



## CREED KRISHI VIGYAN KENDRA

Ariyalur District, Tami Nadu

### **NOTIFICATION No.: 01/2020-CREED KVK**

Krishi Vigyan Kendra, Ariyalur, is under the administrative control of CREED (NGO).

All the **Positions are co-terminus with the Schemes**

Details of vacant position are notified in the Employment News / Rozgar and Local News papers are as follows:

Sl. No.	Post / Discipline	Pay Scale	Age Limit	Essential Qualifications
1	Stenographer (Grade –III)	Rs.5,200-20,000 + GP Rs.2,400	27	<p><u>Essential</u> : 12<sup>th</sup> Class Pass or equivalent from Recognized Board / University. Short hand is must.</p> <p>(2) Professional Efficiency: The candidates will be given one dictation test in English or 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 Hindi will be required to transcribe the matter in 65 minutes on computer</p>
2	Driver	Rs.5,200-20,000 + GP Rs.2,000	30	<p><u>Essential</u>:</p> <p>(i) Matriculation pass qualification from recognized board</p> <p>(ii) Possession of a valid and appropriate driving license (Light Motor Vehicle) from prescribed Government Authority (the candidate will have to pass the practical skill test to be taken by an appropriate committee of Institute / Head quarters)</p> <p><b>Desirable</b></p> <p>i. One year trade certificate in the relevant field from ITI ; or</p> <p>ii. Experience of driving in a recognized institution; or</p> <p>iii. Experience of motor mechanic work</p>

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 followed as per rules in force (b) Local language 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 and a Demand Draft for Rs.500/= (Rupees Five Hundred only) drawn in favour of the **CREED Krishi Vigyan Kendra**, payable at State Bank of India, Udayanatham (Code No. 6719) along with self attested copies of relevant certificates should be sent to **The Chairman, ICAR - Krishi Vigyan Kendra, Cholamadevi Post, Jayankondam (via), Udayarpalayam Taluk, Ariyalur District – 612 902, Tamil Nadu.**
4. The last date for receipt of application is **11.01.2021.**

**GENERAL INSTRUCTIONS FOR CANDIDATES:**

1. All the Positions are contractual basis, co-terminus with the GKMS scheme on year to year extension basis.
2. The candidates are advised to read the instructions carefully before filling up the application form. Candidates are strongly advised to fill their application with utmost care and caution since no request for any modification(s) therein will be entertained after submission of the form.
3. The envelope containing the application form should be **super-scribed in bold letters as ‘APPLICATION FOR THE POST OF \_\_\_\_\_’.**
4. Local language (Tamil) is preferable.
5. Prescribed age limit should be restricted to closing date of application.
6. Persons already in employment can send 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 expiry of the last date will not be considered and entertained and no correspondence in the regard will be made.

10. The Chairman, CREED KVK reserves the right to cancel the recruitment to the post/s without assigning any reason thereof.

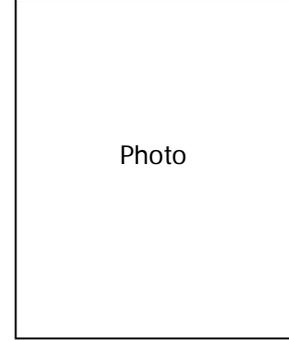
**Chairman**  
**CREED Krishi Vigyan Kendra**  
**Cholamadevi Post, Ariyalur District – 612 902**  
**Tamil Nadu**

Note : Application format enclosed for the post of Stenographer and Driver

**ICAR-KRISHI VIGYAN KENDRA**  
**Hosted by CREED**  
Cholamadevi Post, Jayankondam (via),  
Udayarpalayam Taluk, Ariyalur District – 612 902,  
Tamil Nadu

**Application for the post of Stenographer / Driver**

1. Name :  
2. Father's Name :  
3. Date of Birth :  
4. Age as on closing date : \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ Days  
5. Gender :  
6. Correspondence Address :



- a. Telephone (with STD code) :  
b. Mobile/ Cell No. :  
c. E mail Id :  
7. Permanent Address :

8. Nationality :

9. Religion :

10. Caste :

SC/ST	GEN	OBC
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11. Whether Physically handicapped: Yes / No

If Yes, Please specify :

12. Languages Known :

13. Marital Status :

14. Particulars of Application Fee : DD No. \_\_\_\_\_ Date \_\_\_\_\_ for Rs.500/-

15. Educational Qualification :

Course	Name of the School / College	Board / University	Year of passing	Percentage / OGPA
S.S.L.C.				
H.S.C.				
Bachelor degree				

16. Additional Qualification :

Sl. No.	Course	Name of the Institution	Board / University	Year of passing	Percentage
1					
2					

17. Experience details :

S. No.	Name of Institution	Post held	Last pay drawn	Period		Reason for Leaving
				From	To	
1						
2						

Total length of service : \_\_\_ years \_\_\_ months

18. Details of Driving License (for the post of Driver only)

- a. License No. :  
b. Type : Light / Heavy  
c. Validity : From \_\_\_\_\_ to \_\_\_\_\_

**DECLARATION**

I hereby declare that the particulars given above are true and correct. I understand that if any of the particulars are found to be false / incorrect / misrepresented on a later date, my candidature is liable to be cancelled at any time.

Place :

Date :

(Signature of Applicant)