



ANNA UNIVERSITY, CHENNAI - 600 025
CENTRE FOR DISTANCE EDUCATION

DIRECTOR

Notification No: 6105/AU/CDE/Advt/2021

Date:14-12-2021

Application for the Post of "PROFESSIONAL ASSISTANT - II"

The following temporary post is required for a period of six months and is likely to be extended if the performance of the candidate is found satisfactory. **The post is purely on temporary basis.** Interested candidates, who possess the qualification, are requested to send their application (in the prescribed format of application enclosed) to **"The Director, Centre for Distance Education, Anna University, Chennai - 600 025"**. The required qualifications for the post is detailed in the Table given below:

Sl. No	Name of the Post	Wages per day	No of post	Duration	Qualification Required
1.	Professional Assistant-II	Rs.748/-	One (1)	6 months	M.C.A. / M.B.A. / M.Com / M.Sc. (All branches)

- Desirable qualification: 1. Typewriting in Junior Grade and
2. Certificate in Computer Applications

The last date of submission of application is **27/12/2021 by 5:00 p.m.**

S. N. Senthil

DIRECTOR



AFFIX RECENT
PASSPORT SIZE
PHOTO

**ANNA UNIVERSITY :: CHENNAI - 600 025
CENTRE FOR DISTANCE EDUCATION**

APPLICATION FORM FOR THE POST OF "PROFESSIONAL ASSISTANT - II"

1.	Name of the Applicant (Block Letters with initials at the end) :	
2.	Father's Name :	
3.	Date of Birth & Age :	
4.	Gender :	Male / Female
5.	Telephone No Landline / Mobile :	
6.	E- Mail :	
7.	Address for Communication :	

8. a) Educational Qualification: 10th Std / 12th or Diploma / UG / PG Degree

Sl. No	Qualification	Board/ University/ Institution	Year of Passing	Percentage / CGPA
i)				
ii)				
iii)				
iv)				

8. b) Additional Qualifications (If any) :

Note: Self attested copies of certificates should be enclosed.

8. c) Experience: (Evidence of Documents are to be enclosed)

Sl. No	Name of the Firm / Institution	Designation	Period	Nature of work	Year(s) of Experience
i)					
ii)					

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

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, my selection will be cancelled.

Signature of the Applicant

Place :

Date :

Instructions to the Applicants:

1. Recent photograph is to be affixed & self-attested in the Application.
2. The self-attested copies of certificates should be enclosed (School / College such as Transfer Certificate, Mark Sheet, Degree / Diploma Certificate).
3. The original certificates are to be produced for verification at the time of interview.
4. Only shortlisted candidates will be called for the interview.
5. The date & time of interview will be informed through Mobile No. / E-Mail.
6. Applications received after the last date of submission is summarily rejected.
7. Application with necessary certificates / documents is to be sent to **"The Director, Centre for Distance Education, Anna University, Chennai - 600 025"**.
8. Canvassing in any form will disqualify the applicant(s).
9. The decision of the selection committee will be final.