



THE GANDHIGRAM RURAL INSTITUTE-DEEMED TO BE UNIVERSITY

[MHRD, Government of India - Accredited by NAAC with "A" Grade[3 Cycle]

GANDHIGRAM – 624 302, DINDIGUL DISTRICT, TAMIL NADU

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NATIONAL INSTITUTE OF OPENING SCHOOLING STUDY CENTRE

Dr. R. Venkata Ravi
Coordinator

CALL FOR WALK-IN-INTERVIEW

The NIOS Study centre proposes to engage a Computer Assistant in the office. He/She is required to assist the Coordinator NIOS study centre in the day to day activities.

Qualification: Any degree with working knowledge in Computer Application.

Desired Qualification: Type writing English, Experience in handling online admissions,
Good Public Relations Skills

The selected is required to work from 9.00 am to 5.00 pm (with lunch break). The Computer Assistant is required to assist the coordinator in arranging classes on Saturdays. Provide clarifications to the NIOS students on classes and related matters. Required to maintain documents and reports in the study centre. Also maintain accounts and bank transactions. He/She will be paid on honorarium of Rs. 6000/- per month. Appointment of Computer Assistant is purely temporary.

The interested candidates are requested to attend walk-in-interview on **13.07.2018 at 3.00 pm** in the Department of Lifelong Learning and Extension with all Original Certificates and a copy of Bio-Data.

The department reserves the right to cancel the walk-in-interview.

Coordinator

Co-Ordinator

10/7/2018
National Institute of Open Schooling Study Centre
Dept. of Lifelong Learning and Extension
Gandhigram Rural University
Gandhigram - 624 302.
Dindigul Dist, Tamil Nadu State.