



TECHNOLOGY ENABLING CENTRE
ENTREPRENEURSHIP DEVELOPMENT AND INNOVATION COUNCIL
ANNA UNIVERSITY, CHENNAI - 600 025

Email : tecannauniversity@gmail.com; Phone: +91- 44 2235 9343(0)

Dr. S.Meenakshisundaram
Coordinator, TEC & Chairman, EDIC

Lr. No: EDIC/068/2022/TEC

Date: 14.07.2022

RECRUITMENT NOTIFICATION (TEMPORARY POSITIONS)

Entrepreneurship Development and Innovation Council invites applications from the eligible candidates on temporary contract basis for Technology Enabling Centre, Anna University, Chennai 600025.

S. NO	DESIGNATION	Essential QUALIFICATION	EXPERIENCE	NUMBER OF POSTS	SALARY PER MONTH
1	Technology Commercialization Executive	MBA	3 years	1	Rs.50,000/-
2	Project Associate II	B.E / B.Tech in IT / Computer Science / Software Engineering	2 years	1	Rs.25,000 to 40,000/-
3		B.E / B.Tech in Mechanical / Production /Manufacturing / Industrial / Automobile / Aeronautical	2 years	1	Rs.25,000 to 40,000/-
4		B.E / B.Tech in EEE / ECE / Instrumentation	2 years	1	Rs.25,000 to 40,000/-
5	Project Assistant - Accounts	B.Com	-	1	Rs.20,000/-
6	Project Assistant – Administration	B.A English	-	1	Rs.20,000/-

EXPERIENCE / JOB PROFILE

Sl. No 1: Technology Commercialization Executive

Essential Experience

Functional experience preferably in Technology Management / Product management / Business Development / Product promotion.

Desirable Experience

Proven experience as marketing executive or similar role. Good understanding of market research techniques, data analysis and statistics methods. Good communication, drafting, presentation and leadership skills.

Job Profile

Conduct market research and analysis. Identification of potential technology commercialization opportunities. Support the Commercialization officer in delivering agreed activities.

Sl. No. 2,3,4: Project Associate II**Essential Experience**

Two years of experience is essential.

Desirable Experience

Industrial experience is desirable. Experience in Technology assessment, Technology profiling, Project planning, Networking with industries and associations. Good Communication skills.

Job Profile

Networking with industries, partner organizations and other professionals. Organize and implement market research to produce relevant marketing information. Support the Commercialization officer in delivering agreed activities.

Sl.No 5: Project Assistant - Accounts**Essential Experience**

Experience in office accounts and tally knowledge. Knowledge in MS Office.

Desirable Experience

Experience in Banking, filing GST, IT and TAN return.

Job Profile

Maintaining office accounts. Support the Commercialization officer in delivering agreed activities.

Sl.No 6: Project Assistant – Administration**Essential Experience**

Typing knowledge with lower/higher certificate. Good Communication

Desirable Experience

Shorthand preferable

Job Profile

Handling incoming calls and other communications. Managing filing system and maintaining documents as needed. Office administration and coordination. Support the Commercialization officer in delivering agreed activities.

CONTRACT PERIOD:

Twelve month's contract which shall be extended further based on the performance and the necessity.

HOW TO APPLY:

Interested candidates are requested to send only the hardcopy of the application (in the prescribed format) along with the photo copies of all documents (self-attested) necessary to substantiate credentials in the application addressed to the

Coordinator,
Technology Enabling Centre ,
Room no.304, Second Floor,
Platinum Jubilee Building, AC Tech Campus,
Anna University, Chennai 600025

in a cover superscribed as "Application for the post of S. No _____ Designation _____ at Technology Enabling Centre" on **or before 30.07.2022 (5.00 pm)**.

Valid Email id and Mobile number is essential. All communications will be sent only through given email id of the candidate.



**COORDINATOR-TEC &
Chairman, EDIC**



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Application for the post of S. No _____ Designation _____

1	Name (in Block Letter) with initials at the end	:								Affix recent Passport size Photograph	
2	Address for communication	:									
3	E-Mail id (valid and functional)	:									
4	Mobile Number (valid and functional)	:									
5	Nationality	:									
6	Community	:									
7	Gender	:									
8	Date of Birth	:	D	D	M	M	Y	Y	Y	Y	Age
9	Educational Qualification(s) :										
	Qualifications	Specialization	Board / University / Institution				Year of Passing	Percentage / CGPA			
	SSLC										
	HSC										
	UG										
	PG										
10.	Additional Qualifications(if any)										

11	Experience						
	Name of the organization	Designation	Period		Nature of work	Total Experience	
			From	To		Years	Month

Declaration

I declare that the information furnished above is true and correct to the best of my knowledge and belief and that no related information is concealed. If any discrepancy is found at any stage, the Technology Enabling Centre, Anna University, Chennai, shall cancel my selection / candidate.

Signature of the Applicant

Place :

Date :