



Avinashilingam Institute for Home Science and Higher Education for Women

(Deemed to be University under Category 'A' by MHRD, Estd. u/s 3 of UGC Act 1956)

Re-accredited with 'A' Grade by NAAC. Recognised by UGC Under Section 12 B

Coimbatore - 641 043, Tamil Nadu, India

Educational Qualification for the appointment of Non-Teaching staff for Direct Recruitment as per UGC / DoPT / Cadre Recruitment Rules :

GROUP A – Finance Officer – (Level as per Pay Matrix + allowances as admissible under the Government of India rules. Level - 14 - Rs.144200/-)

No. of Post - 01 - Men and Women may apply

Mode of Recruitment

- (a) The appointment of Finance Officer will be on the basis of Direct Recruitment for a tenure of five years
- (or)
- (b) The Finance Officer post will be filled on deputation from the Audit and Accounts Department of Government of India / PSU / Deemed Universities / Autonomous bodies

AGE LIMIT

- a) **For Direct Recruitment - Maximum age of 50 years**
b) **On Deputation - Maximum age of 55 years**

QUALIFICATION:

ESSENTIAL :

1. Master's Degree with Commerce or Business Administration (Finance) or Comparable equivalent degree in relevant area with at least 55% of the marks or its equivalent grade of B in the UGC Seven Point Scale from a recognized University / Institute
 2. At least fifteen years of experience as Assistant Professor in the Pay Matrix Level – 11 – Entry Pay - Rs.68,900/- and above or with 8 years of service in the Pay Matrix Level – 12 - Entry Pay Rs.79,800/- and above including as Associate Professor along with experience in Educational Administration
- (or)
- Comparable experience in Research Establishment and / or other Institution of Higher Education
- (or)
- 15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post with experience in Finance and Accounts
- (or)

A Commerce Graduate and qualified CA/ICWA with at least 15 years of work experience in the relevant field of activities

DEPUTATION

1. A Master's Degree with at least 55% of the marks or its equivalent Grade of B in the UGC Seven Point scale
2. 15 years of experience in the organized Accounts / Audit Service / Cadre of which 8 years shall be in the Cadre / Post carrying the Pay Matrix Level – 12 - Entry Pay Rs.78800/-

DESIRABLE:

1. Master's degree in Business Administration (Finance) / Commerce (or) possessing CA/ICWA qualification
2. Knowledge in Hindi Language
3. Knowledge of Computer Applications for accounting online transactions

GROUP A – Controller of Examination – (Level as per Pay Matrix + allowance as admissible under The Government of India Rules Level - 14 - Rs.144200/-)

No. of Post - 01

AGE LIMIT

Below 55 years

QUALIFICATION:

ESSENTIAL :

1. A Master's degree with at least 55% of the marks (or) in Grade B of UGC Seven Point Scale from a recognized University / Institute
2. At least 15 years of experience as Assistant Professor in the Academic Level 11 and above
(or)
with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in Educational Administration
(or)
Comparable experience in Research Establishment and / (or) other Institutions of Higher Education
(or)
15 years of administrative experience of which 8 years as Deputy Registrar / Deputy Controller of Examination
3. Knowledge of Computer Applications like M.S Office, Internet etc

DESIRABLE:

Relevant experience in the University / National Level Educational Institution's Examination (or) other comparable Examination System

GROUP A – Librarian – (Level as per Pay Matrix + allowance as admissible under the Government of India Rules. Level - 14 - Rs.144200/-)

No. of Post - 01

AGE LIMIT

Below 55 years

ESSENTIAL QUALIFICATION:

1. A Master's Degree in Library Science / Information Science / Documentation with at least 55% marks or an equivalent grade in a Point Scale wherever Grading System is followed
2. At least ten years as a Deputy Librarian in University Library or ten years of teaching as Associate Professor in Library Science in a University Department or fifteen years experience as a College Librarian
3. Evidence of innovative library services including integration of ICT in Library
4. Ph.D. Degree in Library Science / Information Science / Documentation / archives and manuscript-keeping

GROUP B – Section Officer – (Level as per Pay Matrix + allowance as admissible under the Government of India Rules- Level - 07 - Rs. 44900/-)

No. of Post - 01

AGE LIMIT

Maximum Age Limit - 30 years

QUALIFICATION:

ESSENTIAL :

1. A Bachelor Degree of a recognized University with working knowledge of Computer Applications in an Educational Institution / Government
2. Eight years' experience in relevant field (i.e. Administration / Finance & Accounts / Purchase / Personnel / Legal / etc.) in Central / State Government University / Research Institution (or) Autonomous Organization of which three years in the PB-2 in the Level 6 - Rs.35400/-
3. Excellent Letter Drafting skill in English and Tamil
4. Typing knowledge in English and Tamil

DESIRABLE:

1. Master's Degree with 55% of Marks / PG Diploma in Business Administration (or) A pass in LLB
2. Knowledge of Government of India Rules
3. Knowledge of Hindi Language

GROUP B – Assistant – (Level as per Pay Matrix + allowance as admissible under the Government of India Rules- Level - 06 - Rs. 35400/-)

No. of Post - 01

AGE LIMIT

Maximum Age Limit - 30 years

QUALIFICATION:

ESSENTIAL :

1. A Bachelor Degree of a recognized University with working knowledge of Computer Applications in an Educational Institution / Government
2. Five years' experience as UDC (Pay Matrix - Level -5 - Entry Pay Rs.29,200/-) in relevant field (i.e. Administration / Finance & Accounts / Purchase / Personnel / Legal / etc.) in Central / State Government University / Research Institutions (or) Autonomous Organizations (or) Organizations of repute
3. Excellent knowledge in Typing / Computer both in English and Tamil

DESIRABLE:

1. Master's Degree with 55% of Marks / PG Diploma in Business Administration (or) A pass in LLB
2. Knowledge of Government of India Rules
3. Knowledge of Computer Application
4. Knowledge of Hindi Language

GROUP B – Statistical Assistant – (Level as per pay Matrix + allowance as admissible under The Government of India Rules. Level - 06 - Rs.35400/-)

No. of Post - 01

AGE LIMIT

Maximum Age Limit - 30 years

QUALIFICATION:

ESSENTIAL :

1. 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 Point scale and consistently good academic record
2. Sound knowledge of Computer Applications

DESIRABLE:

1. Post Graduate Diploma in Computer Applications (PGDCA)
2. Knowledge of Hindi Language

GROUP C – Lower Division Clerk – (Level as per Pay Matrix + allowance as admissible under the Government of India Rules - Level - 02 - Rs.19900/-)

No. of Post - 12

AGE LIMIT

Between 18 and 27 years

QUALIFICATION:

ESSENTIAL :

1. Should have passed 12th class or equivalent from a recognized Board / University
2. Should have English typing speed on the Computer @ 35 words per minute or Hindi typing speed on Computer @ 30 words per minute

DESIRABLE:

1. Any Bachelor degree of a recognized University and working experience in Government (or) Organization of repute
2. Knowledge of Hindi Language
3. Typing knowledge in Tamil / Hindi.

GROUP C – Stenographer – (Level as per Pay Matrix + allowance as admissible under the Government of India Rules - Level - 04 - Rs.25500/-)

No. of Post - 01

AGE LIMIT

Between 18 and 27 years

QUALIFICATION:

ESSENTIAL :

1. 10+2 from a recognized Board / Institute
2. A speed of 80 w.p.m. in Stenography English and Tamil and 35 w.p.m. in English and Tamil Typing
3. Diploma / Certificate in Stenography from Government Approved Institution
4. Proficiency of Computer Applications in MS Office

DESIRABLE:

1. Preference will be given to Graduates
2. Knowledge of English / Hindi communication skills
3. 30 w.p.m. in Hindi Typing

GROUP C – Film Operator – (Level as per Pay Matrix + allowance as admissible under the Government of India Rules. Level - 04 - Rs.25500/-)

No .of. Post - 01 - Men and Women may apply

AGE LIMIT

Maximum Age Limit - 27 years

ESSENTIAL QUALIFICATION:

1. 10 + 3 (or) 12 +2 Polytechnic Diploma in Electronic / Computer Science with at least two years experience in the relevant field

GROUP C – Laboratory Assistant – (Level as per Pay Matrix + allowance as admissible under the Government of India Rules. Level - 03 - Rs.21700/-)

No. of. Post - 09 (Nine) [Chemistry - 1 , Physics - 2, Botany - 1, Zoology - 1, Food Science and Nutrition - 1, Extension Education - 1, Textiles and Clothing / Fashion Apparel and Designing - 1, Human Development – 1]

AGE LIMIT

Maximum Age limit - 27 years

QUALIFICATION:

ESSENTIAL :

1. B.Sc. in relevant subject from a recognized University (or) Institute

DESIRABLE:

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