



# ANNA UNIVERSITY

## CHENNAI – 600 025

### CALLING OF APPLICATIONS FOR THE TEMPORARY POST OF CLERICAL ASSISTANT / DEO AND PEON / SWEEPER

Applications are invited from eligible, interested, suitable candidates for the post of Clerical Assistant / Data Entry Operator and Peon / Sweeper (Temporary) for Tamil Nadu Engineering Admissions (TNEA). The applicants should have the following qualifications.

Sl. No.	Category	Qualification	Tenure	Age
1.	Clerical Assistant / Data Entry Operator	Any degree with working knowledge in Computer Applications*	3 months	Up to 30 years
2.	Peon / Sweeper	Passed in VIII Std. (X pass is preferable)		

The duly filled application in the prescribed format along with copy of degree and all other necessary certificates should be sent to the following address on or before 20.05.2017, 5.00 p.m. Late submission of application will be rejected.

Superscribe the envelope as "Application for the post of Clerical Assistant / Data Entry Operator and Peon / Sweeper (Temporary)"

The Secretary  
Tamil Nadu Engineering Admissions  
Anna University  
Chennai – 600 025

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. Candidates attending the interview will do so at their own expenses.
5. The positions are purely temporary and the duration is for 3 months.
6. Selected candidates shall report for duty within one week from date of intimation of their selection.
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.

Secretary  
(TNEA)



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APPLICATION FOR THE POST OF \_\_\_\_\_ (TEMPORARY)

1.	Name (in Block Letters) with initials at the end	:								PHOTO		
2.	Address for communication	:										
3.	E-mail ID (valid and functional)	:										
4.	Mobile Number (valid and functional)	:										
5.	Nationality	:										
6.	Community	:										
7.	Sex	:										
8.	Date of Birth	:	D	D	M	M	Y	E	A	R	Age	
											_____	_____
										years	months	
9.	Educational Qualification(s)	:										
	Qualification	Board / Institution / University							Year of Passing			

10.	Additional Qualification(s) (Including Higher Degree(s))						
11.	Experience						
	Name of the organization	Designation	Period		Nature of work	Total Experience	
			From	To		Years	Months
12.	Additional information if any	:					

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 Secretary, Tamil Nadu Engineering Admissions," shall cancel my selection/candidature.

Place :

Signature of the Applicant

Date :