

## Notification for Temporary Employment

Applications are invited from eligible candidates for the following Temporary Post to work at the AU-FRG Institute for CAD/CAM, Anna University, Chennai – 600 025.

Name of the Post	Essential Qualification	Salary	No. of Post	Duration
Clerical Assistant	B.Com	Rs. 629/- per day (Daily wage basis)	1	6 Months*

*\*The Duration is for 6 months which may be extended depending on the requirement and performance with periodical breaks.*

### Desirable:

- Knowledge in Tally (Accounts) and M.S. Office

### Note:

1. Interested and eligible candidates may email the soft copy of the application (template attached)  
To [annacad@annauniv.edu](mailto:annacad@annauniv.edu)  
cc [aufrgicc@gmail.com](mailto:aufrgicc@gmail.com)  
on or before 25<sup>th</sup> Oct 2023 by 05.30 p.m.
2. The hard copy of the application may be sent by post addressed to 'The Director, AU-FRG Institute for CAD/CAM, Anna University, Chennai – 600 025' on or before 25.10.2023. The sealed envelope containing the application should be super scribed 'Application for Temporary Post.'
3. Incomplete application or application without required supporting documents will be rejected. All the mandatory Certificates should be self-attested.
4. Only shortlisted candidates will be called for interview. The date and time of interview will be intimated through E-mail / SMS to the shortlisted candidates. There will be no postal correspondence.
5. Candidates should appear for the interview with all their original certificates.
6. TA / DA will not be paid for attending the interview.
7. The post is purely temporary and the selected candidates cannot claim for permanency of the job.
8. The selected candidates shall report for duty immediately once the intimation is given.

  
11/10/23

  
Director  
04/10/23

Director  
**AU-FRG Institute for CAD/CAM**  
Anna University, Chennai-600 025

**APPLICATION FOR THE POST OF CLERICAL ASSISTANT**  
**(TEMPORARY)**

**AU-FRG INSTITUTE FOR CAD/CAM, Anna University, Chennai – 600 025**

1.	Name (in BLOCK Letters) with initials at the end	:		Affix recent passport size photograph			
2.	Address for Communication	:					
3.	Mobile Number & Mail Id	:					
4.	Nationality	:					
5.	Community	:					
6.	Gender	:					
7.	Date of Birth & Age	:					
<b>Educational Qualification(s):</b>							
8.	Qualifications	Specialization	Board/University/ Institution	Year of Passing	Percentage/CGPA		
	P.G.						
	U.G.						
	HSC						
	SSLC						
<b>Experience (Certificates to be enclosed):</b>							
9.	Name of the Organization	Designation	Period		Nature of Work	Total Experience	
			From	To		Years	Month
10.	<b>Software skills (if any):</b>						
11.	<b>Additional Information (if any):</b>						

**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 state, Anna University, Chennai, shall cancel my selection / candidature.

**Signature of the Applicant:**

**Place:**

**Date:**