AU-FRG INSTITUTE FOR CAD/CAM
ANNA UNIVERSITY, CHENNAI – 600 025.

CALLING FOR APPLICATIONS FOR THE POST OF CLERICAL ASSISTANT (TEMPORARY)

Applications are invited from eligible, interested, suitable candidates for the post of Clerical Assistant (Temporary) on daily wages basis for AU-FRG INSTITUTE FOR CAD/CAM. The applicants should have the following qualifications.

Name of the Post	Qualifications	Tenure	Salary (per day)
Clerical Assistant	Any degree with First Class Preferably with knowledge in Computer & Accountancy	6 months (May be extended depending on the performance with periodical breaks)	Rs.448/-

The scanned copy of the duly filled application with necessary certificates should be mailed to **aufrgicc@gmail.com** **on or before 29.01.2021, 5.00 p.m.**
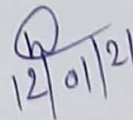
Address for Communication

The Director
AU-FRG Institute for CAD/CAM
Anna University,
Chennai – 600 025.
Phone:044-22238053/8051/8052

General Instructions:

1. Only shortlisted candidates will be called for interview after scrutinizing the applications

2. The actual date and time of interview will be intimated only by e-mail to the shortlisted candidates.

3. Candidates should appear for the interview with their original certificates.

4. Candidates attending the interview will do so at their own expenses.

5. The positions are purely temporary and the duration is for 6 months which may be extended depending on the performance with periodical breaks.

6. Selected candidates shall report for duty at the earliest.

7. The selection criteria would be as per the guidelines of Anna University.

8. The applicant will be responsible for the authenticity of information and other documents submitted.

Director
(AU-FRG Institute for CAD/CAM)

AU-FRG INSTITUTE FOR CAD/CAM
ANNA UNIVERSITY, CHENNAI – 600 025.

APPLICATION FORMAT FOR THE POST OF
CLERICAL ASSISTANT (TEMPORARY)

1	Name (in Block Letters) with initials at the end	:		PHOTO
2.	Address for communication	:		
3.	E-mail id (valid and functional)	:		
4.	Mobile Number (valid and functional)	:		
5.	Nationality	:		
6.	Community	:		
7.	Sex	:		
8.	Date of Birth	:	D D M M Y E A R	Age _____ years _____ months
9.	Educational Qualifications (s)	:		

Degree	Specialization	University / Institution	Year of Passing	CGPA /Percentage

10.	Additional Qualification (s) (Including higher degree(s) / Software packages etc.)						

11	Professional experience						
	Name of the organization	Designation	Period		Nature of work	Total Experience	
			From	To		Years	Months

12.	Experience (if any)	:	

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 shall cancel my selection/candidature.**

Place: **Signature of the Applicant**

Date: