

CENTRE FOR ENVIRONMENTAL STUDIES
ANNA UNIVERSITY, CHENNAI-25.

Tel: 044-22359010
044-22359011

directorcesau@gmail.com

RECRUITMENT FOR TEMPORARY STAFF ON DAILY WAGE BASIS

Ref: Advertisement No. 983/2023/CES/Temporary Staff/2023, dated 01.06.2023

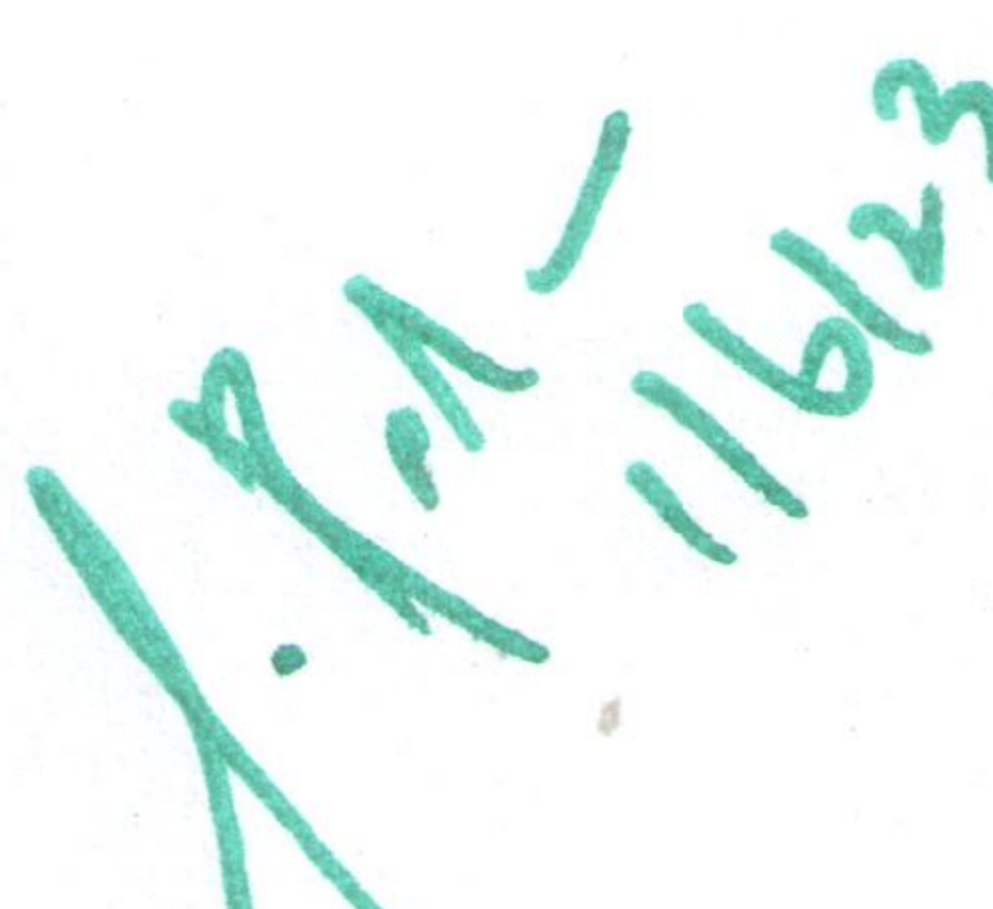
Applications are invited from eligible, interested, suitable candidates for the following temporary post on daily wage basis to work in Centre for Environmental Studies, Anna University, Chennai-25 for a period of six months, extendable based on performance of the candidate. The post is purely on temporary basis. Interested candidates, who possess the suitable qualification, are requested to fill the application form enclosed herewith. The applicant should have the following qualification as given below:

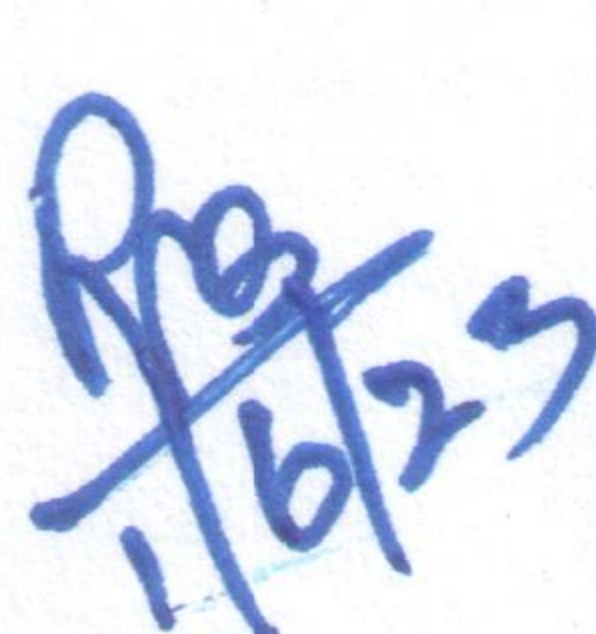
S. No	Name of the Post	Qualification	No of Post	Duration	Salary
01	PROFESSIONAL ASSISTANT-III	Diploma in Engineering - any branch (Priority would be given to candidates having experience in Computer knowledge, Typewriting skills and documentation works) [Diploma in 3 Years]	1	6 months	Rs.699/- per day
02	CLERICAL ASSISTANT	Pass in any degree with Typing & Computer Knowledge.	1	6 months	Rs.486/- per day

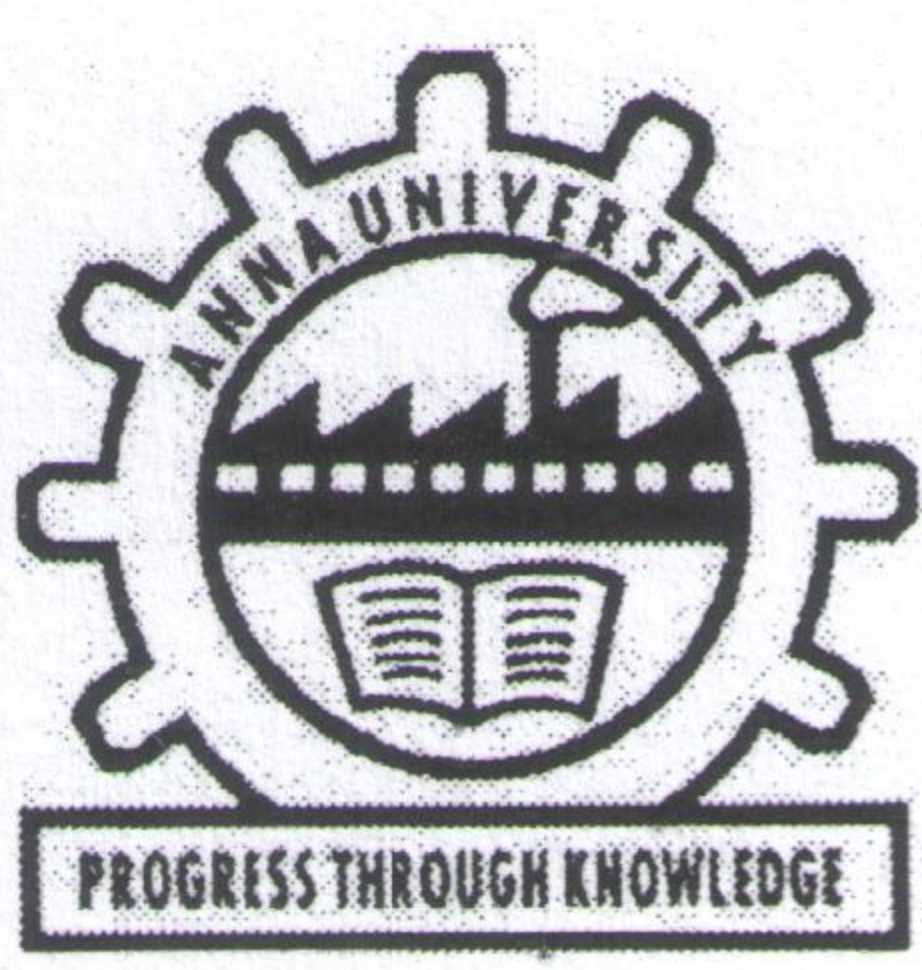
The duly filled application in the prescribed format along with copy of Degree/Diploma certificates and all other necessary certificates should be submitted to the following address in person / by post on or before **16.06.2023, 4:00 p.m.** (or) a soft copy of the same may be send to directorcesau@gmail.com.

**THE PROFESSOR AND DIRECTOR,
CENTRE FOR ENVIRONMENTAL STUDIES,
ANNA UNIVERSITY,
CHENNAI 600 025.**


PROFESSOR AND DIRECTOR, CES







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ANNA UNIVERSITY, CHENNAI-25.

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APPLICATION FORM FOR THE POST OF TEMPORARY STAFF ON DAILY WAGE BASIS

Ref: Advertisement No. 983/2023/CES/Temporary Staff/2023, dated 01.06.2023

Affix recently
taken photo
& self-attested
by the
applicant

1.	Name of the POST :	Professional Assistant III / Clerical Assistant
2.	Name of the Applicant (Block Letter with initials at the end) :	
3.	Father's Name :	
4.	Date of Birth & Age :	
5.	Gender :	Male / Female
6.	Mobile No. (Valid and functional) :	
7.	E -Mail ID: (Valid and functional) :	
8.	Address for Communication :	

9. Educational Qualification: (Attach copies of certificates)

S.No.	Qualification	Board / University / Institution	Year of Pass	Percentage
i)				
ii)				
iii)				
iv)				
v)				

10. Working Experience, if any: (Evidence of Documents are to be enclosed)

S.No.	Name of the Firm / Institution	Designation	Period	Year(s) of Experience
i)				
ii)				
iii)				
iv)				

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. Maximum Age limit is 30 years.
2. Recent photograph is to be affixed & self-attested in the Application.
3. All copies of certificates (self-attested) should be enclosed (School / college such as Transfer Certificate, Mark sheet, Degree / Diploma certificate. The original certificates are to be produced for verification at the time of interview.
4. Only shortlisted candidates will be called for the interview. The actual date and time of interview will be intimated to the candidates through Mobile No./E-mail.
5. Copy of Aadhar card as Address proof is to be enclosed.
6. Candidates attending the interview will do so at their own expenses.
7. Selected candidates shall report for duty immediately.
8. Application received after the last date of submission is summarily rejected.
9. Application with necessary certificates / documents is to be sent to the **Director, Centre for Environmental Studies, Anna University, Chennai-600 025** in person / by post.
10. Canvassing in any form will disqualify the applicant(s).
11. The selection committee decision will be final.