MAHATMA GANDHI UNIVERSITY

Ref:- Notification No. Ad. AIV/4/16/10/Admn dated 1.2.2010

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

Scale of pay : 6080-9830

1. Qualifications:-

   General: a) Pre-Degree or any other equivalent qualification recognized by the University or
       SSLC with 50% marks in English
       b) Higher Grade Examination in Typewriting (English) and Computer Word Processing Lower or its equivalent
       c) 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 in the case of those eligible communities)

3. Application form:-

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

4. Application fee and 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 test (written test) will be of 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. The covers containing applications should be superscribed “APPLICATION FOR THE POST OF LOWER DIVSION 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.

7. **Candidates who were applied as per notification referred above need not apply.**

8. **Last date for receipt of Application:** 15th DECEMBER, 2010, 4.00 P. M.

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**REGISTRAR**

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