CENTRE FOR DEVELOPMENT OF TAMIL IN ENGG. & TECH.
CENTRE FOR EXCELLENCE BUILDING, CEG CAMPUS
ANNA UNIVERSITY, CHENNAI – 600 025

Applications for Non-Teaching Position
(Temporary Daily Wage Basis**)**

12/12/2023

****

Applications are invited from eligible candidates for the Non-Teaching post (Temporary Daily wage basis) for the **Centre for Development of Tamil in Engg. &Tech.**, College of Engineering Campus, Anna University, Chennai – 600025. The applicants should have the following minimum qualifications**.**

Designation	Qualification	Salary (per day) Daily wages as per Anna University norms	Number of temporary posts
Professional Assistant I / II	**Educational Qualification – B.E/B.Tech (CSE/IT)** **or** **M.Sc(CSE/IT)** **Required skills:** Proficiency in using Microsoft tools and Tamil Language Typing and formatting skill **Age Limit:** Maximum 30 years as on 01- 12-2023	872/- per day or Rs.819/ per day	1
Peon	VIII std Pass	Rs.471/- per day	1

In case there are more number of applicants, a written test will be conducted to short list/ select the candidates for interview.

The duly filled in application in the prescribed format along with self-attested copy of degree and all other necessary certificates should be submitted at the following address **only by post on or before 26-12-2023.**

Dr.P.Uma Maheswari
Professor & Director,
Centre for Development of Tamil in Engg. & Tech.
Hall No. 310 &, Centre for Excellence Building
Anna University, Chennai – 600 025

Super scribe the envelope as "Application for the Post of Professional Assistant- I / II/Peon, Centre for Development of Tamil in Engg. & Tech.

General Information:

1. Short-listed candidates will be called for written test &/ interview. **No TA/DA will be given to candidates for attending the interview.**

2. The date and time of written test &/ interview will be informed later to the candidates by email only. Candidates should appear for interview along with their original certificates and other relevant documents.

How to Apply:

Interest candidates should send the filled-in application form (as per format attached) with self-attested photocopies of educational qualifications, date of birth certificate, address proof, any other experience certificates, Mark sheets by post directly to the undersigned to reach on or before **26th of December, 2023 by 5.30 pm** and **scanned copy** of the same shall be sent to:tamilautf2023@gmail.com

Dr.P.Uma Maheswari
Professor & Director,
Centre for Development of Tamil in Engg. & Tech.
Hall No. 310 &, Centre for Excellence Building
Anna University, Chennai – 25

CENTRE FOR DEVELOPMENT OF TAMIL IN ENGG. & TECH.

ANNA UNIVERSITY, CHENNAI – 600 025

APPLICATION FOR NON TEACHING POSITION (TEMPORARY DAILY WAGE BASIS)

PROFESSIONAL ASSISTANT – I / II & PEON
(To be filled by office)

Application number		Date of receipt	

Personal Details

1.	Full Name (In Capital)		**Affix Recent Passport Size Photo**
2.	Date of Birth (DD/MM/YY)		
3.	Gender (Male/Female)		
4.	Nationality		
5.	Marital Status (Married/Unmarried)		
6.	Category (Gen/EWS/OBC/SC/ST)		
7.	Address for Communication	Permanent Address	
8.	Mobile/Phone no.		
9.	E-mail		
	Name of the post applied for		

10. Education Qualification (Enclose photo copies of the qualifying degree certificates and mark sheets)

Certificates/ Degree	Specialization/ Branch	School / College	Board / University	Year of Passing	Percentage /CGPA	Class Obtained
VIII						
SSLC						
HSC (If applicable)						
Diploma (If applicable)						
B.E/ B.TECH						

11.	Proficiency in Microsoft Office tools and Tamil tying and formatting skils:						
	Any other relevant information which is not covered above:						
12.	Experience (If any):						

	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, the Centre for Development of Tamil in Engg. & Tech., College of Engineering Campus, Anna University, Chennai, shall cancel my application/selection. I am aware that this application is only for temporary post.

S.NO.	Name of the Document	Copy Enclosed(Yes/No)
1.	Degree Certificate	
2.	HSC/Diploma certificate	
3.	SSLC certificate	
4.	Experience certificate(If any)	
5.	Address proof	
6.	Community certificate(Except OC)	
7.	Proof for Date of Birth	
8.	Any other document_____	

Place:

Date: **Signature of Applicant**