



**CENTRALIZED PROCUREMENT OFFICE (CPO)**  
THIRD FLOOR, KALANJIYAM BUILDING : CTD - CEG CAMPUS  
**ANNA UNIVERSITY :: CHENNAI - 600 025**

Phone : +91 - 44 - 2235 7923

Email : [cpo@annauniv.edu](mailto:cpo@annauniv.edu)

[cpoannauniversity@gmail.com](mailto:cpoannauniversity@gmail.com)

CO-ORDINATOR

Advt. No.CPO/Personnel/Daily wage/2023

Dated: 07.12.2023

**RECRUITMENT NOTIFICATION (TEMPORARY POSITIONS)**

Centralized Procurement Office (CPO) invites applications from the candidates on Daily wages basis for a period of six months to the Centralized Procurement Office (CPO), CEG Campus, Anna University, Chennai – 25.

| Sl. No.                               | Post            | Qualification  | Salary           | Period     | Number of post |
|---------------------------------------|-----------------|--|------------------|------------|----------------|
| 1                                     | Peon cum Driver | VIII standard Pass, with Four wheeler Driving license. | Rs.588/- per day | Six months | 01             |
| Experienced candidates are desirable. |                 |  |                  |            |                |

Applications are available in the Anna University website [www.annauniv.edu](http://www.annauniv.edu). The eligible and Interested candidates are requested to send their applications (hardcopy) along with the detailed Curriculum Vitae (CV), photo copies of all documents (self-attested) to substantiate credentials in a cover addressed to **"The Coordinator, Centralized Procurement Office (CPO), Third Floor, Kalanjiam Building, Anna University, Chennai - 600 025"** super scribed as "Application for the post of Peon cum Driver at CPO, Anna University, Chennai" on or before **21.12.2023 (05.00 p.m.)**,

The actual date and time of the Test and Interview will be intimated to the shortlisted candidates in due course **by email / SMS / Speed Post**.

For further details, please contact the Centralized Procurement Office (CPO), Anna University, Chennai – 25. **E-mail:** [cpoannauniversity@gmail.com](mailto:cpoannauniversity@gmail.com) & **Telephone:** 044-22357923.

**Co-ordinator (CPO)**



**CO-ORDINATOR**

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**General Instructions**

- The shortlisted candidates will be called for test / interview after scrutinizing the applications. Candidates should appear for the interview with their original documents.
- The actual date and time of interview will be intimated by e-mail / Post to the shortlisted candidates.
- Candidates attending the interview will do so at their own expenses. No TA / DA will be provided for the candidates attending the interview.
- The selection criteria would be followed strictly as per the guidelines of Anna University.
- The applicant will be responsible for the authenticity of information and other documents submitted.
- The position is purely temporary and the duration is for less than 6 months and further extension may be provided if necessary based on the performance.
- Selected candidates must be able to join preferably within 14 days after getting the appointment order.

**Co-ordinator (CPO)**

| Application for the post of |  | : | Peon Cum Driver |   |   |   |  |   |     |
|-----------------------------|--|---|-----------------|---|---|---|--|---|-----|
| 1                           | Name (in Block Letter)<br>With initials at the end                     | : |                 |   |   |   |  |   |     |
| 2                           | Address for<br>Communication   | : |                 |   |   |   | Affix recent Passport<br>Size Photograph |   |     |
| 3                           | E-Mail ID<br>(valid and functional)                                    | : |                 |   |   |   |  |   |     |
| 4                           | Mobile Number<br>(valid and functional)                                | : |                 |   |   |   |  |   |     |
| 5                           | Nationality  | : |                 |   |   |   |  |   |     |
| 6                           | Community  | : |                 |   |   |   |  |   |     |
| 7                           | Gender   | : |                 |   |   |   |  |   |     |
| 8                           | Date of Birth  | : | D               | D | M | M | Y  | Y | Age |
|                             |  |   |                 |   |   |   |  |   |     |
| 9                           | Qualification (s)  | : |                 |   |   |   |  |   |     |
|                             | Educational Qualifications   |   |                 |   |   |   |  |   |     |
|                             | Driving License No.  | : |                 |   |   |   |  |   |     |
|                             | Driving Experience<br>(Name of the organization<br>& Period from – To) | : |                 |   |   |   |  |   |     |
| 10                          | Additional Qualifications<br>(If any)                                  | : |                 |   |   |   |  |   |     |

**Declaration:**

I declare that the above information furnished by me 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 CPO, Anna University shall cancel my selection.

**Signature of the applicant**

Place:

Date: