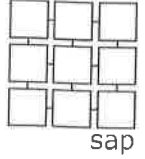# SCHOOL OF ARCHITECTURE AND PLANNING
ANNA UNIVERSITY:: CHENNAI – 600 025.

sap

APPLICATIONS FOR TEMPORARY NON-TEACHING POST (DAILY WAGES)

Applications are invited from eligible, interested, suitable candidates for Non-Teaching Post (Daily Wage Basis) for Office of the Dean, School of Architecture and Planning, Anna University, Chennai - 600 025. The applicant should have the following qualifications.

POST DETAILS

S. No.	Name of the Department	Post Name	No. of Post	Qualification	Salary (Per day)
1	Office of the Dean	Peon cum sanitary worker	1	8th Std. pass	Rs.379/ -

Candidates for Peon will be called for Interview and qualifying with 80% of the Marks as outlined below.

1. 8th Std. mark certificate : 50 Marks
2. Experience : 30 Marks
3. Interview : 20 Marks

Experience = 30 Marks (2 yrs 10 Marks, 3 yrs 20 Marks, 4 yrs 30 Marks)

Certificates to be Submitted:

1. 8th Std. Pass Certificate and Mark sheet
2. Aadhar Card
3. Experience Certificates

(All certificates as outlined have to be compulsorily attached for the application to be considered)

The duly filled application in the prescribed format along with copy of degree and all other necessary certificates should be submitted at the following address in person or by post **on or before 17.12.2019(Tuesday), 5.00 p.m.** to

The Dean,
School of Architecture and Planning Campus,
Anna University,
Chennai - 600 025.

Superscribe the envelope as "Application for the Post of_____

General Instructions:

1. Only shortlisted candidates will be called for the interview.

2. The actual date and time of interview will be intimated by e-mail or by telephone to the shortlisted candidates.

3. Candidates should appear for the interview with their original certificates and on their own expenses.

4. The appointment is purely temporary and the duration will be six months which may be extended depending on the performance and on requirement basis with periodical break.

5. Preferred to have experience working with confidential data.

6. Selected candidates shall report for duty immediately.

7. The selection criteria would be as per the guidelines of Anna University.

8. The applicant will be responsible for the authenticity of information and other documents submitted.

9. Write the name of the post, on top of the envelope.

10. Duly filled in application along with enclosed self attested photocopies of relevant certificates.

11. Full address, name of the district and pin code should be clearly mentioned in the envelope.
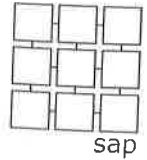
12. The selection committee decision will be final.

DEAN, SAP 2/2

SCHOOL OF ARCHITECTURE AND PLANNING
ANNA UNIVERSITY:: CHENNAI – 600 025.

sap

APPLICATIONS FOR TEMPORARY NON-TEACHING POSTS (DAILY WAGES)

S.No.:_____   Post Name : _____

Ref : Advertisement No. 002 / TEM - Non-Teaching / 2019 - 20 / SAP, dated: 09.12.2019

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
								Years _____ Months _____

9. Educational Qualification (s) :

Qualifications	Specialization	Board / University / Institution	Year of Passing	Percentage/ CGPA
SSLC				
HSC				

10	Additional Qualification (s)						

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 School of Architecture and Planning Campus, Anna University, Chennai, shall cancel my selection.

Signature of the Applicant

Place :

Date :