

DATE: 27.12.2021

CIRCULAR

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

Application in plain paper along with detailed resume giving name, date of birth, passport size photograph, 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.

SI. NO.	Name of the Post	Salary per month	No. of Post	Essential Qualifications	Desirable Experience
1.	Professional Assistant-II	Daily Wages (Rs.748/- per day)	1	M.B.A with good communication skills, and skilled in MS Word, Excel & PowerPoint	One year Work experience

General Instructions

1. Only shortlisted candidates will be called for written tests and interviews after scrutinizing the applications.
2. The actual date and time of the 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.
7. <https://forms.gle/WjypQgjPpcrKHh9f9> * (fill - in the G-form) *

Last Date for Receipt of Application: 03.01.2022.

Address for sending the Application: The Director,
The Centre for Alumni Affairs,
CUIC Ground Floor
College of Engineering Guindy Campus,
Anna University, Chennai - 25.

Note: Sending the required documents, photographs, and application letter without fail through the post/courier is mandatory.

**The Director
The Centre for Alumni Affairs,
Anna University, Chennai - 25.**