



Centre for Alumni Relations and Corporate Affairs  
(CARCA)

**ANNA UNIVERSITY**  
**CHENNAI - 600025**

**Dr. H. Jane Helena**  
**Director – CARCA**

**Phone: 044 22358625**  
**Email ID: dircarca@annauniv.edu**

**DATE: 11.09.2023**

**ADVERTISEMENT FOR THE POST OF FINANCE MANAGER AND SOCIAL  
MEDIA STRATEGIST IN CARCA**

Application in the format enclosed are invited for the following posts in the **Centre for Alumni Relations and Corporate Affairs (CARCA)**, Anna University, Chennai - 25. The period of employment is to be six months and is likely to be extended if the performance of the candidate is found satisfactory. The posts are purely on temporary basis

Sl. No.	Name of the Post	Salary per month	No. of Post	Essential Qualifications	Experience
1.	Finance Manager	Rs. 50,000 (Consolidated)	1	Bachelor's / Master's Degree in Finance, Commerce, Accountancy or related fields.  CA/ICWA will be given preference	2 to 5 years Work experience in the relevant field
2.	Social Media Strategist	Rs. 40,000 (Consolidated)	1	Bachelor's / Master's Degree in Advertising, Marketing, Business Management, Media Communications, Journalism or related fields.	2-3 years experience in the relevant field.  Solid understanding of social media platforms

**JOB DESCRIPTION**

S. No	Name of Post	Job Description
1	Finance Manager	1. Will be responsible for managing the Centre's financial resources, including overseeing the accounts and ensuring that funds are allocated appropriately.  2. Develop and manage the budget ensuring that the expenses are in line with its available resources.  3. Maintain financial records keeping track of all income and expenses, preparing financial statements, and managing the financial database.

		<p>4. Should be familiar with applicable financial regulations and ensure compliance with all legal requirements. This may include managing audits, and ensuring that the Centre's financial operations are transparent.</p> <p>5. Work with auditors and other financial professionals to ensure that the Centre's financial operations are transparent and compliant with applicable regulations.</p> <p>6. Prepare regular financial reports</p>
2	Social Media Strategist	<p>1. Help the centre create and implement a social media strategy that effectively reaches and engages with alumni and corporates</p> <p>2. Develop a strong online presence and to communicate with alumni and corporate partners in a way that resonates with them.</p> <p>3. Develop and implement communication strategies to keep alumni informed about news and events related to their alma mater</p> <p>3. Monitor and optimize outreach efforts.</p>

### General Instructions

1. Only shortlisted candidates will be called for interview after scrutinizing the applications.
2. The actual date and time of the interview will be intimated only by e- mail to the shortlisted candidates
3. Candidates should appear for the interview with their original certificates.
4. No TA & DA will be provided.
5. The position is purely temporary.
6. The applicant will be responsible for the authenticity of information and other documents submitted.

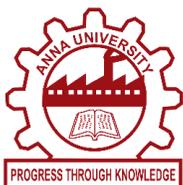
**Interested candidates should submit their application in the enclosed format along with self-attested photocopies of relevant certificates to the following address on or before 29.09.2023.**

The Director,  
Centre for Alumni Relations and Corporate Affairs(CARCA),  
CPDE First Floor  
College of Engineering Guindy Campus,  
Anna University, Chennai - 25.

**The soft copy of the same should be sent to [dircarca@annauniv.edu](mailto:dircarca@annauniv.edu)**

**Note: Submitting the hard copy of the required documents, photographs, and application letter is mandatory.**

**Director**  
**Centre for Alumni Relations and Corporate Affairs (CARCA),**  
**Anna University, Chennai - 25**



**CENTRE FOR ALUMNI RELATIONS AND CORPORATE AFFAIRS  
(CARCA)**

**ANNA UNIVERSITY, CHENNAI – 25**

**APPLICATION FORM FOR THE POST OF FINANCE MANAGER / SOCIAL MEDIA STRATEGIST**

**(Temporary Basis)**

**(To be filled by office)**

Application number		Date of receipt of the application	
--------------------	--	------------------------------------	--

**Name of the Post Applied For:**

**Personal Details:**

Full Name (In Capital)				Affix Recent Passport Size Photo
Date of Birth (DD/MM/YY)		Gender (Male/Female)		
Marital Status (Married/Unmarried)		Nationality		
Category (Gen/BC/MBC/SC/ST)				
Address for Communication	Permanent Address			
Mobile No. (Valid and Functional)		E-mail Id (Valid and Functional)		
Alternate Contact No.				

**Education Qualifications:** (From matriculation onward; Attach scanned copies of the qualifying degree certificates and mark sheets)

S.No.	Degree	Board / University	Regular / Part-time	Year of Passing	Division	% Marks / CGPA

**Professional experience** (Attach scanned copies of experience certificates)

S.No.	Designation	Name of Organization	Period		Nature of Work
			From	To	

Awards, Prizes (if any):

Any other relevant information which is not covered above:

**List of Enclosures:**

**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 found at any stage, Director, CARCA Anna University, Chennai, shall cancel my application / selection. I am aware that this application is only for temporary position.

**Place:**

**Date:**

**Signature of the Applicant**