APPLICATION FOR NON-TEACHING POSTS (TEMPORARY DAILY WAGE BASIS)
Ref: Advertisement No.001/2022/CCS/Non-Teaching Dated 25.01.2023
*****

Applications are invited from eligible candidates for the Non-Teaching Post (Temporary Daily wage basis) for the **Centre for Cyber Security**, College of Engineering Campus, Anna University, Chennai-600025. The applicants should have the following qualifications.

POST DETAILS

Sl. No	Designation	No.of posts	Educational Qualification	Salary
1	Professional Assistant – I	1 No.	**First class in** B.E/B.TECH (Computer Science and Engineering / Information Technology) **Desirable**: Proficiency in office management software such as Microsoft Office and Google Workspace. Good communication skills and knowledge in official letter drafting. **Age Limit:** Maximum 30 years as on 01-02-2023	Daily wages of Rs. 821/- per day as per Anna University norms.
2	Peon	1 No.	**Educational Qualification:** VIII Std (Pass) **Age Limit:** Maximum 30 years as on 01-02-2023	Daily wages of Rs. 424/- per day as per Anna University norms.

In case there are more number of applicants, a written test will be conducted to short list/select the candidates for interview for the post of Professional Assistant – I.

The duly filled in application in the prescribed format along with copy of degree and all other necessary certificates should be submitted at the following address only by post on or before 08.02.2023

Dr. V. Mary Anita Rajam
Professor & Director,
Centre for Cyber Security,
Department of CSE, CEG Campus,
Anna University, Chennai-600 025.

Superscribe the envelope as
"Application for the Post of Professional Assistant-I/Peon – Centre for Cyber Security, CEG Campus"

APPLICATION FOR NON-TEACHING POSITION (TEMPORARY DAILY WAGE BASIS)

PROFESSIONAL ASSISTANT –I / PEON
CENTRE FOR CYBER SECURITY
Ref: Advertisement No. 001/CCS/Non-Teaching Dated: 25.01.2023

1.	Name (in Block Letters) with initials at the end									
2.	Address for Communication							PHOTO		
3.	E-mail address (valid & functional)									
4.	Mobile Number									
5.	Nationality									
6.	Community ( )	OC		BC		MBC		SC		ST
7.	Gender	MALE / FEMALE								

8.	Date of Birth	D	D	M	M	Y	Y	Y	Y	Age (as on 01.02.2023)	
										Years	Months

Educational Qualifications

9.	Certificates/ Degree	Specialization/ Branch	School/ College	Board/ University	Year of Passing	Percentage/ CGPA	Class obtained
	VIII						
	SSLC						
	HSC (if applicable)						
	DIPLOMA (if applicable)						
	B.E./B.Tech						

10	Additional Information, if any:

11.	Experience (if any):						
	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 Centre for Cyber Security, College of Engineering Campus, Anna University, Chennai, shall cancel my application/ selection. I am aware that this application is only for temporary post.

Enclosures

Si.No	Name of the Document	Copy enclosed (Yes/No)
1	Degree certificate	
2	HSC/Diploma certificate	
3	SSLC certificate	
4	Experience certificate (if any)	
5	Address proof	
6	Community certificate(except OC)	
7	Proof for Date of birth	
8	Any other documents_____	

Place: Signature of the Applicant
Date:

General Instructions:

1. Only shortlisted candidates will be called for written test / interview after scrutinizing the applications.
2. The actual date and time of interview will be intimated by e-mail to the shortlisted candidates.
3. Candidates should appear for the interview with their original certificates.
4. Candidates attending the interview will do so at their own expenses.
5. The positions are **purely temporary and the duration is for 6 months** which if necessary, may be extended depending on the performance with periodical breaks.
6. Selected candidates shall report for duty immediately.
7. The selection criteria would be as per the guidelines of Anna University.
8. The applicant will be responsible for the authenticity of information and other documents submitted.
9. The performance of the **candidates will be monitored for 6 months** and further confirmation will be based on their performance.

Director
Centre for Cyber Security