



APPLICATIONS FOR TEMPORARY NON-TEACHING POSTS (DAILY WAGES)

Ref : Advertisement No. 016 / CEG / TEM - Non-Teaching / 2019 - 20, dated: 24.01.2020.

Applications are invited from eligible, interested, suitable candidates for various Non-Teaching Post (Daily Wage Basis) for Office of the College of Engineering, Guindy Campus, Anna University, Chennai - 600 025. The applicants should have the following qualifications.

POST DETAILS

S. No.	Name of the Department	Post Name	No. of Post	Qualification	Salary (Per day)
1	Management Studies	Professional Assistant - I	1	B.E. (CSE / IT)	Rs.736/-
2	Electronics and Communication Engineering	*Professional Assistant - III	1	Diploma in Electronics and Communication Engineering	Rs. 627/-
		Peon	1	VIII Std Pass	Rs. 379/-
3	Office of the Dean	Clerical Assistant	1	Any degree (Arts and Science) with Computer certificate and Typewriting English in lower grade	Rs. 434/-
		Peon cum Carpenter	1	VIII Std pass with ITI Carpenter Certificate	Rs. 412/-
		Peon cum Plumber / Electrician	1	VIII Std pass with ITI Plumber OR Electrician Certificate	Rs. 412/-
		Labourer	2	Less than VIII Std	Rs. 296/-

* Three years diploma in Government recognized Polytechnics.

In case there are more number of applicants, a written test will be conducted to short list and select the candidates for interview.

The duly filled 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 07.02.2020, 5. 00 p.m** to

The Dean,
College of Engineering, Guindy Campus,
Anna University,
Chennai - 600 025.

Superscribe the envelope as "Application for the Post of _____,
Department _____.



COLLEGE OF ENGINEERING GUINDY
ANNA UNIVERSITY :: CHENNAI - 600 025.



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S.No.: _____ Post Name : _____ Department: _____

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1	Name (in Block Letter) with initials at the end	:									Affix recent Passport size Photograph	
2	Address for communication	:										
3	E_mail id (valid and functional)	:										
4	Mobile Number (valid and functional)	:										
5	Nationality	:										
6	Community	:										
7	Gender	:										
8	Date of Birth	:	D	D	M	M	Y	Y	Y	Y	Age (as on 01.01.2020)	
											Years	Months
9	Educational Qualification (s) :											
	Qualifications	Specialization	Board / University / Institution						Year of Passing	Percentage/ CGPA		
	VIII											
	SSLC											
	HSC											
	Diploma / ITI											
	UG											
PG												

10	Additional Qualification (s)						
11	Experience						
	Name of the organization	Designation	Period		Nature of work	Experience	
			From	To		Years	Month
Total Experience (as on 01.01.2020)							

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 College of Engineering, Guindy Campus, Anna University, Chennai, shall cancel my selection / candidature.**

Signature of the Applicant

Place :

Date :

General Instructions:

1. Only shortlisted candidates will be called for the interview.
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 and on their own expenses.
4. The appointment is purely temporary and the duration will be six months which may be extended depending on the performance and on requirement basis with periodical break.
5. Preferred to have experience working with confidential data.
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. Write the name of the post, on top of the envelope.
10. Duly filled in application along with enclosed self attested photocopies of relevant certificates.
11. For every post separate application is need to be filled.
12. Full address, name of the district and pin code should be clearly mentioned in the envelope.
13. The selection committee decision will be final.