



EDUCATIONAL MULTIMEDIA RESEARCH CENTRE
ANNA UNIVERSITY: CHENNAI – 600 025



Dr.S.Arulchelvan
Director i/c

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Date : 08.01.2024

Applications are invited for the following temporary position of **Clerical Assistant** for EMRC, Anna University, Chennai - 25

S. No.	Details of recruitment	Qualification
1	Name of the post: Clerical Assistant No. of Post : 1No Salary: Rs.20,000/- per month (Consolidated)	Any Degree with Computer Knowledge Desirable : working knowledge of typing and experience in use of computer for data entry and word processing.

Interested candidates can send the filled in application form with copy of their resume **on or before 24.01.2024** All copy of the relevant documents shall be sent through post to the address mentioned below:

The Director
EMRC
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:

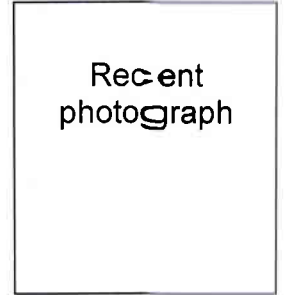
- Applications should reach us on or before the specified date.
- Candidates attending the interview will do so at their own expense and submit all original documents at the time of Interview.
- The Positions are purely temporary and the duration is for 6 months which may be extended depending on the requirement and Candidates performance with periodical breaks.
- Selected candidates have to report for the duty within 2 weeks from the receipt of the appointment order.


Director
Director
Educational Multimedia Research Centre
Anna University
EMRC
Chennai - 600 025
8/1/24

APPLICATION FORM

NAME OF THE POST : "CLERICAL ASSISTANT "

1. Name (in Block letters) :
2. Father's / Husband's Name :
3. Nationality :
4. Date of Birth :
5. Gender :
6. Marital Status :
7. Address for Communication :
8. Mobile No. :
9. Email ID :
10. Permanent Address :
(if different from address for communication)



11. Educational Qualification (List in chronological order from SSLC)

Name of the Exam / Degree	Field of Study / Subjects	University/ Board	Year of passing	Division / Class	CGPA / %

12. Experience (From Latest employment):

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

(Add extra rows if necessary)

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)