



**TECHNOLOGY ENABLING CENTRE  
CENTRE FOR TECHNOLOGY DEVELOPMENT AND TRANSFER  
ANNA UNIVERSITY, CHENNAI - 600 025**

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**Dr. N. Balasubramanian**

**Coordinator TEC, Additional Director, CTD**

Advt. no: 2122IN /TEC/CTDT

Date: 11.09.2021

**RECRUITMENT NOTIFICATION (TEMPORARY POSITIONS)**

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

S. NO	DESIGNATION	QUALIFICATION	EXPERIENCE	NUMBER OF POSTS	SALARY PER MONTH
1	Technology Commercialization Executive	B.E / B.Tech with MBA	8 years	2	Rs.50,000/-
2	Project Associate	B.E / B.Tech / MBA / MCA / M.Sc	5 years	2	Rs.40,000/-
3	Project Assistant	B.E / B.Tech / MCA / M.Com / M.Sc	2 years	2	Rs.20,000/-
4	Office Assistant cum driver	8 <sup>th</sup> Pass with valid Driving license	2 years	1	Rs.16,000/-

**EXPERIENCE / JOB PROFILE**

**1. Technology Commercialization Executive**

**a. Essential Experience**

Minimum 8 years of strong functional experience preferably in Technology Management, Product management, Business Development, Product promotion.

**b. Desirable Experience**

- Proven experience as marketing executive or similar role.
- Good understanding of market research techniques, data analysis and statistics methods.
- Thorough knowledge of strategic planning principles and marketing best practices.
- Outstanding communication, drafting, presentation and leadership skills.
- Creativity and commercial awareness, familiarity with social media and web analytics.

**c. Job Profile**

- Conduct market research and analysis to evaluate trends, identify and define audiences.
- Communicate with target audiences, build and develop customer relationships.
- Identification of potential technology commercialization opportunities.
- Travel and meet partners, develop relationships with key stakeholders both internal and external.
- Support the Commercialization officer in delivering agreed activities.

## **2. Project Associate**

### **a. Essential Experience**

Minimum 5 years of strong functional experience preferably in Technology Management, Data management, Sales Co-ordination, File management, office management, Digital Marketing.

### **b. Desirable Experience**

- Good understanding of market research, data analysis, office management.
- Good Communication skills.
- Creativity and commercial awareness.

### **c. Job Profile**

- Networking with industries, partner organizations and other professionals.
- Help with marketing plans, advertising, direct marketing and campaigns.
- Organize and implement market research to produce relevant marketing information.
- Data Management.

## **3. Project Assistant**

### **a. Essential Experience**

Minimum 2 years in Website Development & management, Sales-Support, Digital marketing Documentation.

### **b. Desirable Experience**

- Good teamwork skills, communication skills and networking ability.
- Web Application Development using Java/PHP, PHP with My SQL/Oracle.
- MS Office.
- Familiarity with marketing techniques and web analytics.
- Experience in Administration & website Development.
- Knowledge in Web design, Web application development.

### **c. Job Profile**

- Assisting in organizing events and product exhibitions.
- Web development and Maintenance, update customer database.
- Supporting the managers in all the activities of the Centre.

## **5. Office Assistant cum Driver**

### **a. Essential Experience**

Minimum 2 years in four wheelers driving with experience as peon or equivalent.

### **b. Job Profile**

In addition to four wheeler driving, the following are desirable

- Handling incoming calls and other communications.
- Managing filing system and maintaining documents as needed.
- Performing general office clerk duties and deliver circulars etc.
- Coordinating events as necessary.

**CONTRACT PERIOD:**

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

**HOW TO APPLY:**

Interested candidates are requested to send the hardcopy of the application along with the detailed Curriculum Vitae (CV) , photo copies of all documents (self attested) necessary to substantiate credentials in the CV addressed to the **Director, Centre for Technology Development and Transfer, Anna University, Chennai 600025** in a cover superscribed as "Application for the temporary post of Technology Commercialization Executive\* / Project Associate\* / Project Assistant\* / Office Assistant cum Driver\* at Technology Enabling Centre" on **or before 25.09.2021 (5.00 pm)**.

*\* - Strike out whichever is not applicable*

  
COORDINATOR-TEC

  
11/09/21  
DIRECTOR, CTD

**CENTRE FOR TECHNOLOGY DEVELOPMENT AND TRANSFER**

**ANNA UNIVERSITY: CHENNAI 600 025**

**APPLICATION FOR TEMPORARY POSITIONS IN TECHNOLOGY ENABLING**

**CENTRE, CTD, ANNA UNIVERSITY, CHENNAI 600 025**

***APPLICATION ID:***

**PHOTO**

**SIGN**

**1. PERSONAL DETAILS**

Post applied for :

Name  
(Title. Name , Initial) :

Date of birth :

Gender :

Community :

Marital status :

Mobile number :

E-mail id :

Aadhar number :

Address for  
communication :

Permanent address :

**2. EDUCATIONAL QUALIFICATION (From highest qualification order):**

Degree	Institution name	University / Board	Percentage / CGPA	Class obtained	Year of passing
PG					
UG					
Others					

**3. ADDITIONAL QUALIFICATIONS AND CERTIFICATIONS:**

**4. EMPLOYMENT DETAILS:**

Employer with Address	Job Title	Job responsibilities	Salary per month	Period	Number of year (s)
				From ---- To -----	

**5. ABOUT MYSELF HIGHLIGHTING SKILLSET, STRENGTH, AMBITION (100 WORDS)****Declaration:**

*I do hereby declare that above particulars of information and facts stated are true, correct and complete to the best of my knowledge and belief.*

*Name:*

*SIGNATURE*

*Place:*

*Date:*