



# CENTRE FOR DISTANCE EDUCATION ANNA UNIVERSITY , CHENNAI 600025

**DIRECTOR**

17.10.2023

## **Application for the “Post of Application Programmer , Professional Assistant I & II and Clerical Assistant”.**

The following temporary post is required for a period of six months and is likely to be extended if the performance of the candidate is found satisfactory. **The post is purely on temporary basis.** Interested candidates, who possess the qualification, are requested to send their application (in the prescribed format of application enclosed) to **"The Director, Centre for Distance Education, Anna University, Chennai - 600 025"**. The required qualifications for the post are detailed in the Table given below:

<b>S.No</b>	<b>Name</b>	<b>No of Post</b>	<b>Eligibility</b>	<b>Salary Per month (in Rs)</b>
1.	Professional Assistant I	2 Nos	B.E. / B.Tech (All branches)	Rs.872/- per day
2.	Professional Assistant II	1 No	M.C.A / M.Sc / MBA / M.Com (All branches)	Rs.819/- per day
3.	Application Programmer	1 No	B.E.1 <sup>st</sup> Class(ICE/Electrical)/MCA/MSC(CSE/IT/Software Engineer) with 2 years experience in the relevant field.	Rs.25,000/- per month
4.	Clerical Assistant	1 No	Any degree with computer knowledge.	Rs.629/- per day

The last date of submission of application is **06.11.2023 by 5:00 p.m.**

**Note:** Knowledge in DTP tools like Adobe Indesign, Microsoft Publisher/Illustrator tool/Coral Draw or any such tool is desirable for Professional Assistant I.



Affix Recent  
Passport Size Photo

**ANNA UNIVERSITY:: CHENNAI - 600 025  
CENTRE FOR DISTANCE EDUCATION**

**APPLICATION FORM**

**Post applied for :** \_\_\_\_\_

1.	Name of the Applicant (Block Letters with initials at the end) :	
2.	Father's Name :	
3.	Date of Birth & Age :	
4.	Gender :	Male / Female
5.	Telephone No Landline / Mobile :	
6.	E- Mail :	
7.	Address for Communication :	

**8. a) Educational Qualification: 10<sup>th</sup> Std/ 12<sup>th</sup> or Diploma / UG / PG Degree**

Sl.No	Qualification	Board/ University/ Institution	Year of Passing	Percentage / CGPA
i)				
ii)				
iii)				
iv)				

**8. b) Additional Qualifications (If any) :**


**Note:** Self attested copies of certificates should be enclosed.

**8. c) Experience:** (Evidence of Documents are to be enclosed)

Sl. No	Name of the Firm / Institution	Designation	Period	Nature of work	Year(s) of Experience
i)					
ii)					

In case there are more number of applicants, a written test will be conducted to select the candidates.

**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, my selection will be cancelled.

**Signature of the Applicant**

**Place :**

**Date :**

**Instructions to the Applicants:**

1. Recent photograph is to be affixed & self-attested in the Application.
2. The self-attested copies of certificates should be enclosed (School / College such as Transfer Certificate, Mark Sheet, Degree / Diploma Certificate).
3. The original certificates are to be produced for verification at the time of interview.
4. Only shortlisted candidates will be called for the interview.
5. The date & time of interview will be informed through Mobile No. / E-Mail.
6. Applications received after the last date of submission is summarily rejected.
7. Application with necessary certificates / documents is to be sent to **"The Director, Centre for Distance Education, Anna University, Chennai - 600 025"**.
8. Canvassing in any form will disqualify the applicant(s).
9. The decision of the selection committee will be final.