



**Avinashilingam Institute for Home Science and Higher Education for Women**  
(Deemed to be University Estd. u/s 3 of UGC Act 1956, Category A by MHRD)  
Re-accredited with A++ Grade by NAAC, CGPA 3.65/4, Category I by UGC  
Coimbatore - 641 043, Tamil Nadu, India

**APPLICATION FORM FOR NON-TEACHING POSTS  
(GROUP - A)**

(Two copies to be submitted - To the Registrar)

APPLICATION FOR THE POST OF \_\_\_\_\_

(Please submit two copies of filled in application along with enclosures to the Registrar)

Post applied under category :

1. Name in Block Letters :

2. Date of Birth :

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3. Age as on the Last date of submission for application :

4. Place of birth/State :

5. Sex (Tick ✓) :

Male	Female
<input type="checkbox"/>	<input type="checkbox"/>

6. Religion :

7. Nationality :

8. Community (Tick ✓)  
(Enclose copy of the Community Certificate issued by competent Authority)

OC	SC	ST	OBC	EWS	PWD
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9. Mother Tongue :

Affix passport size colour photograph with Signature

PAYMENT DETAILS	
	Rs.
Name of the Bank	
D.D.No. & Date	
Amount	Rs.

10. Languages Known :

Sl. No.	Name of the Language	Read	Write	Speak
1.	Tamil			
2.	English			
3.	Hindi			
4.	Others			

11. District & State :

12. Father / Spouse Name :  
Occupation & Address :  
(Strike out whichever is not applicable)

13. Address :

Permanent	For Communication
Pin code:-----	Pin code:-----
E.Mail: Mobile:	E.Mail: Mobile:

14. Present position :

Designation : .....

Organization : .....

Pay Band/Pay Matrix : .....

Gross emoluments : .....

(Please enclose Last Pay Drawn Certificate)

15. Educational Qualification :  
(Please enclose attested xerox copies of  
the Certificates)

Details of Qualifications	Name of School/Board /University	Year of Passing	% of marks obtained	Division/ Class/ Grade	Subject(s)
10 <sup>th</sup>					
12 <sup>th</sup>					
Graduate					
Post-Graduate					
M.Phil.					
Ph.D.					
Professional Course					
Other(s)					

16. (a). Details for award of Ph.D Degree :
- i. Date of submission of Ph.D Thesis :
  - ii. Month and year of award :
  - iii. Subject and Title of the Thesis :

**Note:** Candidates acquired Ph.D. Degree without NET/SLET/SET qualifications need to submit a Certificate from the concerned University stating that the Ph.D. Degree is awarded in accordance with the University Grants Commission (Minimum Standards and Procedure for award of Degree) Regulations 2009

17. (a) Teaching Experience : PG Teaching Experience ----- UG Teaching Experience -----  
 (Please enclose xerox copies of Service Certificates)

Sl. No.	Name of the Institution	Position held & Pay Scale / Band with AGP	Duration		Total Years of experience Y M D
			From	To	
1.					
2.					
3.					
4.					

(b) Working Experience :

Sl. No.	Name of the Institution	Position held & Pay Scale / Band with AGP	Duration		Total Years of experience Y M D
			From	To	
1.					
2.					
3.					
4.					

18. Academic Awards / Prizes / Distinctions received (if any) :

Sl.No.	Name	Institution	Awards / Prizes / etc.,
1.			
2.			
3.			
4.			

19. Name and address of two responsible persons (not relatives) to whom reference regarding the applicant's work and conduct can be verified.

1.

2.

**20. Please describe the following in not more than 150 words for the position you have applied for.**

- i. Finance Officer:-** "Financial planning and preparedness for audit requirements including finance automation."
- ii. Assistant Librarian:-** "Library Automation and Information Dissemination."

**Post applied for :-**

**\* If necessary separate sheet maybe enclosed.**

21. Check list of enclosure : (Tick in the appropriate column)

Sl. No.	Enclosure (Attach attested relevant xerox copies)	Attached	Not Attached
1.	Two copies of filled in application with all enclosures		
2.	Details of Demand Draft		
3.	Age Proof – HSC Mark Statement		
4.	SSLC First Page / Mark Statement		
5.	Community Certificate		
6.	UG / PG / M.Phil / Ph.D Degree Certificates		
7.	SLET / SET / NET Certificates		
8.	No Objection Certificate if already employed		
9.	Last Pay Drawn Certificate if already employed		

#### DECLARATION

I hereby declare that I have read carefully and understood the instructions and particulars and hereby certify that all entries furnished in the form, as well as, in attached sheets are true to the best of my knowledge and belief. If any of the information furnished by me is found to be false or incorrect, appropriate action may be taken against me.

If selected, I promise to abide by the rules and regulations of the Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore.

Place:

Date:

**Signature of Applicant**

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#### ENDORSEMENT OF THE EMPLOYER (IF APPLICABLE)

Ref.No. -----

Date -----

1. The application of-----is hereby forwarded with the remarks that we have No Objection to her/his application being considered by the Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore.
2. Certified that the information given by the applicant in this application form has been found to be correct with reference to her/his service records.

**Signature of the Employer  
(with office seal)**

## GENERAL TERMS AND CONDITIONS FOR RECRUITMENT

1. Candidates applying on downloaded application form are required to enclose a Demand Draft (for others Rs.500/- and for SC/ST candidates Rs.250/-). **Two copies of filled in application, along with the attested copies of relevant certificates should be sent to the Registrar, Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore-43 on or before 25.04.2024 superscribing application**  
“For the post of ..... on the cover and send it to the Registrar
2. Late and in-complete application will be summarily rejected.
3. Women candidates only need to apply except for “**Finance Officer**” Post for which Men and Women candidates may apply.
4. Mere possession of eligibility conditions for the post shall not entitle a candidate to be called for Interview / Skill Test and for selection.
5. Age relaxations as per Govt.of. India norms. Departmental Candidates seeking age relaxation must justify their claim.
6. The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India.
7. Any additional qualification and experience acquired after the closing date will not be considered for eligibility.
8. In case if, it is detected, at any point of time in future, even after appointment that the candidate was not eligible as per the prescribed qualifications, experience, etc., due to whatsoever circumstances, his/her appointment shall be liable to be terminated forthwith.
9. Any ambiguity relating to the recruitment rules in general and eligibility in respect of any post in particular, the decision of the Authorities shall be final.
10. At any stage of verification before / after appointment, if any claim/certificate /document is found to be false / fake /incorrect / modified, the candidature will be summarily rejected and action will be initiated against the individual.

11. The candidates wherever necessary will have to attend written / Skill Test and interview at their own expenses.
12. The Institute is not responsible for any postal delay.
13. The candidates already in Service should submit their application **“Through Proper Channel”** by getting NOC from the employer within the due date.
14. Interim enquiries, canvassing in any form will disqualify the candidature.
15. Candidates are required to apply in the prescribed form of application separately for each post.
16. Self Attested copies of all certificates should be enclosed along with Application Form.
  - i. 10<sup>th</sup> Mark Sheet
  - ii. 12<sup>th</sup> Mark Sheet
  - iii. Diploma Certificate & Mark Sheets
  - iv. UG / PG & M.Phil / Ph.D Mark Sheets
  - v. Degree / Provisional Certificate
  - vi. Community Certificate
  - vii. Experience Certificate
  - viii. Disability Certificate
  - ix. No Objection Certificate (incase of working candidates)
  - x. Last Pay Certificate
  - xi. Demand Draft (incase of online application)
  - xii. Candidates requesting application through post should send Demand Draft for **Rs.500/- (for SC/ST – Rs.250/-)** along with self addressed stamped envelope of **Rs. 30/-** superscribing **“REQUEST FOR APPLICATION”**.
17. **Territorial Jurisdiction** In case of, any dispute arises, the territorial jurisdictions for adjudication shall be at Coimbatore only.