



CENTRE FOR CONSTITUENT COLLEGES
ANNA UNIVERSITY
SARDAR PATEL ROAD, CHENNAI-600 025

Phone(Dir) : 044 – 2235 7122
Office : 044 - 2235 7129
Email : aumergesec@gmail.com
Web : www.annauniv.edu

APPLICATIONS FOR TEMPORARY NON-TEACHING POSTS (DAILY WAGES)

Ref : Advertisement No. 01 / TEM – Non – Teaching / 2019 – 20 / CCC, dt. 06.06.2019

Applications are invited from eligible, interested, suitable candidates for various Non – Teaching post (Daily Wage Basis) for Office of the CCC, Guindy Campus, Anna University, Chennai – 600 025. The applicant should have the following qualifications.

POST DETAILS

<u>S.No</u>	<u>Name of the Centre</u>	<u>Name of the Designation</u>	<u>No. of Post</u>	<u>Qualification</u>	<u>Salary (Per day)</u>
1.	Office of Centre for Constituent Colleges	Clerical Assistant	2	Any Degree (Arts and Science) with Computer certification	Rs. 434/-
		Peon	1	VIII Std Pass	Rs. 379/-

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

The duly filled application in the prescribed format along with copy of degree and all other necessary certificates should be submitted at the following address in person or by post on or before 18.06.2019 (TUESDAY), 5.00 p.m to

The Additional Registrar (CCC)
Centre for Constituent Colleges
Anna University,
Chennai – 600 025.

Superscribe the envelope as “ Application for the post of _____

Department_____

General Instructions:

1. The UG degree programme should be completed in regular mode only.
2. Only shortlisted candidates will be called for the interview.
3. The actual date and time of interview will be intimated by e_mail or by telephone to the shortlisted candidates.
4. Candidates should appear for the interview with their original certificates and on their own expenses.
5. 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.
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. Write the name of the post, on top of the envelope.
10. Duly filled in application along with enclosed self attested photocopies of relevant certificates.
11. For every post, separate application need's to be filled.
12. Full address, name of the district and pin code should be clearly mentioned in the envelope.
13. The selection committee decision will be final.

ADDITIONAL REGISTRAR, CCC



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Name of the Department: _____

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1.	Name (in Block Letter) with initials at the end	:									Affix recent Passport size Photograph	
2.	Address for Communication	:										
3.	E_mail id (valid and functional)	:										
4.	Mobile Number (Valid and functional)	:										
5.	Nationality	:										
6.	Community	:										
7.	Gender	:										
8.	Date of Birth	:	D	D	M	M	Y	Y	Y	Y	Age	
											Years	Month s
9.	Educational Qualification (s):											
	Qualifications	Specialization	Board / University / Institution				Year of Passing	Percentage / CGPA				
	VIII (for Peon applying candidates only)											
	SSLC											
	HSC											
	UG*											

* Must possess First Class

10	Computer Proficiency with suitable certificates:						
11	Additional Information (if any):						
12	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, Centre for Constituent Colleges, **Guindy Campus, Anna University, Chennai, shall cancel my selection / candidate.**

Signature of the Applicant

Place :

Date :