



Dr. Mala John
Director

CENTRE FOR UNIVERSITY – INDUSTRY COLLABORATION
ANNA UNIVERSITY, CHENNAI – 600 025

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Announcement for the Engagement of Temporary Non-Teaching Staff on Daily Wages Basis

(Ref: Advt No_CUIC/NOV2022 dated 1/11/2022)

Applications are invited from eligible candidates for the following temporary post Non-Teaching Staff on Daily wages basis to work at Centre for University Industry Collaboration, Anna University, Guindy, Chennai – 600 025 for a period of six months, likely to be extended based on the satisfactory performance of the candidate (with periodical breaks). The applicant should have the following qualification as given below.

| Sl No | Name of the post | No. of Post | Essential Qualification | Desirable Qualification | Wages (per day) |
|-------|----------------------------|-------------|------------------------------|-------------------------------------------|-----------------|
| 1. | Professional Assistant – I | 1 | B.E.(CSE/IT/ECE/EEE/E&I/C&I) | Experience in computer maintenance | Rs.821/- |
| 2. | Professional Assistant II | 1 | MCA / M.Com / MBA | Knowledge of basic accounting & MS Office | Rs.771/- |

The duly filled application in the prescribed format **should be submitted by email** to cuic.annauniv@gmail.com with subject ‘PROFESSIONAL ASSISTANT-RECRUITMENT’.

Also, the duly filled application in the prescribed format along with all other necessary self-attested certificates and the hard copy may be sent by post to “The Director, Centre for University Industry Collaboration (CUIC), Anna University, Sardar Patel Road, Chennai – 600 025” by post or in person on or before 11.11.2022, 4.30 PM.

General Instructions:

1. A recent photograph is to be affixed and self-attested in the application.
2. All copies of certificates should be self-attested and enclosed along with the application.
3. Copy of address proof to be enclosed.
4. The applicant will be responsible for the authenticity of information and other documents submitted.
5. After scrutinizing the applications, Only Shortlisted candidates will be called for selection process. (Intimation will be sent through email only)
6. The original certificates are to be produced for verification at the time of interview.
7. The selection criteria would be as per the guidelines of Anna University.
8. Selected candidates shall report for duty immediately.
9. **The positions are purely temporary** and the duration is for six months, which may be extended depending on the performance (with periodical breaks).
10. Application received after the last date of submission will be rejected.
11. No TA/DA will be admissible for attending interview.

Director, CUIC

Application for the post of Professional Assistant – I / II (Tick any one)

| | | | | | | | |
|-----|------------------------------------------------------------------|---------------|-----------------------------|-------------------|----------------------------|------------------------------|---------------------------------------|
| 1. | Name | | | | | | Photo duly signed by the applicant |
| 2. | Date of Birth & Age | | | | | | |
| 3. | Permanent Address | | | | | | |
| 4. | Address for Communication | | | | | | |
| 5. | Mobile Number | | | | | | |
| 6. | Email | | | | | | |
| 7. | Gender | | | | | | |
| 8. | Aadhar Number | | | | | | |
| 9. | Community | OC | BC | MBC | SC | ST | |
| 10. | Educational Qualification (Attach copies of certificates) | | | | | | |
| | Degree | Branch | School / College | University | Year of passing | Percentage / CGPA | Class Obtained |
| | SSLC | | | | | | |
| | HSC / DIPLOMA | | | | | | |
| | B.E. / B.Tech. /MCA/ M.Com /MBA | | | | | | |
| | Others | | | | | | |

| | | | | | | | |
|-----|------------------------------------------------------------------------|--------------------|---------------|-----------|-----------------------|-------------------------|---------------|
| 11. | WORK EXPERIENCE (if any) Experience certificate to be enclosed) | | | | | | |
| | Name of the organization | Designation | Period | | Nature of Work | Total experience | |
| | | | From | To | | Years | Months |
| | | | | | | | |
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| | | | | | | | |
| | Total experience | | | | | | |
| 12. | Additional Skill set / Information (if any): | | | | | | |
| | | | | | | | |

I, _____, certify that the information furnished above is true to the best of my knowledge and belief and that no related information is concealed. If any discrepancy is found at any stage, the Director, CUIC has the right to cancel my application or termination of my service without any notice, if employed. I am also aware that this application is only for temporary post.

Place:

Date:

Signature of the candidate

Note: Do not enclose the original certificates. Attach only the attested copies. During the time of the personnel interview, you need to show the original certificates for verification.