

MAHATMA GANDHI UNIVERSITY

Application for selection as Lower Division Typist on Rs. 6080-9830.

Ref. Notification No..... dated.....

1.	Centre of written test	KOTTAYAM	
2.	Name of the candidate in full (in Block Letters)		
	(in Mother Tongue)		
3.	Age as on 1-1-2010		Male/Female
4.	Date of Birth		
5.	Address to which communications are to be sent with pin code (in Block Letters)	<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: 0 auto;"> <p>A recent passport size photograph to the candidate bearing his/her signature to be pasted here</p> </div> <p>(Signature of the candidate should be on the photograph)</p>	
6.	Whether the Applicant is within the age limit in accordance with the notification. If not, state whether He/she is exempted and if so, give grounds of exemption.		
7.	Whether a citizen of the Indian Union or one to whom certificate of eligibility has been awarded by the Ministry of Home affairs, Govt. of India.		
8.	Religion and Caste (Applicants belonging to SC/ST and OBC should attach proper certificates). (Where community claimed in the Application is not proved by School records, certificate issued by the competent authority will be accepted as proper proof of community)		

9.	Whether Physically Handicapped. If so, enclose medical certificate from a Govt. Civil Surgeon	
10.	Qualifications	
11.	Previous experience, if any	
12.	If employed, full address of the present employer. State whether the consent of the employer has been obtained	
13.	Whether dismissed from service from any other institution/office or debarred by the Public Service Commission	
14.	Particulars of conduct certificate produced	
15.	Particulars of documents submitted to prove payment of Application fee	
16.	Particulars of documents produced to prove age, qualifications etc.	

Ido hereby declare that the information given above is correct and true to facts.

Station:

Date:

Signature of the Applicant

READ THE INSTRUCTIONS CAREFULLY BEFORE FILLING IN THE APPLICATION.
DEFECTIVE APPLICATIONS WILL BE SUMMARILY REJECTED

MAHATMA GANDHI UNIVERSITY

No. Ad. AIV/4/16/10/Admn.

Dated. 1-2-2010

NOTIFICATION

Applications are invited from eligible candidates for appointment to the post of Lower Division Typists in Mahatma Gandhi University.

Scale of pay : Rs. 6080-9830

1. Qualifications:-

General:-a) Pre-Degree or any other equivalent qualification recognized by University

or

b) SSLC with 50% marks in English

c) Higher Grade Examination in Typewriting (English) and Computer Word Processing or its equivalent

d) Lower Grade Examination in shorthand (English)

Desirable

(i) Higher Grade Examination in Shorthand (English)

(ii) Lower Grade/Higher Grade Examination in Typewriting (Malayalam)

2. Age: Between 18-35 years as on 1-1-2010 (Relaxation of upper age as per Govt. rules)

3. Application form:-

Application form is available in the Mahatma Gandhi University website and can be downloaded from www.mguniversity.edu.

4. Application fee & mode of remittance Fee Rs. 300/-

The fee can be remitted by way of pay in slip at the University cash counter or by Demand draft drawn in favour of the Finance Officer, Mahatma Gandhi University from any branch of SBT payable at SBT, Mahatma Gandhi University Campus branch code 669. SC/ST candidates are exempted from payment of application fee.

5. Mode of selection:

The selection will be made on the basis of a competitive test and skill test conducted by the University. The competitive (written test) test will be 2 hours duration and the topics are English and General Knowledge.

6. Centre of Examination: Kottayam:

Duly filled application along with University pay in-slip/SBT Demand Draft and self attested photocopies of documents to prove age, qualifications and caste/community should reach the Deputy Registrar (Admn. I) Mahatma Gandhi University, P. D. Hills (P O) Kottayam – 686 560 on or before 6-3-2010. The covers containing applications should be superscribed “APPLICATION FOR THE POST OF LOWER DIVISION TYPIST”.

Employed candidates should send their application through proper channel. Incomplete/defective applications will be summarily rejected and no further correspondence in this regard shall be entertained.

Office of the Mahatma Gandhi University,
P. D. Hills P. O,
Kottayam.

REGISTRAR