



AU-FRG INSTITUTE FOR CAD/CAM
COLLEGE OF ENGINEERING GUINDY CAMPUS
ANNA UNIVERSITY CHENNAI – 600 025
☎ : 044 – 2235 8051 ✉ : annacad@annauniv.edu



Dr. K. Shanmuga Sundaram
Professor & Director

Date: 15.11.2022

Application are invited for the position of Professional Assistant II to work in the Administration and Finance work at AU-FRG ICC, Anna University.

| | |
|-------------------------|---|
| Name of the Post | Professional Assistant II |
| Number of Post | 01 |
| Essential Qualification | M.C.A/M.B.A/M.Com/M.Sc |
| Desirable | Knowledge of Basic Accounting & MS Office |
| Salary Per Day | Rs. 771/- |

Interested candidates can send the filled in application form (as per the format attached) with the scanned copies of education qualifications, by email to annacad@annauniv.edu (or) Hard copy to, The Director, AU-FRG Institute for CAD/CAM, Anna University, CEG Campus, Chennai – 600025, on or before **28.11.2022 by 5.30 pm.**

- Short listed candidate will be called for written exam and interview
- Interview date and time will be informed through email only.
- No TA/DA will be provided at the time of interview.
- The appointment will be purely on temporary basis.
- Bring all original certificates at the time of interview.


Director 15/11/22
AU-FRG ICC
Director
AU-FRG Institute for CAD/CAM
Anna University, Chennai-600 025



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APPLICATION FOR THE POST OF PROFESSIONAL ASSISTANT –II

| | | | | | | | |
|-----|---|---------------|---|-------------------|----------------------------|------------------------------|---------------------------|
| 1. | Name | | Affix recent Passport size Photograph | | | | |
| 2. | Address for Communication | | | | | | |
| 3. | Permanent Address | | | | | | |
| 4. | Email | | | | | | |
| 5. | Mobile Number | | | | | | |
| 6. | Nationality | | | | | | |
| 7. | Community | | | | | | |
| 8. | Gender | | | | | | |
| 9. | Date of Birth & Age | | | | | | |
| 10. | Educational Qualification(s) (Attach copies of certificates) | | | | | | |
| | Degree | Branch | School / College | University | Year of passing | Percentage / CGPA | Class Obtained |
| | SSLC | | | | | | |
| | HSC | | | | | | |
| | UG | | | | | | |
| | PG | | | | | | |

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|-----|---|--------------------|---------------|-----------|-----------------------|-------------------------|---------------|
| 11. | Additional Qualification(If any) | | | | | | |
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| | | | | | | | |
| 12. | Work Experience (Accounting & MS Office) | | | | | | |
| | Name of the organization | Designation | Period | | Nature of Work | Total experience | |
| | | | From | To | | Years | Months |
| | | | | | | | |
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| | | | | | | | |
| | | | | | | | |
| | Total experience | | | | | | |

I, declare that the information furnished above is true to the best of my knowledge and belief and that no related information is concealed. If any discrepancy is found at any stage, the Director, AU-FRG ICC has the right to cancel my application or termination of my service without any notice, if employed. I am also aware that this application is only for temporary post.

Signature of the candidate

Place:

Date: