



ALAGAPPA UNIVERSITY, KARAIKUDI

(A State University established by an Act of the Govt. of Tamil Nadu)
(Re-accredited with "A" Grade by NAAC)
CENTRE FOR WOMEN'S STUDIES

Application for the Post of
Project Assistant / Office Assistant /
Data Entry Operator / Library Assistant / Attendant

Affix Recent
Passport size
colour photograph

1.	Name in full (in BLOCK letters)																					
2.	(a) Age and Date of Birth (b) Place of Birth and District	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																				
3.	Sex	<table border="1"><tr><td>Male</td><td>Female</td></tr></table>	Male	Female																		
Male	Female																					
4.	Name of the Father/Husband																					
5.	Nationality and Religion																					
6.	Community (Certificates must be enclosed for BC/MBC/DNC/SC/SCA/ST)	<table border="1"><tr><td>OC</td><td>BC</td><td>MBC</td><td>DNC</td><td>SC</td><td>SCA</td><td>ST</td></tr></table>	OC	BC	MBC	DNC	SC	SCA	ST													
OC	BC	MBC	DNC	SC	SCA	ST																
7.	Address for Communication	<p>Phone/ Mobile:</p> <p>E-mail:</p>																				

8. (a) Educational Qualification

Programme of Study	Name of the Institution/University	Major Subject(s)	Regular or Distance or Open University System	Month and Year of Passing	Class	% of Marks (exact - 2 decimals)
PG _____						
UG _____						
HSC						
SSLC						
Others, if any						

9.	Any other experience that can be counted	
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10. Enclosures (in the following order):

- i) First page of SSLC Book/Transfer Certificate
- ii) HSC Mark Statement
- iii) Degree Certificates starting from highest degree
- iv) Mark Statements for PG /M.Phil Degree
- v) Community Certificate, if applicable
- vi) Copies of certificate(s) for previous employment, if applicable
- vii) Others

I, _____ hereby declare that the information given in this form are true to the best of my knowledge and belief. I also understand that suppression of facts or deliberate furnishing wrong information will entail summary rejection of application and, if detected after appointment is made, lead to disciplinary action or termination of appointment.

Place:

Date:

Signature of Applicant

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CENTRE FOR WOMEN’S STUDIES
INSTRUCTIONS TO THE CANDIDATES

Essential Qualification :

Sl.No	Position	Qualification
1.	Project Assistant	Post Graduate degree in Women’s Studies /Sociology/Social Work/ Social Sciences. Research Experience in Women Development Projects. Preference will be given to those who have completed M.Phil and experience in designing and conducting the Field Work and Analysis.
2.	Office Assistant	Under Graduate degree in any Social Science/Sciences/ Computer Application /Statistics. The Candidate with special course such as SPSS on Data Analysis will be preferred. Documentation and Knowledge in Computer Application.
3.	Data Entry Operator	A First or Second Class BCA/B.Sc (Computer Science) or any other Bachelor’s degree with PGDCA/DOA
4.	Library Assistant	Bachelor degree in any subject with Certificate in Library Science. Previous experience in any recognized Library. Knowledge in Computer Applications.
5.	Attendant	A Pass in HSC Standard.

Instructions to the candidates:

1. Candidates should enclose attested xerox copies of the certificates for educational qualifications, experience etc.
2. Late applications will not be entertained.
3. The filled-in applications are to be sent to “*The Registrar, Alagappa University, Karaikudi, 630 003.*”
4. Last date for receipt of filled-in applications 22.04.2015.

Prov.V.Manickavasagam
REGISTRAR

Place : Karaikudi.
Date : 07.04.15