



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. CGPA 3.65/4, Category I by UGC

Coimbatore - 641043, Tamil Nadu, India.

Notice

No: 2706/NSS/2024

Date : 15.07.2024

Applications are invited from eligible women candidates for the recruitment of
Secretarial Assistant.

Name of the Department	:	National Service Scheme
No. of Positions	:	Secretarial Assistant
Essential Qualification	:	10 th , 12 th and degree
Desirable skill/experience	:	Candidates with basic computer knowledge and typing skills For the positions candidates settled in Coimbatore will be given preference
Age Limit	:	Secretarial Assistant - Maximum 50 years
Salary	:	Rs.12,000/-

General Terms and Conditions

1. Candidates are required to end the duly filled in application form affixed with recent passport size photograph, self attested copies of certificates in support of qualification, age proof and experience.
2. No TA/DA will be paid either for attending the interview or joining the post.
3. The position is purely temporary basis.
4. The date of interview will be intimated to the shortlisted candidates by email only. Candidates need to produce all original documents at the time of interview.
5. The application form along with the relevant documents (hard copies) should reach is on or before 30.07.2024 to The Registrar, Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore - 641043.
6. Date of Interview : 03.08.2024 time will be intimated to the eligible candidates
7. The soft copies of the application and documents should be sent to the Registrar at registrar@avinuty.ac.in with copy to Research Director at dean_research@avinuty.ac.in

REGISTRAR