

THE GANDHIGRAM INSTITUTE OF RURAL HEALTH AND FAMILY  
WELFARE TRUST  
SOUNDRAM NAGAR, GANDHIGRAM P.O.,  
DINDIGUL DISTRICT - 624 302, TAMIL NADU

Phone: 0451-2452346 Fax: 0451-2452347

E-Mail: [girhfwtsancharnet.in](mailto:girhfwtsancharnet.in)

Web: [www.girhfwts.org](http://www.girhfwts.org)

INVITES APPLICATION FOR

1. Administrative Officer (1) - General
2. Research Officer (1) - SC
3. Computer Operator (1) - General
4. Machine Operator (1) - General
5. Field Investigator (1) - MBC & DC
6. Steno-Typist (1) - BC
7. Research Scholar (Temporary) (2)
8. Information Technology  
Assistant (RRC Project) (1)

For further details: visit [www.girhfwts.org](http://www.girhfwts.org) and click job  
opportunity. Last date for submission of application -  
15 days from the date of publication

Dr. LALITHA KABILAN  
DIRECTOR

**E-mail application will not be entertained. Application sent  
by hardcopy along with DD will only be entertained**

VACANCY NOTIFICATION 2007-2008

**THE GANDHIGRAM INSTITUTE OF RURAL HEALTH AND FAMILY WELFARE TRUST  
SOUNDRAM NAGAR, GANDHIGRAM POST, DINDIGUL DISTRICT - 624 302, TAMIL NADU**

Applications are invited in a plain paper through proper channel if employed, with complete Bio-Data along with attested photocopies of Testimonials, Community Certificate and Demand Draft for Rs.200/- dated after the date of this advertisement drawn in favour of the **DIRECTOR, GIRH & FWT**, payable at State Bank of India, Ambathurai, for the following posts:

**1. ADMINISTRATIVE OFFICER**

No. of post : 1 (One) - General

Qualification and experience : 1. Master's Degree in Public Administration / Management Science; and  
2. Not less than three years Administrative experience  
(OR)  
1. Any Degree  
2. Not less than fifteen years Administrative experience  
3. Should have passed the Account Test Part-I & II, DOM, Medical Code

Scale of pay : Rs.8000-275-13500

**2. RESEARCH OFFICER**

No. of post : 1 (One) - Scheduled Caste

Qualification and experience : 1. Atleast II Class Post Graduate Degree in Sociology/ Social Work / Psychology / Anthropology / Geography  
2. Persons with PG Degree in Sociology / Social Work / Psychology / Anthropology / Geography should have studied / training in Demography / Population Studies / Mass Communication (**DESIRABLE**)  
3. Five years experience in Teaching / Research in Population Studies / Demography / Conducting of Socio-Economic / Demographic Surveys

Scale of pay : Rs.8000-275-13500

3. **COMPUTER OPERATOR - 1 (One) General**  
4. **MACHINE OPERATOR - 1 (One) General**

Qualification and experience : 1. II Class Graduate Degree with Statistics / Mathematics  
2. Some training in key punching (**DESIRABLE**)  
3. Post Graduate Diploma in Computer Applications (**DESIRABLE**)  
4. Proficiency in Hardware (**DESIRABLE**)  
5. Two years experience in Computer Operation (**DESIRABLE**)

Scale of pay : Rs.4000-100-6000

5. **FIELD INVESTIGATOR**

No. of post : 1 (One) - MBC & Denotified Community

Qualification and experience : 1. Post Graduate Degree in Mathematics  
2. Some experience in collection / analysis of data (**DESIRABLE**)

Scale of pay : Rs.4000-100-6000

6. **STENO-TYPIST**

No. of post : 1 (One) - Backward Class

Qualification and experience : 1. Must possess Minimum General Educational Qualification viz., must have passed the SSLC, Public Examination with eligibility for admission to Higher Secondary Courses of studies (or) to College Courses of studies.  
2. Must have passed Government Technical Examination both in Typewriting and in Shorthand  
(i) By Higher/Senior Grade in Tamil and English (OR)  
(ii) By Higher/Senior Grade in Tamil and by Junior Grade in English (OR)  
(iii) By Higher/Senior Grade in English and by Junior Grade in Tamil  
3. Knowledge of Computer Operation (OR) Secretarial Course (**DESIRABLE**)

Scale of pay : Rs.4000-100-6000

## 7. RESEARCH SCHOLAR

- No. of post : 2 (Two) - (Temporary)
- Qualification and experience : 1. Atleast II Class Post Graduate Degree in Demography/ Statistics/ Economics/ Mathematics (For I Post)
2. Atleast II Class Post Graduate Degree in Sociology/ Social Work / Psychology / Anthropology / Geography (For II Post)
3. Persons with PG Degree in Statistics / Economics / Mathematics / Sociology / Social Work / Psychology / Anthropology / Geography should have studied / training in Demography / Population Studies / Mass Communication **(DESIRABLE)**
4. Five years experience in Teaching / Research in Population Studies / Demography / Conducting of Socio-Economic / Demographic Surveys
- Consolidated pay : Rs.10000/- p.m.
- Period : Initially upto March 2008. Based on Government of India approval, period will be extended.

## 8. INFORMATION TECHNOLOGY ASSISTANT (RRC PROJECT)

- No. of post : 1 (One) - (Temporary)
- Qualification and experience : 1. Basic Degree in Sociology / Economics / Any other Specialized - Computer Education
2. 5 - 7 years in National / State Level in NGO Sector
3. Develop and maintaining Database, Websites related to NGO Sector - Communication skills in report preparation, Fluency in spoken and written English and Malayalam **(DESIRABLE)**
- Duration : Initially upto 31.03.2008. Based on Government of India approval, period will be extended
- Salary : Rs.14,000/- p.m. (consolidated)

**Note:**

*For post in S.No.6, i.e., Steno-Typist, candidates with technical qualification referred to in item 2(ii) above will be considered for recruitment only if candidates with the technical qualification referred to in item 2 (i) are not available and candidates with technical qualification referred to in item 2(iii) will be considered for recruitment only if candidates with technical qualifications referred to in items 2(i) and 2(ii) are not available.*

Age limit for the above posts is below 55 years.

Applications received after the prescribed date and without Demand Draft will not be entertained. The application should be sent in a cover mentioning "APPLICATION FOR THE POST OF ....." on the top of it and addressed to "THE DIRECTOR" to the above address for each post separately. The last date for receipt of application by the Institute is 15 days from the date of publication.

**23.11.2007**

**Dr. LALITHA KABILAN  
DIRECTOR**