

VACANCY NOTIFICATION

THE GANDHIGRAM INSTITUTE OF RURAL HEALTH AND FAMILY WELFARE TRUST
SOUNDRAM NAGAR, GANDHIGRAM POST, DINDIGUL DT: TAMILNADU - 624 302

Phone : 0451-2452346, 2452347, 2452356

Fax : 0451-2452347,

E-Mail : girhfwtdgl@rediffmail.com

Website : www.girhfwtdgl.org

Applications are invited upto 17.02.2014 for the following post with complete Bio-Data, photocopies of Testimonials, experience and Demand Draft for Rs.200/- drawn in favour of THE DIRECTOR, GIRH & FWT, payable at State Bank of India, Ambathurai :

Administrative Officer :

Central Training Institute - Administrative Unit (CTI-AU) Grant:

Pay Band III 15600 - 34800 GP 5400/-

No. of post : 1 (One) (Women Candidate)

Qualification & Experience : 1. Master's Degree in Public Administration / Management Science and

2. Not less than three years Administrative experience

OR

3. Any Degree

4. Not less than fifteen years Administrative experience

5. Should have passed the Account Test Part-I & II, and Account test for Executive Officers

District office Manual and Tamilnadu Medical Code

Every person appointed will pass the Account Test for Executive Officer (Departmental Test) within two years and Tamil Nadu Medical Code (Departmental Test) within four years from the date of her appointment to the post, failing which her increment in the time scale of pay applicable to her shall be postponed without cumulative effect till he passes the Test.

Age limit for the above post is below 35 years.

Salary Components:

Name of the post	Basic pay + Grade Pay Rs.	DA as on date (90%) Rs.	HRA Rs.	MA Rs.	Gross amount Rs.	Add : 12% MCPF Rs.	Total emoluments as on date Rs.
Administrative Officer (CTI-AU) Pay Band (PB 3 - 15600 - 39100 + GP 5400)	21,000/-	18,900/-	1,400/-	100/-	41,400/-	4,788/-	46,188/-

Encashment of Earned leave and Unearned leave on Private Affairs, Surrender leave Salary, Pongal Ex-gratia and LTC will not be given. Benefits of Contributory Provident Fund and Gratuity as per Gratuity Act permissible.

Application has to be sent only by hard copy along with DD. Application sent by e- mail will not be considered.

Ambathurai
09.01.2014

Dr.R.NARAYANASWAMY
DIRECTOR I/C