



CENTRE FOR RESEARCH
ANNA UNIVERSITY
CHENNAI - 600 025.



Dr.K.P.JAYA
DIRECTOR

Telephone : + 91-44-2235 7354/2235 7366
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Ref.No.CFR/Recruitment/2019

Date: 22.01.2019

Applications are invited for the following **temporary posts** on daily wage basis for the office of the Centre for Research, Anna University, Chennai-600 025.

S.No	Post	Qualification	Salary per day
1	Professional Assistant I	B.E./B.Tech./M.E./M.Tech. in Computer Science / IT / Software Engg. or related disciplines	Rs. 703/-
2	Clerical Assistant	Any degree (Art & Science)	Rs. 415/-

For Professional Assistant I

Essential Skills:

Proficiency in Web Design, Web Application Development using PHP, AJAX, JQUERY, MYSQL Database Management, Linux Server Administration

Desirable Skills:

- i. Minimum one year experience in Web design, Web Application Development in PHP
- ii. Knowledge of PHP frameworks, PHOTOSHOP, DREAMWEAVER or other web design / development tools.
- iii. Experience in Systems /Network /Server Administration

For Clerical Assistant

Essential Skills:

Typewriting English in lower grade with knowledge in MS Office

Eligible candidates may send their **applications in the enclosed format** along with the photo copies of certificates and supporting documents for qualification, experience and other information by post **on or before 20.02.2019.**

THE DIRECTOR
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1. The envelope containing the application should be super scribed with “**CFR/ Recruitment /2019**”
2. No TA/DA will be provided for attending the written test and interview
3. Shortlisted Candidates will be informed through e-mail about further process of their application
4. The Selection will be based on written test and interview.
5. Candidates should produce their original certificates at the time of interview
6. The Selection criteria are as per the guidelines of Anna University, Chennai



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APPLICATION FOR THE POST OF PROFESSIONAL ASSISTANT – I & CLERICAL ASSISTANT (Temporary basis)

S.No.	Name of the Post Applied for:												
1	Name (in Block Letters) with initial at the end			PHOTO (Recently taken)									
2	Address for communication												
3	E.Mail id & Mobile No.												
4	Alternate Contact no.												
5	Nationality		Age	Date of Birth as per TC		D	D	M	M	Y	Y	Y	Y
6	Aadhaar Number (If Available)		Gender										
7	Educational Qualifications:												
	Degree/Diploma/ HSC/SSLC	Specialization	University / Institution			Year of passing		CGPA/ Percentage					
8	Essential Qualifications:												

9	Professional Experience:				
	Name of the Institution	Designation	Period		Nature of Work
			From	To	
Total Experience in years and months:					
10	Additional information if any				
11	List of enclosures				

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 observed at any stage, the Director, Centre for Research, Anna University will be free to cancel my selection / candidature.

Signature of the Applicant

Place:

Date:

INSTRUCTIONS FOR FILLING UP THE APPLICATION FORM

(Application not submitted in proper format is likely to be rejected)

1. Application form should be neatly typed or handwritten in CAPITAL LETTERS.
2. Enclose attested photocopies of relevant certificates / proofs wherever necessary