



THE GANDHIGRAM RURAL INSTITUTE
(Deemed to be University)

GANDHIGRAM – 624 302 :: DINDIGUL DISTRICT :: TAMIL NADU
Ministry of Education (Shiksha Mantralaya), Govt. of India
Accredited by NAAC with 'A' Grade (3rd Cycle)

**Walk-in Interview Notification for engaging of
Temporary Computer Operator**

Venue : Indira Gandhi Block, GRI

Date : 09.05.2025 Time: 11.00 A.M.

Instructions:

1. The candidates are informed to download the **Application Proforma** and bring the filled in form at the time of Certificate verification.
2. The candidates are informed to provide **original evidence** of the particulars at the time of walk-in-interview without fail.
3. The candidates are informed to appear **one hour before** the time allotted for certificate verification.
4. The University reserves the right to fill or not to fill the vacancies.

Name of the Department	Name of the temporary post	No. of post(s)	Consolidated Salary (per month)
Dr. G. Ramachandran Library	Computer Operator	01	Rs.22,680/-
Essential Qualification: B.E. (Computer Science / Information Technology) / MCA / MS (IT) with Office Automation. Desirable: Experience in the Library. Desirable Knowledge: <ul style="list-style-type: none">• To look after the Digital Knowledge Centre (DKC) computers and to maintain all the Computers.• Maintenance of RFID Technology & Biometric attendance.• To maintain the computerized circulation system for Kiosk and Dropbox (book issue & return).• To maintain intranet servers – Book database server (KOHA), Library website and Digital storage server.• Student Profile creation in KOHA.• Networking & CCTV Surveillance security system.• To maintain INFLIBNET services including ONOS.• To maintain Institutional repository (Green stone software) – Faculty Publications, Question papers, Newspaper clippings, ETD etc.• To prepare user statistics for E-resources and Walk-in.			



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REGISTRATION FORM

Engaging of Non-Teaching Posts (Temporary)

Walk-in-Interview on **09.05.2025**

Name of the School/Department/Centre: **Dr. G. Ramachandran Library, GRI**

Name of the Post : **Computer Operator**

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"/>			
4.	Date of Birth	DD MM YYYY Age _____			
5.	Address for Communication				
	Pin Code				
	Cell No.				
	E-mail.				
	PAN				
	Aadhar No.				
6.	Educational Qualification:				
	Diploma/ Certificate Course	(_____ %)			
	10 th	(_____ %)			
	12	(_____ %)			
	UG	(_____ %)			
	PG	(_____ %)			
	Technical Qualification	(_____ %)			
	Computer Knowledge				
7.	Details of Experience				
	<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)