



Dr. S. Muttan
Coordinator, UPE

ANNA UNIVERSITY, CHENNAI -600 025
Kalanjiyam Building, 2nd Floor, Opp. to Mining Engineering
Ph. +91-44-2235 7933, E mail: upe.au.2017@gmail.com

The University with Potential for Excellence (UPE) funded by the University Grants Commission (UGC) for carrying out mission-oriented projects related to Bio Medical Engineering and Instrumentation invites application for the following posts. Candidates who are passionate about administrating and coordinating research program for product development and commercialization, and match the essential and desirable qualification **can walk-in directly to UPE, Anna University, Chennai with the filled in Application in the prescribed format attached on 20.01.2020 only between 9.00.AM till 12.00 Noon** along with originals & a copy of educational certificates and community certificate addressed to.

The Coordinator
University with Potential for Excellence
Kalanjiyam Building,
2nd Floor, OPP. to Mining Engineering
Anna University
Chennai – 600 025

The selected candidates will be appointed on Ad hoc basis after document verification and interview. Once selected, the recruits will be informed to join immediately within a week. The Walk-in Interview is for the following temporary positions.

S.No	Manpower	Essential & Desirable Qualification
1.	Project Associate I – 2 Posts (Consolidated Salary in commensurate with qualification and experience but not exceeding Rs.30,000/-per month)	MBA in Human Resources / Marketing / Operations / Systems with at least 2 years of experience in administration & coordination, Promotion & Commercialization.(The job requires promotion and commercialization of medical devices)
2.	Project Associate I – 1 Post (Consolidated Salary in commensurate with qualification and experience but not exceeding Rs.30,000/-per month)	M.Com/MBA in Finance with at least 2 years of experience in Annual Accounts / Closure of Audit / preparation of Utilization certificate and Statement of Expenditure. (The job requires coordination, bills settlement, account maintenance of a research programme)
3.	Project Assistant – 1 Post (Consolidated Salary in commensurate with qualification and experience but not exceeding Rs.12,000/-per month)	B.Sc / B.A / BBA / B.Com with at least 1 year of experience in office Coordination and administration.(The job requires able assistance in administration and coordination of a research programme)
4.	Project Technician – 1 Post (Consolidated Salary in commensurate with qualification and experience but not exceeding Rs.15,000/-per month)	Diploma in ECE/EEE with knowledge known in PCB soldering.

First Class in UG & PG with proficiency in English and communication skills is mandatory for all the posts.

General Instructions

- Candidates have to attend walk-in Interview at UPE, Anna University on 20.01.2020 between 9.00 AM till 12.00 Noon.
- Candidates attending the interview will do so at their own expense.
- These posts are purely temporary.
- Selected candidates have to report for their duty immediately after the interview.
- The duration of the appointment would be till 31.03.2020.
- The selection criteria are as per the guidelines of Anna University, Chennai.


Coordinator-UPE
COORDINATOR

University with Potential for Excellence
Anna University, Chennai - 600 025.

Application for Project Associate I / Project Assistant/Project Technician
UGC sponsored University with Potential for Excellence (UPE)
ANNA UNIVERSITY, CHENNAI

Personal Profile:

Post Applied for:	
Applicant Name:	
Father's Name:	
Date of Birth:	DD/MM/YY
Marital Status:	Single/Married
Gender	Male/Female
Do you belong to SC/ST	Yes/No (If Yes Please attach the community certificate)

Contact Details:

Present Address	
City/State/Pin code	
Mobile	
Email	
Permanent Address (if different from present address)	

Educational Qualification:

Please list in chronological order, starting from matriculation onwards.

Name of the Examination/Degree	University/ Board	Division/ Grade	Field of study / Subject/s	Date of passing	Place/ Country

Other Details:

- i. Publications Authored/Co-Authored/Edited. Please list starting from latest
- ii. Seminars/Conferences/Symposia Attended
- iii. Patents Filed/Granted
- iv. Any other Industry training program attended
- v. Award/ Fellowship
- vi. Experience
- vii. Other information

Declaration:

I declare that the information I have provided in this application form, to the best of my knowledge and belief, is correct and complete.

If I include any details that you know to be false or if I withhold relevant information, I may render myself liable to disqualification from the selection process or, if awarded the fellowship, to withdrawn.

Date:

Signature