

PLANNING AND DEVELOPMENT

ANNA UNIVERSITY, CHENNAI – 25.

Phone : +91-44-22357019 (O)
E-mail : ppd@annauniv.edu

Advt.No.001/P&D/Misc/Non-Teaching/2022

Date. 15.11.2022.

CIRCULAR

RECRUITMENT FOR THE POST OF TRAINED OFFICE ASSISTANT AND PEON UNDER RUSA 2.0.

Applications are invited from eligible and interested candidates for the post of Trained Office Assistant and Peon for the Planning and Development Section on daily wage basis.

Sl. No.	Name of the Post	No. of Post	Educational Qualification	Wages
1.	Trained Office Assistant	1	10 th Pass.	Rs.100/- per hour (Restricted to 100 hours per month)
2.	Peon	1	VIII std. Pass	Rs.424/- per day

- **Trained Office Assistant:**

Eligible candidates with experience in doing office work such as taking computer printout, scanning documents, Mail checking, Stationery maintenance, Indent Preparation, Tapal Register maintenance are desirable.

- **Peon:**

Eligible candidates with cycle driving skill is desirable.

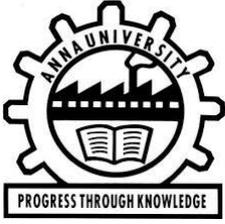
General Instructions

1. Only shortlisted candidates will be called for written test and interview after scrutinizing the applications.
2. The actual date and time of interview will be intimated only by – mail to the shortlisted candidates.
3. Candidates should appear for the interview with their original certificates.
4. No TA / DA will be provided.
5. The positions are purely temporary.
6. The applicant will be responsible for the authenticity of information and other documents submitted.
7. The hard copy of the filled in application form along with necessary certificates should be submitted to **The Director, Planning and Development Section, Anna University, Chennai – 600 025** and the soft copy of the same application along with scanned copy and certificates should be sent to (dpdannauniv@gmail.com) on or before **21.11.2022**.


RUSA CO-ORDINATOR


REGISTRAR i/c


08/11/22



PLANNING AND DEVELOPMENT SECTION

ANNA UNIVERSITY, CHENNAI – 600 025

Phone: +91-44-2235 7019 (O)
E-Mail :ppd@annauniv.edu

APPLICATIONS FOR NON-TEACHING POSITION (DAILYWAGE BASIS)

TRAINED OFFICE ASSISTANT / PEON

Ref: Advertisement No.001/P&D/Misc/Non-Teaching/2022, Dated: 15.11.2022

1.	Name(in Block Letter) with initials at the end											PHOTO
2.	Address for Communication											
3.	E-mail address (valid &functional)											
4.	Mobile Number											
5.	Nationality											
6.	Community	OC	BC			MBC	SC		ST			
7.	Gender	MALE / FEMALE										
8.	Date of Birth	D	D	M	M	Y	Y	Y	Y	Age(as on 31.10.2022)		
										_____ Years	_____ Months	
9.	Educational Qualifications											
	Certificates /Degree	Specialization/ Branch	School/ College	Board/ University	Year of Passing	Percentage/ CGPA	Class obtained					
	VIII											
	SSLC											
	OTHERS											

* Tick the post applied for.

**10th pass for the position of Trained Office Assistant.

***VIII pass for the position of Peon.

10.	Additional Information:

11.	Experience:						
	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 Director, P&D, Anna University, Chennai, shall cancel my application / selection. I am aware that this application is only for temporary post.

Signature of the Applicant

Place:

Date:

General Instructions

1. Only shortlisted candidates will be called for written test / interview after scrutinizing the applications.
2. The actual date and time of interview will be intimated by e-mail or by telephone 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 immediately.
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.
9. The performance of the candidates will be monitored for 3 months and further confirmation will be based on their performance.