



**PREVENTION OF SEXUAL HARASSMENT (POSH) CELL  
ANNA UNIVERSITY, CHENNAI – 600 025.**

**CALLING FOR APPLICATIONS FOR THE POST OF  
CLERICAL ASSISTANT (TEMPORARY)**

Applications are invited from eligible, interested, suitable female candidate for the post of Clerical Assistant (Temporary) on daily wages basis for Prevention of Sexual Harassment (POSH) Cell. The applicants should have the following qualifications.

<b>Name of the Post</b>	<b>Essential Qualifications</b>	<b>Tenure</b>	<b>Age</b>
Clerical Assistant <b>(Only Female Candidate)</b>	Any degree with First Class  Preferably with knowledge in Computer	6 months (May be extended depending on the performance with periodical breaks)	Upto 28 years

The duly filled application in the prescribed format (as attached) along with copy of degree and all other necessary certificates should be sent to the following address **on or before 25.07.2021, 5.00 p.m.**

Super scribe the envelope as **“Application for the post of Clerical Assistant”**

**The Director  
Prevention of Sexual Harassment (POSH) Cell  
Division of Soil Mechanics and Foundation Engineering  
Department of Civil Engineering  
Anna University,  
Chennai - 600 025.**

**General Instructions:**

1. Only shortlisted candidates will be called for interview after scrutinizing the applications.
2. The actual date and time of interview will be intimated only by e-mail to the shortlisted candidates.
3. Candidates should appear for the interview with their original certificates.
4. Candidates attending the interview will do so at their own expenses.
5. The positions are purely temporary and the duration is for 6 months which may be extended depending on the performance with periodical breaks.
6. Selected candidates shall report for duty at the earliest.
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.

**Director, POSH**



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

1.	Name (in Block Letters) with initials at the end	:								PHOTO		
2.	Address for communication	:										
3.	E-mail id (valid and functional)	:										
4.	Mobile Number (valid and functional)	:										
5.	Nationality	:										
6.	Community	:										
7.	Sex	:										
8.	Date of Birth	:	D	D	M	M	Y	E	A	R	Age	
										years	months	
9.	Educational Qualifications	:										
	Degree	Specialization	University / Institution				Year of Passing	CGPA / Percentage				
10.	Additional Qualification(s) (Including higher degree(s) / Software packages etc.)											

11.	Experience						
	Name of the organization	Designation	Period		Nature of work	Total Experience	
			From	To		Years	Months

**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 shall cancel my selection/candidature.**

**Place :**

**Signature of the Applicant**

**Date :**