

KRISHI VIGYAN KENDRA, Coimbatore (NGO) is under the administrative control of Sri Avinashilingam Education Trust. The Position is Co- terminus with the Schemes

Details of the vacant position, are notified in the Employment News / Rozgar and Local News

News Paper are as follows:

Sl.No	Post/Discipline	Pay Scale	No. of Position	Age limit	Essential Qualifications
1	Stenographer Grade III	Pay Level -4 Starting Basic Pay Rs.25,500 (7 th CPC)	01	27	1. Essential - 12 th Class Pass or Equivalent from recognized Board/ University. Short hand is must 2. Professional efficiency: The candidates will be given one dictation test in English and Tamil or in Hindi at 80 w.p.m. for 10 minutes. The candidates who opt to take the test in English will be required to transcribe the matter in 50 minutes on computer and the candidates who opt to take the test in Tamil/Hindi will be required to transcribe the matter in 65 minutes on computer

1. Prescribed Age Limit should be restricted to closing date of application:
 - (a) The relaxation of age for SC/ST/OBC/ Women / Divyang (PH) can be allowed as per the rules in force
 - (b) Communication skill local language (Tamil) is preferable.
2. Application form may be downloaded from our website for the respective posts and filled. The application should be attached with all the Photo copies of Certificates self-attesting and the Experience Certificate from the competent authority of organization showing the details of relevant pay scale for the each position.
3. The filled in application form along with self-attested copies of relevant certificates should sent to **The Chairman, ICAR – Krishi Vigyan Kendra, Vivekanandapuram, Karamadai Block, Coimbatore District -641 113, Tamil Nadu.**
4. The application is expected to receive within 30 days after the publication of this advertisement in the Employment News and local Newspapers.

General Instructions for candidates:

1. The candidates are advised to read the instructions carefully before filling up the application form.
2. Candidates are strongly advised to fill their application with utmost care and caution since no request for any modification(s) there in will be entertained after submission of the form.
3. The envelope containing the application form should be sent scribed in bold letters as **'APPLICATION FOR THE POST OF STENOGRAPHER GRADE - III'**.
4. Local language (Tamil) is preferable.

5. Prescribed age limit should be restricted to closing date of application.
6. Persons already in employment can sent their application through proper channel. No objection certificate should be produced at the time of Interview.
7. Applications should be submitted in the prescribed Proforma strictly typed/hand written. Candidates before applying for the post must satisfy that they are eligible to apply and fulfill the criteria/ Essential Qualification/Age etc., Prescribed for the post. If any information furnished by the candidates is found false at any stage his/ her application / appointment will be cancelled.
8. No correspondence will be entertained from the candidates for selection/ interview/ appointment.
9. Candidates in their own interest are advised to submit their applications well in time and before the last date to avoid possible delay in postal transit. Institute will not be responsible for any postal delay. Applications received after the expiry of the last date will not be considered and entertained & no correspondence in the regard will be made.
10. The Chairman, ICAR – Krishi Vigyan Kendra, Coimbatore reserves the right to cancel the recruitment to the post/s without assigning any reason thereof.

CHAIRMAN

ICAR – Krishi Vigyan Kendra, Vivekanandapuram,
Karamadai Block, Coimbatore District - 641 113
Tamil Nadu.

Note: Application format enclosed for the post of Stenographer Grade - III

APPLICATION FORMAT FOR RECRUITMENT

Affix recent
photograph

Post Applied For :-----

1. Personal Details

a) Name	:	
b) Father's Name/Husband's Name	:	
c) Date of Birth	:	
d) Age as on today	:	
e) Sex	:	
f) Marital Status	:	
g) Category (SC/ST/OBC/GEN)	:	
h) Nationality	:	

2. Address for Correspondence / Permanent Address

Address	:	
Telephone Number	:	
Mobile Number	:	
E-Mail	:	

3. Academic Qualifications

Examination Passed	:		
Name of Institution / Board	:		
Year of Passing	:		
% of Marks	:		

4. Past Experience:

Organization	:	
Designation	:	
Pay Scale	:	
Period	:	
Job Description	:	
Total experience	:	

5. Any other information relevant to the job :

Note :

1. If the sheets above are not sufficient please attach extra sheets, wherever necessary.

2. Mentioned the list of documents attached along with the form.

(a).....

(b).....

(c).....

I certify that the information given above is true and correct.

(Signature of Candidate)

Note: Copies of the Birth Certificate, Community Certificate, Aadhar card and Transfer Certificate of last school studied and Mark sheets are to be attached along with the application form.