APPLICATION FOR NON-TEACHING POSTS DAILYWAGE BASIS (TEMPORARY)

Ref: Advertisement No.002/2021/MIT/Non-Teaching Dated 01.12.2021

*****

Applications are invited from eligible candidates for the Non-Teaching Post Dailywage basis (Temporary) in the Office of the Dean, Madras Institute of Technology Campus, Anna University, Chromepet, Chennai-600 044. The applicants should have the following qualifications.

POST DETAILS

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Designation</th>
<th>No. of post</th>
<th>Educational Qualification</th>
<th>Daily wages (Per Day)</th>
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<tbody>
<tr>
<td>1</td>
<td>Professional Assistant-II</td>
<td>2</td>
<td>M.C.A/M.B.A./M.Com./M.Sc.(All branches)</td>
<td>Rs.748/-</td>
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<td>2</td>
<td>Clerical Assistant</td>
<td>2</td>
<td>Any Arts &amp; Science degree with Computer knowledge</td>
<td>Rs.470/-</td>
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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 and all other necessary certificates should be submitted at the following address in person or by post on or before 15.12.2021, 5.00p.m. to

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

Superscribe the envelope as
“Application for the Post of …………………….., Office of the Dean, MIT Campus”
1. Name (in Block Letter) with initials at the end

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 01.12.2021)

   Years:   Months:

9. Educational Qualifications
   - Certificates/Degree: Specialization/Branch: School/College: Board/University: Year of Passing: Percentage/CGPA: Class obtained
     - SSLC
     - HSC
     - UG
     - PG

* Tick the post applied for.
10. Additional Information:

11. Experience:

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<tr>
<th>Name of the Organization</th>
<th>Designation</th>
<th>Period</th>
<th>Nature of Work</th>
<th>Total Experience</th>
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<td>From</td>
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<td>Years Month</td>
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**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 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 6 months and further confirmation will be based on their performance.