



ANNA UNIVERSITY
SARDAR PATEL ROAD, CHENNAI 600 025

APPLICATIONS FOR TEMPORARY NON-TEACHING POSTS (DAILY WAGES)

Ref : Advertisement No. 351/DW/PR30/2021, dt. 05 .08.2021

Applications are invited from suitable candidates **within Tamilnadu** (preferably in Chennai) for various Temporary Non – Teaching posts (on Daily Wage Basis) for Anna University, Chennai – 600 025. The details are as below;

POST DETAILS

Sl. No	Designation	No. of Posts	Qualification	Salary (Per day)
1.	Professional Assistant II	6	M.C.A./M.B.A/M.Com/M.Sc. (All branches)	Rs. 713/-
2.	Clerical Assistant	13	Any Degree (Arts and Science) with Computer knowledge Preferable: Typing knowledge	Rs. 448/-
3.	Peon	6	VIII Std pass	Rs. 391/-

Depending on the number of applications received, a written test in online mode may be conducted to the shortlisted candidates.

The duly filled in application in the prescribed format along with copy of all necessary certificates should be submitted at the following address in person or by post on or before 16/8/21, 5.00 p.m.

**The Registrar
Anna University,
Chennai – 600 025.**

Superscribe the envelope as

“ APPLICATION FOR THE POST OF _____ ”

General Instructions:

- Write the name of the post, on top of the envelope.
- Duly filled in application along with enclosed self attested photocopies of relevant certificates should be submitted. Incomplete forms will be rejected.
- Full address, name of the district and pin code should be mentioned clearly in the application.
- Age limit upto 45 years.
- Only shortlisted candidates will be called for interview. The actual date and time of interview will be intimated to the candidates.
- Candidates should appear for interview with their original certificates at their own expense.
- The appointment is purely temporary and the duration will be six months which may be extended depending on the performance and on requirement basis with periodical break.
- Selected candidates shall report for duty immediately.
- The selection criteria would be as per the norms of Anna University.
- The applicant will be responsible for the authenticity of the information and the documents submitted by them.

Laveed Samin
5/8/21

REGISTRAR i/c

mk
5/8/21

APPLICATIONS FOR TEMPORARY NON-TEACHING STAFF ON DAILY WAGES BASIS

Post applied for :

Ref: Advertisement No. 351/DW/PR30/2021, dt. 05.08.2021

1.	Name (in Block Letter) with initials at the end	:									Affix recent Passport size Photograph	
2.	Address for Communication	:										
3.	Mobile Number (Valid and functional)	:										
4.	Nationality	:										
5.	Community	:										
6.	Gender	:										
7.	Date of Birth	:	D	D	M	M	Y	Y	Y	Y	Age	
											Years	Months
8.	Educational Qualification (s):											
	Qualifications	Specialization	Board / University / Institution				Year of Passing	Percentage / CGPA				
	P.G											
	U.G											
	HSC											
	SSLC											
VIII STD												
9.	Additional Information (if any):											

Experience							
10.	Name of the Organization	Designation	Period		Nature of Work	Total Experience	
			From	To		Years	Month

Declaration

I declare that the information furnished above is true and correct to the best of my knowledge and belief, and that no related information is concealed. If any discrepancy is found at any stage, **Anna University, Chennai, shall cancel my selection / candidature.**

Signature of the Applicant

Place :

Date :