

DATE: 10.12.2019

**CIRCULAR**

Sub: Advertisement for the post of Professional Assistant-II in the  
Centre for Alumni Affairs - Reg.

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Application in plain paper along with detailed Resume giving name, date of birth, address for communication, details of educational qualification / experience and copies of certificates, are invited for the post of Professional Assistant-II for the Centre for Alumni Affairs, Anna University, Chennai - 25. The period of employment is likely to be six months.

Sl. NO.	Name of the Post	Salary per month	No. of Post	Essential Qualifications	Desirable Experience
1	Professional Assistant-II	Daily Wages (Rs.690/- per day)	1	M.B.A. with good communication skills and computer knowledge. Skilled in MS Word & Power Point	One year experience in Human Resource Functional area

**General Instructions**

1. Only shortlisted candidates will be called for written test and interview after scrutinizing the applications.
2. The actual date and time of interview will be intimated only by - mail to the shortlisted candidates
3. Candidates should appear for the interview with their original certificates.
4. No TA I DA will be provided.
5. The position is purely temporary.
6. The applicant will be responsible for the authenticity of information and other documents submitted.

Last Date for receipt of Application : 24.12.2019.

Address for sending the Application : Professor In-Charge  
Centre for Alumni Affairs,  
Dept. of Printing Technology (Building),  
College of Engineering Guindy Campus,  
Anna University, Chennai - 25.

**PROFESSOR IN-CHARGE**  
Centre for Alumni Affairs,  
Anna University, Chennai - 25.