CENTRE FOR RESEARCH
ANNA UNIVERSITY
CHENNAI - 600 025

APPLICATION FOR THE POST OF PROFESSIONAL ASSISTANT – I / II / CLERICAL ASSISTANT / PEON
(Temporary basis)

S.No	Name of the Post Applied for:			
1	**Name (in Block Letters with initial at the end)**			**PHOTO (Recently taken)**
2	**Address for communication**			
3	**E.Mail id & Mobile.No.**			
4	**Alternate Contact No.**			

5	**Nationality**		Age		Date of Birth as per TC	D	D	M	M	Y	Y	Y	Y

6	**Aadhaar Number (If available)**		Gender	

7	**Educational Qualifications:**

Degree/Diploma/HSC/SSLC	Specialization	University / Institution	Year of Passing	CGPA/ Percentage

8	Additional Qualifications:				

9	Experience:				
	Name of the Institution / Organization	**Designation**	**Period**		**Nature of Work**
			From	**To**	
	Total Experience in years and months:				

10	Additional Information if any	

11	List of enclosures	

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 observed at any state, the Director, Centre for Research, Anna University will be free to cancel my selection / Candidature.

Place: Signature of the Applicant

Date:

INSTRUCTIONS FOR FILLING UP THE APPLICATION FORM
(Application not submitted in prescribed format / incomplete applications will be rejected)

1. Application form should be neatly typed or handwritten in CAPITAL LETTERS.
2. Enclose attested photocopies of relevant certificates / proofs wherever necessary.

CENTRE FOR RESEARCH
ANNA UNIVERSITY
CHENNAI 600 025

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Email : dirresearch@annauniv.edu
dirresearch@gmail.com

DR. K.P.JAYA
DIRECTOR

Ref.No. CFR / Recruitment/ 2020-2021   Dated: 23.02.2021.

Applications are invited for the following **temporary posts** on daily wage basis for the office of the Centre for Research, Anna University, Chennai- 600 025.

S.No.	Post	Qualification	Salary per day
1.	**Professional Assistant – I**	B.E./B.Tech. (Computer Science /IT)	Rs.760/-
2.	**Professional Assistant – II**	M.C.A/M.Sc. in the branch of Computer Science / IT/ Software Engineering / related disciplines.	Rs.713/-
3.	**Clerical Assistants**	Any Degree (Art & Science)	Rs.448/-
4.	**Peon**	VIII pass	Rs.391/-

For Professional Assistant I / II
Essential Skills:
Proficiency in Web Design, Web Application Development using PHP, AJAX, JQUERY, PostgreSQL, MYSQL Database Management, Linux Server Administration.
Desirable Skills:
1.Minimum one year experience in Web design, Web Application Development in PHP.
2.Knowledge of PHP frameworks, PHOTOSHOP, DREAMWEAVER or other web design / development tools.
3.Experience in Systems / Network/Server Administration.
4.Knowledge in MYSQL and Postgres database management systems.

For Clerical Assistant
Essential Skills:
Typewriting English in lower grade with knowledge in MS Office.

Eligible candidates may send their **applications in the enclosed format** along with the photo copies of certificates and supporting documents for qualification, experience and other information by post **on or before 09.03.2021.**

THE DIRECTOR
CENTRE FOR RESEARCH
ANNA UNIVERSITY, CHENNAI- 600 025.

1. The envelope containing the application should be super scribed with "CFR/Recruitment/2020-2021"
2. Only shortlisted candidates will be called for the interview after scrutinizing the applications.
3. The actual date and time of the interview will be intimated by email or by telephone to the shortlisted candidates.
4. Candidates should appear for the interview with their original certificates.
5. Candidate attending the interview will do so at their own expenses.
6. Preferred to have experience working with confidential data.
7. The positions are purely temporary and the duration is for six months which may be extended depending on the performance with periodical breaks.
8. Selected candidates shall report for the duty immediately.
9. The selection criteria would be as per the guidelines of Anna University.
10. Write the name of the post, on top of the envelope.
11. Duly filled in application along with enclosed self attested photocopies of relevant certificates to the address of **"The Director, Centre for Research, Anna University, Chennai- 600 025"**. Last date for the receipt of the application is **09.03.2021**.
12. For every post separate application is need to be filled.
13. Full address, name of the district and pin code should be clearly mentioned in the envelope.
14. The selection committee decision will be final.

DIRECTOR (RESEARCH)