

**TECHNOLOGY ENABLING CENTRE
ENTREPRENEURSHIP DEVELOPMENT AND INNOVATION COUNCIL
ANNA UNIVERSITY, CHENNAI - 600 025**

Phone: +91- 44 2235 9344/9343(off)
Email : tecannauniversity@gmail.com

Lr. No: EDIC/12/2024-25/TEC

Date: 06.06.2024

ENGAGEMENT NOTIFICATION (TEMPORARY POSITIONS)

Technology Enabling Centre invites applications from the eligible candidates on temporary contract basis for Technology Enabling Centre, Anna University, Chennai 600 025.

S. NO	DESIGNATION	ESSENTIAL QUALIFICATION	EXPERIENCE	NUMBER OF POSTS	SALARY PER MONTH (Consolidated)
01.	Office Assistant cum driver	HSC or Diploma and Batch Driving License (LMV)	-	1	Rs.14,000/-

JOB PROFILE

Office assistant cum driver

a. Job Profile

Office file management, office cleanliness and attending daily chores, driving inside City.

b. Job Location

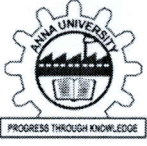
Chennai

c. Age Criteria

Applicants should not be more than 35 years as on 21.06.2024

Instructions to the applicants:

1. Recent photograph is to be affixed & self-attested in the Application.
2. All copies of certificates should be enclosed (SSLC & HSC Certificate / Diploma mark sheet or certificate.)
3. Copies of Aadhaar card & Driving batch license are to be enclosed.
4. The original certificates are to be produced for verification at the time of Interview.
5. The date & time of interview will be informed through E-mail.
6. Application received after the last date of submission is summarily rejected.
7. Canvassing in any form will disqualify the applicant(s).
8. No TADA will be paid for the candidates.



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Engagement period:

The engagement shall be up to 31.03.2025 and extended till closure of the project.

How to apply:

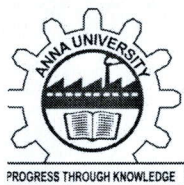
Interested candidates are requested to send the hardcopy of the application (in the prescribed format) along with the photo copies of all documents (self-attested) necessary to substantiate credentials in the application addressed to the

The Coordinator,
Technology Enabling Centre,
Room no.304, Second Floor,
Platinum Jubilee Building, AC Tech Campus,
Anna University, Chennai 600 025

in a cover superscribed as "Application for the temporary post of Office Assistant cum Driver at Technology Enabling Centre" on or before 21.06.2024 (5.00 pm).

Valid Email Id and Mobile Number is essential. All communications will be sent only through given email id of the candidate.


**Coordinator, TEC &
Chairman, EDIC**



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Email: tecannauniversity@gmail.com; Phone: +91- 44 2235 9343

Application for the post of Office Assistant cum Driver Designation

1	Name (in Block Letter) with initials at the end	:								Affix recent Passport size Photograph	
2	Address for communication	:									
3	E-Mail id (valid and functional)	:									
4	Mobile Number (valid and functional)	:									
5	Nationality	:									
6	Community	:									
7	Gender	:									
8	Date of Birth	:	D	D	M	M	Y	Y	Y	Y	Age
9	Educational Qualification(s) :										
	Qualifications	Specialization	Board / University / Institution					Year of Passing			
	SSLC										
	HSC / Diploma										
10.	Additional Qualifications(if any)										
	Driving License No.										

11	Experience						
	Name of the organization	Designation	Period		Nature of work	Total Experience	
			From	To		Years	Month

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 found at any stage, the Technology Enabling Centre, Anna University, Chennai, shall cancel my selection / candidate.

Signature of the Applicant

Place:

Date: