



ANNA UNIVERSITY :: CHENNAI - 600 025
ESTATE OFFICE

PROFESSOR & ESTATE OFFICER

Notification No. 02 / EO / AB / Recruitment / 2019

Date:14.11.2019

RECRUITMENT OF TEMPORARY POST

The following temporary posts in the various Sections of Estate Office are required for a period of six months and are likely to be extended if the performance of the candidate is found satisfactory. The posts are purely temporary basis. Interested candidates, who possess the qualification, are requested to send their application (in the prescribed format of application enclosed) to "The Professor & Estate Officer, Anna University, Chennai-600 025." The required qualifications for the post are detailed in the Table given below:

Sl. No.	Position	Wages	Nos. Required	Qualification Required
1.	Professional Assistant-III	Rs.627/- per day	Civil - 1 Electrical - 2	Pass in Diploma in Civil / Electrical with 'C' Licence preferred.
2.	Clerical Assistant	Rs.434/- per day	1	Pass in any degree with Typing & Computer Knowledge
3.	Peon-cum-Electrician	Rs.412/- per day	7	Pass in 8th Std. with I.T.I. certificate in the relevant field. ('B' Licence preferred.)

The last date of submission of application is 29.11.2019 by 5.00 p.m.

Sd/-

PROFESSOR & ESTATE OFFICER



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Affix recently
taken photo
& self attested by
the applicant

APPLICATION FORM FOR THE RECRUITMENT OF TEMPORARY POST

Post applied for : _____

1.	Name of the Applicant (Block Letter with initials at the end) :	
2.	Father's Name :	
3.	Date of Birth & Age :	
4.	Gender :	Male / Female
5.	Telephone No. Landline / Mobile :	
6.	E -Mail :	
7.	Address for Communication :	

8. a) Educational Qualification : 10th Std. / 12th / Diploma / UG / PG Degree

S.No.	Qualification	Board / University / Institution	Year of Pass	CGPA Percentage
i)				
ii)				
iii)				
iv)				

Note: Copies of certificates should be enclosed.

8. Experience: (Evidence of Documents are to be enclosed)

S.No.	Name of the Firm / Institution	Designation	Period	Year(s) of Experience
i)				
ii)				
iii)				
iv)				

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, my selection will be cancelled.

Signature of the Applicant

Place :

Date :

Instructions to the Applicants:

1. Recent photograph is to be affixed & self attested in the Application.
2. All copies of certificates should be enclosed (School / college such as Transfer Certificate, Mark sheet, Degree / Diploma certificate.
3. Copy of Address proof is to be enclosed.
4. Copy of Community certificate is to be enclosed.
5. The original certificates are to be produced for verification at the time of interview.
6. The date & time of interview will be informed through Mobile No. / E-mail.
7. Application received after the last date of submission is summarily rejected.
8. Application with necessary certificates / documents is to be sent to the Professor & Estate Officer, Anna University, Chennai-600 025.
9. Canvassing in any form will disqualify the applicant(s).