



CENTRE FOR TECHNOLOGY DEVELOPMENT AND TRANSFER
ANNA UNIVERSITY, CHENNAI - 600 025

Dr. K. Baskar
Director

Phone : +91 - 44 2235 7929
: +91 - 44 2235 7930 (Off.)
E-mail : directorctdt@annauniv.edu
Tel/Fax No : +91 - 44 2230 1311

Lr .no:1920IN /CTDT/ 2019

DATE: 06.09.2019

APPLICATION FOR TEMPORARY NON-TEACHING POSTS (DAILY WAGE BASIS)

Ref: Advertisement no: 001/2019/Temporary Non-Teaching Posts dated 06.09.2019

Applications are invited from eligible candidates for Temporary Non-Teaching Post (daily wages basis) for a period of six months at CTD, Anna University. The applicants should have the following qualifications.

POST DETAILS


S.No	Name of the Post	Essential Qualifications	Wages per day	No. of post
1.	Clerical Assistant	Any degree with computer knowledge	Rs.434/-	3

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

The duly filled in application in the prescribed format along with copy of degree certificate and all other necessary certificates should be submitted at the following address on or before **25.09.2019 at 05.00 pm** to the undersigned

The Director,
Centre for Technology Development and Transfer,
(Kalanjiyam Building, 3rd Floor),
Anna University,
Chennai 600 025

Superscribe the envelope as "**Application for the Post of Temporary Post of Clerical Assistant**" at CTD, Anna University


06/09/2019
DIRECTOR

Copy to: 1.P.S. to Vice-Chancellor
2. P.A to Registrar
3. Director RCC (with a request to scroll in Anna University Website)
4. Stock File



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. No TA / DA will be provided.
5. The positions are purely temporary for six months which may be extended depending on the performance and on requirement basis 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 the information and other documents submitted.
9. The selection committee decision will be final.

 06/09/19.
DIRECTOR

 06/19



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Application for Clerical Assistant- Registration

1. Personal Profile:

Applicant Name:	
Father's Name:	
Date of Birth:	
Marital Status:	Single / Married
Gender:	Male / Female
Community:	
Aadhar Number:	

2. Contact Details:

Present Address For communication	
City / State / Pin code	
Mobile Number	
Email -Id	
Permanent Address (if different from present address)	

3. Educational Qualification

List in chronological order, starting from matriculation onwards (attach self attested copies of certificates)

Name of Examination / Degree Passed	University / Board	Percentage / CGPA	Field of study / Subjects	Date of Passing	Name of Institution

4. Languages Known

(Speaking, Reading and Writing)

Tamil English Others _____

5. Certificate Course- Computer on Office Automation / DCA / PGDCA /Others – YES / NO

6. Typewriting

1. English: Higher / LowerGrade:

2. Tamil: Higher / LowerGrade:

Other Details:

1. Completed Courses / Degree / Diploma certificates, if any, obtained.
2. Experience if any, relevant to the post.
3. Any other information.

Declaration:

I declare that the information provided by me in this application form is correct and complete, to the best of my knowledge and belief.

If the details submitted by me, to your office are found to be incorrect at a later stage, I will abide by the rules and regulations of Anna University, to take any action against me.

Date:

Signature of the candidate

Name in Capital Letters: