



RECRUITMENT NOTICE

Applications are invited from eligible, interested suitable candidates for the following temporary post on daily wage basis to work in the Institute for Energy Studies, Anna University, Chennai – 25.

Sl. No.	Name of the Post	Essential Qualification	Additional Qualification required	Wages Rs./ Day
1	Professional Assistant II	M.Com with First Class and English Typing – Senior Grade with First Class	1. High level proficiency in computer based Accounting, Communication and dealing with online portals. 2. Minimum 10 year total working experience in Accounts related work in Institutions / Semi Government organization / Corporate companies. 3. Minimum 5 year total working experience in accounting related work using Tally software (Proficiency certificate is essential from reputed organization), TDS uploading process & GST related work and preparation of Statement of Expenditure for the funding Agencies.	Rs.713/-

Interested candidates may send their Resume in the prescribed format along with self- attested copy of all necessary certificates to the following address on or before 12.10.2020.

Dr. E. Natarajan
Professor & Director
Institute for Energy Studies
Anna University, Chennai – 600 025

General Instructions:

1. The age of the applicant must be less than 45 years.
2. Duly filled in application along with self attested photocopies of releavent certificates. Incomplete forms and without proof will be rejected.
3. In case there is more number of applicants, a written test will be conducted to select the candidates.
4. Only shortlisted candidates will be called for the written test / interview. The actual date and time of written test / interview will be intimated to the candidates.
5. Candidates should appear for the written test / interview with their original certificates for verification purpose.
6. No TA / DA will be provided for attending the written Test / interview.
7. The selection criteria would be as per the guidelines of Anna University.
8. The Selection Committee decision will be final.
9. Selected candidates shall report for duty immediately.
10. The appointment is purely temporary and the duration will be six months which may be extended depending on the performance and on requirement basis with periodical break (3 working days).
11. Write the name of the post, on the top of the envelope.


Dr. E. NATARAJAN, M.Tech., Ph.D.
Professor & DIRECTOR – IES
Institute for Energy Studies
Department of Mechanical Engineering
Anna University, Chennai - 600 025



**INSTITUTE for ENERGY STUDIES
ANNA UNIVERSITY, CHENNAI – 25**

APPLICATIONS FOR PROFESSIONAL ASSISTANT II ON DAILY WAGE BASIS

Name in Block Letters with initials at the end	:	
Address for communication	:	
Nationality	:	
Community	:	
Gender	:	
Date of Birth	:	
Cell No. / Phone No.	:	
E-mail ID	:	

Affix recent
passport size
photograph

Educational Qualification(s):

Qualifications	Specialisation	Board / University / Institution	Year of Passing	Percentage / CGPA
Any other degree				
U.G				
HSC				
SSLC				

Additional Qualification(s):

Experience:

Name of the Organisation	Designation	Period		Nature of Work	Total Experience		
		From	To		years	Months	Days

Declaration:

I declare that the information furnished above is true and correct to the best of my knowledge and belief. If any discrepancy is found at any stage, Anna University, Chennai shall cancel my selection / candidature.

Place:

Signature of the Applicant with date