



CENTRE FOR EMPOWERMENT OF WOMEN
ANNA UNIVERSITY, CHENNAI – 600025



**CALLING FOR APPLICATIONS FOR THE POST OF PEON – (TEMPORARY – WOMEN) – No. of
Posts - 2**

Applications are invited with the Resume and copies of certificates from eligible local women candidates for the following Temporary Post in the Day Care Centre, Anna University, Chennai.

S.No	Name of the Post	Essential Qualification	Desirable Work experience	Tenure	Wages per day
1.	Peon - 2 Posts - Women only (for working in the Day Care Centre, MIT Campus, Anna University; Chennai – 600044)	8 th Std Pass preferably know to read and write in English and Tamil	Work experience of Day Care Centre or baby sitting	6 months	Rs.410/-

General Instructions:

- Interested and eligible local women candidates only residing within a radius of 5 to 10 kms surrounding MIT campus should submit their signed resume as per the format given below in a sealed envelope to
“Director
Centre for Empowerment of Women
Anna University, Chennai – 600025”
on or before 30.09.2021
- Only shortlisted candidates will be called for interview. The date and time of interview will be intimated through E-Mail/SMS/Phone call to the short listed candidates. TA/DA will not be paid for attending the interview.
- Age:** Age of the candidates should be within 40 years and expected to be very active to run around with the kids.
- Nature of work** involves taking care of children including attending to their personal hygiene, feeding them lunch, breakfast, helping the Centre in administrative work etc.
- Working hours:** 8.30 am to 5.45 pm.
- Candidate should appear for the interview with all their original certificates.
- The post is purely temporary and the selected candidates cannot claim for permanency of the job.
- The selected candidates shall report for duty immediately after intimation of their selection.

DIRECTOR

Director

Centre for Empowerment of Women
Anna University,
Chennai-600 025.

APPLICATION FORMAT

Affix Recent Photo

Name of the Candidate :

Father's / Husband's Name :

Date of Birth and Age :

Educational Qualification
(Attach T.C, Mark sheets) :

(Mention whether know to read and write in both English and Tamil fluently)

Work Experience :

Marital Status :

Present Address :

Permanent Address :

Mobile Number :

E-mail :



Signature

Place :

Date :