

THE GANDHIGRAM RURAL INSTITUTE

(DEEMED TO BE UNIVERSITY)

GANDHIGRAM - 624 302, DINDIGUL DISTRICT, TAMIL NADU

Ministry Education (Shiksha Mantralaya), Govt. of India

Accredited by NAAC with 'A⁺⁺' Grade (4th Cycle)

**Walk-in-Interview Notification for the post of
Scientific Administrative Assistant / Field Worker
And
Secretarial Assistant**

DATE : 22nd October 2025 Time : 10.00 AM Venue: Indira Gandhi Block, GRI

Department : Deen Dayal Upadhyay – KAUSHAL Kendra

Sl.No.	Programme	Qualification
A.	DDU-KK Office	<u>Secretarial Assistant</u> Academic Qualifications: - Any Degree completed successfully with 10+2+3 level with Typewriting English higher grade (or) lower grade and Tamil higher grade (or) lower grade Desirable Qualifications / Experience: - Diploma in Computer Applications (DCA) with MS-Word, Excel, PowerPoint. - Working experience in Letter communication / Office correspondence / all other secretarial works

Sl.No.	Programme	Qualification
1.	B.Voc (Farm Equipments Operation and Maintenance)	<u>Scientific Administrative Assistant / Field Worker</u> Academic Qualifications: - Three years B.Voc (Farm Equipments Operation and Maintenance) completed successfully. Technical Qualifications: - Must have valid LMV license - Working experience and knowledge about Farm Equipments both Operation and Maintenance / Vocational Courses. Desirable qualifications: - Basic computer knowledge, Proficiency to work in MS-Office.
2.	B.Voc (Footwear and Accessories Design)	<u>Scientific Administrative Assistant / Field Worker</u> Academic Qualifications: - Three years B.Voc (Footwear and Accessories Design) completed successfully with 10 +2 level. Desirable Qualifications / Experience: - Working experience and knowledge in Vocational Courses. - Working experience in CAD Lab / Designing and Pattern Making / Closing Laboratory and having knowledge about arrangements of industry visit / internship / inplant training, etc. - Basic computer knowledge, Proficiency to work in MS-Office.

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Sl.No.	Programme	Qualification
3.	B.Voc (Dairy Production and Technology)	<u>Scientific Administrative Assistant / Field Worker</u> Academic Qualifications: • Bachelor degree in Dairy Science, Dairy Technology & Dairy Production Technology with minimum of 60% marks (or) • Post Graduate degree in Dairy Science, Dairy Technology & Dairy Production Technology with minimum of 60% marks. Desirable Qualifications / Experience: • Working experience in Dairy Production and Processing Unit / B.Voc Dairy Production and Technology Laboratory and having knowledge about arrangements of industry visit / internship / inplant training, etc. • Working experience and knowledge in Vocational Courses. • Basic computer knowledge, Proficiency to work in MS-Office.
4.	B.Voc (Renewable Energy)	<u>Scientific Administrative Assistant / Field Worker</u> Academic Qualifications: • ITI/Diploma in Mechanical (or) Electrical Engineering allied trades / B.Voc Renewable Energy with relevant experience. Nature of duties: • Assist student laboratory classes / Students related office document movement & file maintenance • Maintaining inventory of lab equipments • Maintaining Renewable Energy Gadgets, Electrical Utilities & PA System in the GRI campus • Cleans and maintains laboratories, equipment and instruments • Working experience and knowledge in Vocational Courses.
5.	B.Voc (Organic Agriculture and Enterprises Development)	<u>Scientific Administrative Assistant / Field Worker</u> Academic Qualifications: • Three years B.Voc degree (Organic Agriculture and Enterprise Development) completed successfully with 10+2+3 pattern level. Desirable Qualifications / Experience: • Working experience in Organic Farming and having knowledge about arrangements of industry visit/ internship/ inplant training, etc. • Working experience and knowledge in Vocational Courses. • Basic computer knowledge, Proficiency to work in MS-Office.

6.	B.Voc (Multimedia Production Technology)	<u>Scientific Administrative Assistant / Field Worker</u> Academic Qualifications: • Three years B.Voc (Multimedia Production Technology) completed successfully with 10 +2 level. Desirable Qualifications / Experience: • Proficiency to work in MS-Word, Excel, PowerPoint, Graphic Design, 2D and 3D Animation, Visual Effects. • Working experience and knowledge in Vocational Courses.
7.	Diploma in Two Wheeler Mechanism and Maintenance	<u>Scientific Administrative Assistant / Field Worker</u> Academic Qualifications: • Diploma in Mechanical Engineering / B.E. Mechanical Engineering Desirable Qualifications / Experience: • Working experience in two wheeler workshop and having knowledge about arrangements of industry visit/ internship/ inplant training, etc. • Working experience and knowledge in Vocational Courses. • Basic computer knowledge, Proficiency to work in Office Automation (MS-Word, Excel, PowerPoint)


Dr. R. I. SATHYA, M.Sc., M.Phil., Ph.D.,
Senior Professor & Director
Deen Dayal Upadhyay - KAUSHAL Kendra
The Gandhigram Rural Institute
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Gandhigram - 624 302, Dindigul District, Tamil Nadu.



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REGISTRATION FORM

DDU-KK, B.Voc. Programmes - Non-Teaching Posts (Temporary)

Walk-in-Interview on 22.10.2025

Name of the Programme: _____

Name of the Post : _____

1.	Name of the candidate		
2.	Gender	Male ☐ Female ☐	
3.	Community	SC ☐ ST ☐ OBC ☐ UR ☐	
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		
	Name of the Post	Name of the University / Institute / Organization	Period of service(s)
			From To Total
	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)