

ANNA UNIVERSITY :: CHENNAI - 600 025
ESTATE OFFICE

PROFESSOR & ESTATE OFFICER

Notification No. 01 / EO / AB / Recruitment / 2018

Date: 14.11.2018

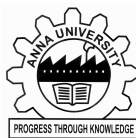
RECRUITMENT OF TEMPORARY POST

The following temporary posts in the various Sections of Estate Office are required for the period from 12.12.2018 to 29.04.2019. The posts are purely temporary basis as per Anna University Norms. The required qualifications for the post are detailed in the Table given below. As per University norms, the wages shall be paid. Interested candidates, who possess the qualification, are directed to send their application (in the prescribed format of application enclosed) to "The Professor & Estate Officer, Anna University, Chennai-600 025."

SI. No.	Position	Nos. Required	Qualification Required
1.	Professional Assistant-I	Civil - 5 Electrical - 4	Pass in B.E. / B.Tech. (Civil/Elect.)
2.	Professional Assistant-II	2	Pass in M.C.A. / M.B.A. / M.Com. / M.Sc.
3.	Professional Assistant-III	Civil - 8 Electrical - 6	Pass in Diploma in Civil / Agri. / Horti. / Electrical with 'C' Licence
4.	Clerical Assistant	1	Pass in any Degree with computer knowledge
5.	Peon-cum-Line-Operator	15	Pass in 8 th Std. with I.T.I. certificate in the relevant field & 'B' Licence
6.	Peon-cum-Carpenter / Plumber / Electrician	3	Pass in 8 th Std. with I.T.I. certificate in the relevant field
7.	Peon	8	Pass in 8 th Std.

The last date of submission of application is 26.11.2018 by 5.00 p.m.


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ESTATE OFFICE

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
(Applicable for post listed in 1 to 4)**

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

**8. b) Educational Qualification : 8th Std. / 10th / I.T.I. / Others
(Applicable for post listed in 5 to 7)**

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

Note: Copies of certificates should be enclosed.

9. 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 certificate 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 for submission is summarily rejected.
8. Application with necessary certificates / documents are to be sent the Professor & Estate Officer, Anna University, Chennai-600 025.
9. Canvassing in any form will disqualify the applicant(s).