



**Innovations Makers Lab
MIT Campus, Anna University
Chennai - 600044**



**Application for the Engagement of Temporary Non-Teaching Post -
Professional Assistant – III on Daily Wages Basis
Advertisement No. 01/2024/MIT/Non-Teaching dated 25-06-2024**

Applications are invited from the eligible candidates for the temporary Non-Teaching Post – Professional Assistant–III on Daily Wage basis to be engaged at Innovation Makers Lab, MIT Campus, Anna University, Chennai-600044. The applicant should possess the qualification as cited below:

Sl. No.	Name of the Post	Qualification	No. of Post	Salary
1	Professional Assistant- III	Educational Qualification: Diploma(EEE/EI/IC/ECE/Mechanical/Mechatronics/Manufacturing/Production) from a recognized Institute. Desirable: Proficiency in office management software and good communication skill Age Limit: Maximum 30 years as on 01-07-2024	1	Daily wage of Rs. 742/- per day as per Anna University norms.

In case of more number of applicants, a written test will be conducted to short list/select the candidates for interview.

The duly filled in application form in the prescribed format along with all other necessary self-attested certificates should be sent to "**The Coordinator & Dean, MIT Campus, Anna University, Chromepet, Chennai-600044**" by post or in person to reach on or before 15-07-2024, 5.00 P.M.

Superscribe the envelope with

**“Application for the Temporary Post of Professional Assistant-III,
Innovation Makers Lab, MIT Campus, Anna University”**

Instructions to the Applicants:

1. A recent photograph is to be affixed and self-attested in the application.
2. All self-attested copies of necessary certificates should be enclosed (Mark sheets, Transfer Certificate, Degree certificates).
3. Copy of address proof should be enclosed (Aadhaar Card, Voter ID, etc.).
4. The original certificates need to be produced for verification at the time of interview.
5. The short-listed candidates will be called for written test and personal interview (Intimation will be done through e-mail only).
6. Application received after the last date of submission will not be processed.
7. TA & DA are not admissible for attending the written test and interview.
8. Accommodation will not be provided for attending the written test and interview.
9. The position is purely temporary and the duration is for a period of 6 months which if necessary, may be extended depending on the performance with periodical breaks.
10. The selection criteria would be as per the guidelines of Anna University.
11. Selected Candidate shall report for duty immediately.
12. The applicant is responsible for the authenticity of information and other documents submitted.

2. EDUCATIONAL QUALIFICATION (Enclose copies of certificates)

Sl.no	Class/Degree	Year of passing	Name of the Institution	Percentage/ GCPA

3. WORK EXPERIENCE (Enclose experience certificates)

Sl. No.	Designation	Period		Organization/Company
		From	To	

Total Experience (in Years, Months & Days):

4. ADDITIONAL INFORMATION

I hereby certify that the information furnished above is true to the best of my knowledge and belief and no related information is concealed. If any discrepancy is found at any stage, the selection can be cancelled. Further, I am aware that this application is only for temporary post.

Place:
Date:

SIGNATURE