



ANNA UNIVERSITY
SARDAR PATEL ROAD, CHENNAI – 600 025.

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: 044 – 22359404
Fax : 91-44-22351956
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Advt.No.001/PR33/2016, Dated :13. 01.2016

Applications are invited for the following posts of Anna University, Chennai
600 025.

Sl.No.	Name of the Post	Pay Band with Grade Pay	Vacancy position
1	Junior Assistant	PB-1, Rs.5200-20200 + 2400 Grade Pay	45
2	Office Assistant	PB-1A, Rs.4800-10000 + 1300 Grade Pay	75

Prescribed application form, together with information and instructions to the candidates, containing the details of qualifications, experience etc. can be downloaded from the Web Site <http://www.annauniv.edu>. The candidates shall send the application duly enclosing a Demand Draft for Rs.750/- for General category and Rs.500/- for Tamilnadu SC/ST candidates dated not earlier than 13.01.2016 along with the required enclosures to the Registrar, Anna University, Chennai-25.

Last date for the receipt of completed application is 29.01.2016 by 5.00 p.m.

REGISTRAR

INFORMATION AND INSTRUCTIONS TO CANDIDATES

Advertisement No.001/PR33/2016, Dated:13.01.2016

Last date for receipt of completed application is 29.01.2016 by 5.00 p.m.

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1. VACANCY POSITION

SI.No.	Community as per Roster	Junior Assistant	Office Assistant
1	SC	4	7
2	SC(W)	3	4
3	SCA	0	1
4	SCA(W)	1	1
5	ST	1	1
6	MBC/DNC	5	9
7	MBC/DNC(W)	3	4
8	MBC(Ph.ortho)	1	1
9	MBC(Ex.sm)	0	1
10	BC(Other than Muslim)	7	13
11	BC(Other than Muslim)(W)	3	6
12	BC(Other than Muslim)(Ex.sm)	1	1
13	BC(Muslim)	2	2
14	BC(Muslim)(W)	0	1
15	GT	8	15
16	GT(W)	3	6
17	GT(W)(DW)	1	0
18	GT(Ph.ortho)	1	1
19	GT(Ex.sm)	1	1

2. QUALIFICATIONS :

- Junior Assistant**
- (i) Must possess a Degree (10+2+3/10+3+2) pattern
 - (ii) Passed in Typewriting English by lower grade and
 - (iii) Certificate in Word Processing, using computers.
- Office Assistant**
- (i) Must have passed VIII Std.
 - (ii) Must be able to ride a Bi-Cycle.
 - (iii) Possession of Valid Driving Licence (LMV) Preferred.

3. PAY BAND + GRADE PAY:

- Junior Assistant** : Rs.5200-20200 +2400 Grade pay
- Office Assistant** : Rs.4800-10000 +1300 Grade pay

The Pay carries DA, HRA, CCA and Medical Allowance as admissible at the rates in force from time to time.

Appointees will be governed by the CPS only

4. Age Limit:

- Junior Assistant** : Below 30 (32 for MBC/ BC and 35 for SC/ ST)
- Office Assistant** : below 35 (40 for BC/ MBC and 45 for SC/ ST)

(Differently abled person will be eligible for age concession upto ten years over and above the age limits prescribed)

(Ex-servicemen: not completed 53 years of age in case of SC/SCA/ST/ MBC(DNC)/BC and 48 years of age for others on the 1st July of the years in which the selection is made.

5. SELECTION PROCESS:

- Junior Assistant:** Candidates selection will be based on written test and interview.
- Office Assistant :** Based on interview /Cycling.

6. GENERAL INFORMATION AND INSTRUCTIONS

1. The applicants should possess the required qualification and should be sent the Demand Draft for Rs.750/- for General Category and Rs.500/- for SC/ST category drawn in favour of the Registrar, Anna University, Chennai and dated not earlier than **13.01.2016** should be sent to the REGISTRAR, ANNA UNIVERSITY, CHENNAI - 600 025 by Registered Post with Acknowledgement Due or by Courier Mail and the envelope containing the application should be superscribed on the left hand top corner as "Application for the post of **Junior Assistant /Office Assistant**. The last date for the receipt of the completed application is **29.01.2016** by 5.00 p.m.
2. The University is not responsible for any postal delay / loss in transit of the application.
3. The completed application may also be dropped in the box at the Tapal Section at the Administrative Building of the University.
4. Applications from candidates who are employed in State Government/Quasi Government will be considered only if forwarded through proper channel or a "No Objection Certificate" from the employer is produced at the time of interview.
5. Candidates are required to forward their applications in the prescribed form, accompanied by copies of degree certificates, and other academic and technical qualifications, evidence of age.
6. Candidates with educational pattern 10 + 2 + 3 / 10 + 3 + 2 / 10 + 3 + 3 / 11+1+3 / 11 + 2 + 3 only will be considered for the post of Junior Assistant.
7. **Candidates should register their name with Employment Exchange at concerned District Employment Office.**
8. If a qualified and suitable woman candidate belonging to SC, ST, MBC, BC or GT is not available for selection for appointment against the vacancy reserved for women in the advertisement it shall go to a male candidate within the respective category, who is eligible and found suitable for the post by the selection committee.
9. If no qualified and suitable destitute widow is available, the turn so set apart for destitute widow shall go to the women (other than destitute widow) belonging to the respective category.
10. If no qualified and suitable candidates belonging to SC (Arunthathiyar) are available the seat reserved for SC(A) will be filled up by other SC members on merit basis.

11. Applications incomplete in any respect and those received after the due date will be rejected.
12. Applications from persons who do not possess the minimum prescribed qualification for the post will be summarily rejected.
13. Interim correspondence in connection with the application will not be entertained.
14. Appointment on deputation basis will not be considered under any circumstances.
15. In case, the number of applications received is 5 times more than the number of vacancies, a test will be conducted, to shortlist the candidates.
16. Applicants should be prepared to come for a test and interview / interview at Chennai at their own cost.
17. Requests for change of date of test / interview will not be considered.
18. The University reserves rights to fill or not to fill the vacant posts.
19. The candidate should be able to read and write in Tamil.
20. The decision of the Syndicate on the recommendation of the Selection Committee shall be final and no appeal or correspondence shall be entertained in this regard.
21. If the interview for the post notified above could not be conducted by the University for any reasons, the cost of application shall be refunded to the candidates concerned.
22. Canvassing in any form will be a disqualification.

REGISTRAR



ANNA UNIVERSITY
SARDAR PATEL ROAD, CHENNAI – 600 025.

Affix your
passport size
photograph
and get it duly
attested

APPLICATION FOR THE POST OF

Advt.No.001/PR33/2016, Dated 13.01.2016

Before filling this application please read the terms and conditions and other instructions to candidates carefully. Completed form with copies of self-attested Certificates shall be sent to the Registrar, Anna University, Chennai 600 025, on or before the due date indicated in the advertisement.

1. Name of the post :
2. Name of the applicant in full with initials at the end (in Block Letters) : Thiru./Tmt./Selvi.
3. Name of Father / Husband :
4. Address for communication :

Pin code :

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Telephone No.

(with STD Code) :

Mobile No. :

Fax No. (with STD Code) :

E-mail I.D. :

4.1 Permanent Address :

Pin code :

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Telephone No./Mobile No. :

(with STD Code)

5. Date of Birth :

Day		Month		Year												
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6. Community :

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SC/ST	SC(A)	SC(W) &(DW)	MBC/ DNC	BC	OC

(please tick)

7. Nationality (please tick) :

<input type="checkbox"/> Indian	<input type="checkbox"/> Foreigner
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8. Religion :

11b. Technical Qualification (Typewriting /Computer Courses, etc.,)

12. **Details of experience (State Government / Quasi Government employees only)**

Sl.No.	Name & address of the Institution/ Organisation	Post held	Scale of Pay / Pay Band	Period of service	
				From	To
	Total				

13. Present post held under the Central Government / :
Autonomous Bodies and Scale of Pay and the
date from which the post is held.

14. Is there any pending Court Case(s) against you? If yes furnish details.

15. Whether, He/She is able to ride Bicycle:
(applying for Office Assistant only)

16. Employment Registration No./ District (If registered):

17. Languages known :

Language	Speak	Read and write	Speak, read & write

18. **Details of Demand Draft**

D.D.No. & Date	Amount in Rs.	Name of Bank & Branch (Any Nationalised Bank)

DECLARATION BY THE APPLICANT

I certify that the information furnished above are true and correct in all respects to the best of my knowledge and belief. Should there be any incorrect or false information in the above application or that may come to light in due course, I will bind myself for such action as the University may decide.

Place :

Date :

Signature

Checklist of Enclosures:

1. Self -Attested Photograph affixed and Signed
2. Copies of Certificates
3. Experience Certificates
4. Copy of Community Certificate
5. Proof of Date of Birth
6. Certificate for having studied in Tamil Medium
7. Differently Abled / Destitute Widow, if applicable
8. Gazette copies for any change of name.
- 9.
- 10.