



**EDUCATIONAL MULTIMEDIA RESEARCH CENTRE
ANNA UNIVERSITY: CHENNAI – 600 025**

**Prof. Dr. C.D.Anuradha
Director**

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Office : 2230 0106, 2235 8204, Ext. 8204
Email: emmrcchennai@annauniv.edu**

Applications are invited for the following temporary positions of Professional Assistant II
EMMRC ,Anna University, Chennai

S. No.	Details of recruitment	Qualification
1	Name of the post: Professional Assistant II No. of Posts: 1No Salary: Rs.25,000/- per month (Consolidated)	<ul style="list-style-type: none">• Master degree in Commerce (M.Com /MBA(Finance))• Essential Experience: 3 Years in Finance and Accounts, Knowledge of compilation and Reconciliation of Bank Accounts and Maintenance of Cash Books. Knowledge of income Tax rule and e filing. Familiarity in use of Standard Financial Package.

Interested candidates can send the filled in application form with copy of their resume **on or before 21.09.2022** Copy of all the relevant documents shall be sent through post to the address mentioned below:

The Director
EMMRC
Anna University
Chennai- 600 025.

After screening of applications, the applicants will be called for an interview. The actual date and time of interview will be intimated only to the eligible candidates in due course by **email only**.

General Instructions:

- Applications should reach us on or before the specified date.
- Candidates attending the interview will do so at their own expense.
- This post is purely temporary.
- Selected candidates have to report for the duty within 2 weeks from the receipt of the appointment order.


**Director
EMRC**


09/09/2022

12. Experience (From Latest employment):

Name of the organisation	Period of Service		Reasons for leaving
	From	To	

(Add extra rows if necessary)

13. Additional Details:

DECLARATION

I hereby declare that the above furnished particulars are true and belief to the best of my knowledge.

Place:

Date:

(Signature of the candidate)