



DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING
COLLEGE OF ENGINEERING GUINDY (CEG)
ANNA UNIVERSITY CHENNAI-600025.

25.05.2026

ADVERTISEMENT FOR RECRUITMENT-CEG VAIDHARMA AI LAB

Applications are invited from eligible candidates for the temporary positions in the **CEG Vaidharma AI Lab** at the College of Engineering Guindy (CEG), Anna University.

Applications are invited for the following temporary positions for the effective functioning and administration of the AI Lab.

Post	System Administrator / Office Assistant
Department	Electronics and Communication Engineering
Work Location	CEG Vaidharma AI Lab, CEG Campus, Anna University
Post	System Administrator, Office Assistant
No. of positions	System Administrator - 1 Office Assistant -1
Salary	System Administrator- Rs. 40,000/- per month (Consolidated) Office Assistant -Rs. 20,000/- per month (Consolidated)

1. SYSTEM ADMINISTRATOR

Eligibility:

- B.E./B.Tech./M.E./M.Tech. in Computer Science / Information Technology / Electronics & Communication / Artificial Intelligence & Data Science or related disciplines.
- Experience in GPU server management, Linux administration, networking, AI/ML computing environments, and system maintenance is desirable.
- Knowledge in CUDA, virtualization, cloud platforms, and AI infrastructure management will be preferred.

Responsibilities:

- Maintenance and administration of GPU servers and AI computing infrastructure.
- User account management and system security.
- Installation and maintenance of AI/ML software frameworks and development environments.
- Network and storage management.
- Technical support for faculty, researchers, and students.

2. OFFICE ASSISTANT

Eligibility:

- Minimum qualification: Pass in 8th Standard from a recognized school/institution.
- Good communication and administrative skills.

- Knowledge in MS Office, documentation, office administration, and record maintenance is desirable.

Responsibilities:

- Administrative and office support activities.
- Maintaining records, files, and correspondence.
- Coordinating meetings and laboratory activities.
- Assisting in procurement and documentation processes.

General Information:


1. Short-listed candidates will be called for written test &/ interview. No TA/DA will be given to candidates for attending the interview.
2. The date and time of interview will be informed later to the candidates by email only.
3. Candidates should appear for interview along with their original certificates and other relevant documents.
4. The position is temporary and duration of the project may be extended/renewed every six months based on their performance.

How to Apply:

Interested candidates may send their detailed resume along with self-attested copies of educational qualifications, experience certificates, and other supporting documents through email/post to the address mentioned below by post to reach on or before **08.06.2026** by 5.30 p.m and scanned copy of the application shall be sent to the following email- ID.

Address for Communication	Email Id
To The Head of the Department Department of Electronics and Communication Engineering College of Engineering Guindy, Anna University Chennai-600025	hodece@annauniv.edu

Kindly mention on the sealed envelope “CEG VAIDHARMA AI LAB – Application for System Administrator” or “CEG VAIDHARMA AI LAB – Application for Office Assistant”, as applicable.


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Date:

APPLICATION FORM – “CEG VAIDHARMA AI LAB RECRUITMENT”

Application for Temporary Positions
(System Administrator / Office Assistant)

(To be filled by office)

Application number		Date of Receipt of the application	
Post Applied			

(Details to be filled by candidate)

I. Personal Details:

Full Name (In Capital Letters)				Affix Recent Passport Size Photo
Date of Birth (DD/MM/YY)		Gender (Male/Female)		
Marital Status (Married/Unmarried)		Nationality		
Category	GT/ BC/ MBC/ SC/ ST			
Address for Communication		Permanent Address		
Mobile/ Phone no.		E-mail		
AADHAR No :				
Post Applied For <input type="checkbox"/> System Administrator <input type="checkbox"/> Office Assistant				

II. **Educational Background (From SSLC Onwards; Attach Scanned copies of the qualifying degree certificates and mark sheets)**

S.No.	Degree/Diploma	Board/University	Regular/Parttime	Year of Passing	Division	% Marks /CGPA

III. **Professional Experience (Attach Scanned Copies of the experience certificates)**

S.No.	Designation	Name of Organization	Period		Nature of Work
			From	To	

IV. **Technical Skills / Additional Qualifications :**

V. **Certifications / Achievements (if any) :**

VI. **Any other relevant information, which is not covered above:**

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, Anna University, Chennai, shall cancel my application/selection. I am aware that this application is only for a temporary position.

Place:

Date:

Signature of the Applicant