THE GANDHIGRAM RURAL INSTITUTE
(Deemed to be University)
GANDHIGRAM – 624 302 :: DINDIGUL DISTRICT :: TAMIL NADU
Ministry of Education (Shiksha Mantralaya), Govt. of India
Accredited by NAAC with 'A++' Grade (4th Cycle)

Walk-in-Interview Notification for the engagement of Administrative Consultant on Contractual Basis

General duties assigned to the Administrative Consultant shall include;

- To guide and assist in the works related to Administrative / Legal / RTI matters/ CPGRAMS / PMOPG etc.
- To guide and assist in the works related to Service matters / Consultancy Projects / Statutory Compliances.
- Preparing / Advising / Assisting the Officials in Preparing Counter Affidavits / Replies and Correspondences.
- Drafting and vetting MoU, Agreements and other documents entered into by GRI.
- To Coordinate and Liaise with Law Firms representing GRI in various employee related matters.
- To Initiate and pursue appropriate administrative action in all relevant cases ensuring timely and effective resolution.
- He / She shall report for duty to the Registrar.
- Other matters assigned by Authorities from time to time.

Essential Qualification and Experience

- Master Degree from a reputed Institution / College / University
- Experience in dealing Service matters,Tender Procedure, Contract Management, Students issues, drafting and conveyancing etc.,
- Minimum of 20 years of experience in handling RTI matters / CPGRAMS / PMOPG / Educational Institution Administrative / Establishment matters.

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Instructions

1. The engagement is initially for a period of six months and extendable on need and performance based.
2. The Candidates are informed to submit **original evidence** of the particulars at the time of interview without fail.
3. The candidates are informed to appear **one hour before** the time allotted.
4. The University reserves the right to fill or not to fill up the post.
5. Preference will be given for Retired Officers from Central Govt. Institutions.
6. Minimum 20 years of experience in handling RTI matters / CPGRAMS / PMOPG / Educational Institution Administrative / Establishment matters
7. Monthly remuneration Rs.60,000/- (consolidated)

Date: 10/12/2026 Time: 2.00 p.m. Venue: Faculty Guest House of GRI.

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Please Affix your Recent Passport Size Photo

REGISTRATION FORM

Administrative Consultant (Temporary)

Walk-in-Interview on 10.12.2026

1.	Name of the candidate	
2.	Gender	Male ☐ Female ☐ Transgender ☐
3.	Community	SC ☐ ST ☐ OBC ☐ UR ☐ EWS ☐ - Enclose copy
4.	Date of Birth	*DD/MM/YYYY* Age _____ - **Enclose SSLC Marksheet**
5.	Address for Communication	
	Pin Code	
	Cell No.	
	E-mail.	
	PAN	
	Aadhar No.	
6.	Educational Qualification:	**Enclose all Photocopies**
	Diploma/ Certificate Course	(_____%)
	10th	(_____%)
	12	(_____%)
	UG	(_____%)
	PG	(_____%)
	Technical Qualification	(_____%)
	Computer Knowledge	

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7.	Details of Experience – Enclose the copy of Certificates				
	Name of the Post	***Name of the University / Institute / Organization***	***Period of service(s)***		
			From	***To***	***Total***
	i).				
	ii).				
	iii).				

Signature of the Candidate

FOR OFFICE USE ONLY

The qualification and experience are mentioned in the notification are verified with the original certificates and found correct. He/she is eligible to attend the Interview.

1. (Name & Signature)

2. (Name & Signature)

3. (Name & Signature)