. of Post: 2**

**Maximum Age limit – 35 years as on 1.7.2017**

**Essential:**

1. Degree of a recognized University with working knowledge of Computer Applications.
2. 5 years experience in relevant field (i.e. Administration / Finance & Accounts/Purchase/Personnel/ Legal etc.) in Central/State Governments, Universities, Research Institutions, Autonomous Organizations or Organizations of repute.

**Desirable:**

1. Master's Degree/equivalent PG Diploma in Business Administration or LLB.

**Method of Recruitment:**

Based on Written Test/Skill Test & Interview

**Group B- Statistical Assistant - (Pay Band: Rs.9300-34800 with GP of Rs.4200)**

**No. of Post: 1**

**Maximum Age Limit – 35 years as on 1.7.2017**

**Essential:**

Post Graduate Degree in Statistics / Mathematical Statistics / Applied Statistics OR Post Graduate degree in Economics / Mathematics (with Statistics as one of the subjects at Degree level as well as one or two papers at PG level ) from a recognized University with 55% of the marks or its equivalent grade of B in the UGC seven points scale and consistently good academic record. Sound Knowledge of Computer Applications.

**Desirable :**

Post Graduate Diploma in Computer Application (PGDCA) or equivalent.

**Method of Recruitment:**

Based on Written Test/Skill Test & Interview

**Group C - Stenographer - (Pay Band: Rs.5200-20200 with GP of Rs.2400)**

**No. of Post: 1**

**Maximum Age Limit – 30 years as on 1.7.2017**

**Essential**

1. 10+2 from a recognized Board/Institute.
2. A speed of 80 w.p.m. in Stenography and 35 w.p.m. in English Typing / 30 w.p.m. in Hindi Typing.
3. Knowledge of Computer Applications.

**Desirable :**

- i) Preference will be given to Graduates.
- ii) Diploma/Certificate in Stenography from Government approved Institution.
- iii) Knowledge of English/ Communication skills.

**Method of Recruitment:**

Based on Written Test/ Proficiency Test & Interview.

**Group C- Lower Division Clerk - (Pay Band: Rs.5200-20200 with GP of Rs.1900)**

**No. of Post: 11**

**Maximum Age Limit – 30 years as on 1.7.2017**

**Essential**

1. 10+2 or equivalent from a recognized Board or University.
2. A minimum typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer.
3. Excellent knowledge of Computer applications like MS-Office, Internet etc.

**Desirable :**

1. Graduate from a recognized University / Institute and working experience in Government or Organization of repute.

**Method of Recruitment:**

Based on Written Test, Typing Test, Computer Aptitude / trade Test & Interview.

**Group C- Film Operator - (Pay Band: Rs.5200-20200 with GP of Rs.2400)**

**No. of Post: 1**

**Maximum Age Limit – 35 years as on 1.7.2017**

**Essential**

1. 10+3 Polytechnic Diploma in Electronics /Computer Science with atleast two years experience in the relevant field.

**Method of Recruitment:**

Based on Written Test/ Proficiency Test & Interview.

**Group C- Laboratory Assistant - (Pay Band: Rs.5200-20200 with GP of Rs.2000)**

**No. of Post: 5 -** [Chemistry (1), Physics (2), Biochemistry/Zoology(1), Human Development (General Home Science) (1)]

**Maximum Age Limit – 30 years as on 1.7.2017**

**Essential**

1. B.Sc., in relevant subject from a recognized University or Institute (or) Diploma in relevant field of Engineering /Technology from recognized Polytechnic/Institute (or) +2 with ITI and 5 years of work experience in relevant field.

**Desirable**

Preference shall be given to those having experience in Science Laboratories of Academic / Research Institutions.

**Method of Recruitment:**

Based on Written Test & Interview.

**NOTE:**

1. Age relaxation for OBC/SC/ST/PWD as per Govt of India Norms.
2. Age relaxation is also applicable for the Employees who are working in this Institute.