



**ANNA UNIVERSITY
MADRAS INSTITUTE OF TECHNOLOGY CAMPUS**

APPLICATION FOR THE POST OF CLERICAL ASSISTANT (TEMPORARY)

DEPARTMENT: Instrumentation Engineering

Ref: Advertisement: 001/MIT/IE/Clerical Assistant/2021

Dated: 27.10.2021

Applications are invited from eligible candidates for Clerical Assistant (Temporary) on daily wages in the Department of Instrumentation Engineering, Madras Institute of Technology Campus, Anna University, Chromepet, Chennai 600 044. The applicants should have the following qualifications as reported in the table shown below:

Sl.No.	Name of the Post	No. of Post	Educational Qualifications <u>First class in UG Degree</u>	Salary (per day)
1	Clerical Assistant	1	Any degree with Computer Knowledge ✓	Rs.470/- ✓

The duly filled application in the prescribed format along with the copy of UG and all other necessary certificates should be submitted to the following address in person or post on or before 15.11.2021, 05.00 P.M.

The Dean
Madras Institute of Technology Campus
Anna University
Chromepet
Chennai 600 044.

Superscribe the envelope as application for the post of -----Department -----

N. Jagan

27/10/2021

**HEAD OF THE DEPARTMENT
DEPT. OF INSTRUMENTATION ENGINEERING
M.I.T. CAMPUS, ANNA UNIVERSITY
CHROMEPET, CHENNAI-600 044.**



ANNA UNIVERSITY
MADRAS INSTITUTE OF TECHNOLOGY CAMPUS

APPLICATIONS FOR NON-TEACHING POSITION (DAILYWAGE BASIS)

CLERICAL ASSISTANT

DEPARTMENT: INSTRUMENTATION ENGINEERING, MIT CAMPUS

Ref: Advertisement No.001-2021/MIT/Non-Teaching, Dated: 27.10.2021

1.	Name(in Block Letter) with initials at the end									PHOTO
2.	Address for Communication									
3.	E-mail address (valid &functional)									
4.	Mobile Number									
5.	Nationality									
6.	Community	OC	BC				MBC	SC	ST	
7.	Gender	MALE / FEMALE								
8.	Date of Birth	D	D	M	M	Y	Y	Y	Y	Age(as on 01.08.2020)
9.	Educational Qualifications									
	Certificates /Degree	Specialization/ Branch	School/ College	Board/ University	Year of Passing	Percentage/ CGPA	Class obtained			
	VIII									
	SSLC									
	HSC									
	DIPLOMA/ITI									
	UG									
PG										

10.	Additional Information:						
11.	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, the Madras Institute of Technology Campus, Anna University, Chennai, shall cancel my application/selection. I am aware that this application is only for temporary post.

Signature of the Applicant

Place:

Date:

General Instructions:

1. Only shortlisted candidates will be called for written test / interview after scrutinizing the applications.
2. The actual date and time of interview will be intimated by e-mail or by telephone 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 6 months which may be extended depending on the performance 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 information and other documents submitted.
9. The performance of the candidates will be monitored for 3 months and further confirmation will be based on their performance.

N. J. Jayaraman

27/10/2021

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