



CENTRE FOR RESEARCH  
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Dr.C.UMARANI  
DIRECTOR

**NOTIFICATION FOR THE ENGAGEMENT OF CLERICAL ASSISTANT**

Ref.No. CFR –FA1/ Engagement/ 2024-25

Dated: 25.06.2024.

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

| Sl.No | Post               | Qualification  | No. of Post | Rate per Day (Rs.) |
|-------|--------------------|--|-------------|--------------------|
| 1.    | Clerical Assistant | Any Degree (Arts & Science) with Computer knowledge (MS- Office). (10+2+3 pattern) | 5 Nos.      | 629/-              |

Eligible candidates may send their **application in the enclosed format** along with the self attested photocopies of certificates and supporting documents for qualification, experience and other information by post **on or before 08.07.2024**.

DIRECTOR (RESEARCH)

Sd/-  
REGISTRAR



CENTRE FOR RESEARCH  
ANNA UNIVERSITY  
CHENNAI - 600 025



APPLICATION FOR THE POST OF CLERICAL ASSISTANT  
(Temporary basis)

| S.No | Name of the Post Applied for : CLERICAL ASSISTANT |                |                          |                 |                         |   |   |   |   |                           |   |   |   |
|------|---|----------------|--------------------------|-----------------|-------------------------|---|---|---|---|---------------------------|---|---|---|
| 1    | Name (in Capital Letters with initial at the end) |                |                          |                 |                         |   |   |   |   | PHOTO<br>(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    | Community / Caste                                 |                |                          |                 |                         |   |   |   |   |                           |   |   |   |
| 7    | Aadhaar Number                                    |                |                          |                 | Gender                  |   |   |   |   |                           |   |   |   |
| 8    | Educational Qualifications:                       |                |                          |                 |                         |   |   |   |   |                           |   |   |   |
|      | Degree/Diploma/HSC/SSLC                           | Specialization | University / Institution | Year of Passing | CGPA/ Percentage        |   |   |   |   |                           |   |   |   |
|      |   |                |                          |                 |                         |   |   |   |   |                           |   |   |   |
|      |   |                |                          |                 |                         |   |   |   |   |                           |   |   |   |
|      |   |                |                          |                 |                         |   |   |   |   |                           |   |   |   |
|      |   |                |                          |                 |                         |   |   |   |   |                           |   |   |   |
|      |   |                |                          |                 |                         |   |   |   |   |                           |   |   |   |

|           |   |                    |               |           |                       |
|-----------|---|--------------------|---------------|-----------|-----------------------|
| <b>9</b>  | <b>Additional Qualifications:</b>             |                    |               |           |                       |
|           |   |                    |               |           |                       |
| <b>10</b> | <b>Experience:</b>                            |                    |               |           |                       |
|           | <b>Name of the Institution / Organization</b> | <b>Designation</b> | <b>Period</b> |           | <b>Nature of Work</b> |
|           |   |                    | <b>From</b>   | <b>To</b> |                       |
|           |   |                    |               |           |                       |
|           |   |                    |               |           |                       |
|           |   |                    |               |           |                       |
|           | <b>Total Experience in years and months:</b>  |                    |               |           |                       |
| <b>11</b> | <b>Additional Information if any</b>          |                    |               |           |                       |
| <b>12</b> | <b>List of enclosures</b>                     |                    |               |           |                       |

Declaration:

I declare that the information furnished above is true and correct to the best of my knowledge and belief 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:

P.T.O

## **INSTRUCTIONS FOR FILLING UP THE APPLICATION FORM**

**(Application not submitted in the prescribed format / incomplete applications will be rejected)**

1. Application form should be neatly typed or handwritten.
2. Enclose self-attested photocopies of relevant certificates / proofs wherever necessary.
3. The envelope containing the application should be superscribed with **“CFR-FA1/New Recruitment/2024-25”**.
4. Only shortlisted candidates will be called for the written test after scrutinizing the applications.
5. The actual date, time of the written test and venue will be intimated by email or by telephone to the shortlisted candidates.
6. Candidate attending the interview will do so at their own expenses.
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. Write the Name of the post on top of the envelope.
9. Duly filled in application along with self-attested photocopies of relevant certificates should be sent to **“The Director, Centre for Research, Anna University, Chennai- 600 025”**. Last date for the receipt of the application is **08.07.2024**.
10. Full address, name of the district and pin code should be clearly mentioned on the envelope.
11. The decision of the Selection Committee is final.

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