



THE MUSLIM EDUCATIONAL SOCIETY (REGD), CALICUT
MES FGM Women's College Campus, IMA Hall Road,
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Advt.No.01/24

01.03.2024

WANTED

Applications are invited for appointment of various Non-Teaching Staff in Colleges affiliated to University of Calicut & M.G. University under the MES Corporate Management. Qualifications as per the prevailing UGC, University and Govt. of Kerala norms.

Vacancies

Sl.No.	Category	Calicut University	M.G.University	Total
1.	Clerk	25	4	29
2.	LD Computer Assistant	4	2	6
3.	UGC Librarian	2	0	2
4.	Mechanic	1	0	1
5.	LD Store Keeper	3	0	3
6.	Herbarium Keeper	1	0	1
7.	Gardener	1	0	1
8.	Office Attendant (OA) *	19	6	25

* Nine Office Attendant posts are reserved for PWD as per the category wise details given below.

Category wise details of Office Attendant (OA) Posts reserved for PWD are as follows:

1. 1st & 5th - Blind and Low vision
2. 2nd & 6th - Deaf & Hard of hearing
3. 7th - Locomotor disability including cerebral palsy
4. 3rd & 8th - Autism, intellectual disability
5. 4th - Multiple disabilities
6. 1st (M.G. University) - Blind and Low vision.

Prescribed application form and further details can be downloaded from our website www.meskerala.com. Duly filled and signed application form (hardcopy only) with all details and supporting documents [along with a DD for Rs.500/- (payable at Calicut) drawn in favour of **The General Secretary, MES**] should reach the undersigned on or before 31.03.2024. **PWD applicants need not remit application fee.**

I. Librarian(UGC)

1. A Master's Degree in Library Science/Information Science/Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed).
2. A consistently good academic record with knowledge of computerization of library.
3. Should have cleared NET in the concerned subject/have been awarded Ph.D in accordance with UGC Regulations of 2018 (with amendments, if any).

II. LD Clerk

1. SSLC

III. LD Store Keeper

1. SSLC

IV. Computer Assistant

1. SSLC
2. Typewriting English- Higher (KGTE) & Malayalam - Lower(KGTE)
3. Computer Word processing

V. Mechanic

1. VIII with ITI/Diploma in Mechanical/Electronics

VI. Herbarium Keeper

1. SSLC with experience in Botany Laboratory

VII. Gardener

1. VII Standard & Experience as Gardener

VIII. Office Attendant

1. VII Standard
2. Disability certificate issued by the Medical Board in respect of PWD applicants.

General notes:

1. *Candidates should possess the requisite qualifications on the last date of submission of application.*
2. *Pay Scale for UGC Librarian as per the UGC norms.*
3. *Pay Scale for LD Clerk, LD Store Keeper, Computer Assistant, Mechanic, Herbarium Keeper, Gardner & Office Attendant as per the Kerala Govt. Rules.*
4. *Completed application form along with DD towards application fee and copies of certificates to prove age, qualification and experience should reach the undersigned on or before 31.03.2024. Late-received & defective applications are liable to be rejected.*
5. *Age Limit as per the Kerala Govt. norms.*

K. K. Kunjumoideen
General Secretary
MES