

ANNA UNIVERSITY
MADRAS INSTITUTE OF TECHNOLOGY CAMPUS
CHROMEPET : CHENNAI – 600 044

APPLICATION FOR PROFESSIONAL ASSISTANT - I & II (TEMPORARY)

Ref : Advertisement No. 001/MIT/DASH/Professional Asst. I & II

Dated: 09.08.2024

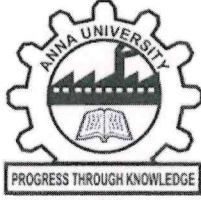
Applications are invited from eligible candidates for **Professional Assistant I & II** (Temporary) on Daily Wages in the **Department of Applied Science and Humanities**, Madras Institute of Technology Campus, Anna University, Chromepet, Chennai - 600 044. The applicants should have the following qualifications as stated in the table shown below:

Sl. No.	Name of Department	Designation	Essential Qualification	No. of Temporary Posts	Salary (per day)
1.	Applied Science & Humanities	Professional Assistant I	First Class in B.E. Computer Science and Engineering	2	Rs.872/-
2.		Professional Assistant II	First Class in M.Sc. Physics	1	Rs.819/-

The duly filled in application in the prescribed format along with copy of certificates for essential qualifications and certificate copies for any additional qualifications should be submitted in a sealed cover to the following address by post on or before **27/8/24 5:00 p.m.** If more number of applications are received, written test will be conducted and the eligible applicants will be shortlisted.

The Dean,
Madras Institute of Technology
Campus, Anna University,
Chromepet,
Chennai - 600 044.

Superscribe the envelope as **application for the post of**
in Department of Applied Science and Humanities, MIT Campus, Chennai – 600 044



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MADRAS INSTITUTE OF TECHNOLOGY CAMPUS
CHROMEPET : CHENNAI – 600 044

APPLICATION FOR PROFESSIONAL ASSISTANT - I & II
(TEMPORARY - ON DAILY WAGE BASIS)

Department: Applied Sciences and Humanities

Ref: Advertisement No. 001/MIT/DASH/Professional Asst. I & II

Dated: .07.2024

1.	Name (in Block Letter) with initials at the end									PHOTO
2.	Address for Communication									
3.	E-mail Address (valid & functional)									
4.	Mobile Number									
5.	Nationality									
6.	Community	OC	BC	MBC	SC	ST				
7.	Gender	MALE / FEMALE								
8.	Date of Birth	D	D	M	M	Y	Y	Y	Y	Age
										Years
9.	Educational Qualifications									
	Certificates /Degree	Specialization/ Branch	School/ College	Board/ University	Year of Passing	% of Marks / CGPA				Class obtained
	SSLC									
	HSC									
	UG									
	PG									

10.	Additional Qualifications (including higher degree(s)/Certification courses)						
11.	Experience (Please enclose photocopies of documents) :						
Sl. No.	Name of the Organization	Designation	Period		Nature of Work	Total Experience	
			From	To		Years	Month
12.	Any Additional information :						

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, the Madras Institute of Technology Campus, Anna University, Chennai, shall cancel my application/selection. I am aware that this application is only for temporary position.

Signature of the Applicant

Place:

Date:

General Instructions:

1. The actual date and time of written test and interview will be intimated by e-mail or by telephone to the shortlisted candidates.
2. Candidates should appear for the interview with their original certificates.
3. Candidates attending the interview should bear their expenses.
4. The positions are purely temporary and the duration is for 6 months which may be extended with periodical breaks depending on their individual performance.
5. Selected candidates shall report for duty immediately.
6. The selection criteria would be as per the guidelines of Anna University.
7. The applicant will be responsible for the authenticity of information and other documents submitted.
8. The engagement for the services may also automatically get terminated at the end of 6 months without assigning any reason if necessary.

N. Narayanan
09/8/24

Professor & Head
Department of Applied Sciences & Humanities
Madras Institute of Technology Campus,
Anna University, Chromepet, Chennai - 600 044.

127
600

DEPARTMENT OF APPLIED SCIENCES AND HUMANITIES
MIT CAMPUS, ANNA UNIVERSITY
Ref.No.MIT/DASH/ /VC approval/Requirement/2024 dated : 22.07.2024

NOTE SUBMITTED TO ESTEEMED VICE-CHANCELLOR

Sub : DASH, MIT - Engagement of Professional Assistants - I & II on daily wage basis
- Approval Requested - Reg.

The Department of Applied Science and Humanities at MIT Campus is handling the various courses for the first year B.E/B.Tech students. The current sanctioned intake of UG courses is 750. The Department of Applied Science and Humanities is also handling M.Sc. Mathematics course with sanctioned strength of 24 students. The physics, chemistry and language laboratory classes are conducted for the 13 batches of students and computational mathematics laboratory for M.Sc. Mathematics students.

The students of all the 13 batches will be performing the experiments in physics, chemistry, language laboratory and M.Sc. mathematics students in computational mathematics laboratory based on the scheduled time-table. The students have to be assisted by a technical staff member during the conduct of laboratory sessions. The requirement of staffs for assisting the students in the laboratories is as follows

Category	Required Staff Members	Remarks
Professional Assistant - I	2 ✓	To attend the needs/maintain the Computational Mathematics Laboratory & Communication Skills Laboratory
Professional Assistant - II	1 ✓ 2 ✓	To assist UG Physics laboratory and to maintain the lab equipments.
Total	4 ✓	

Under the circumstances stated above, it is kindly requested that approval may kindly be granted

- A. To engage Professional Assistant - I (2 Nos.) and Professional Assistant - II (2 Nos.) on daily wage basis for the Department of Applied Science and Humanities, MIT Campus.
- B. To upload the advertisement for the above posts in Anna University Website.

C. To constitute the selection committee as follows:

1. Dean, MIT Campus : Convener
2. HOD, DASH : Member
3. Deputy Registrar : Member
4. Internal Expert Member duly nominated by concerned HOD : Member
5. Observer (Reserved Category) : Member

D. To pay the salary as per the University norms and to meet the expenditure from "M.H.No.4.1.22 – DEAN (MIT CAMPUS) – OP040 Payment to Adhoc Non-Teaching Staff (Previously 4.1.40)

For approval on A, B, C & D please.

Dr. M. Srinivasan
22/7/24
HOD, DASH

S. S. Chandran
22/7/24
Dean i/c, MIT Campus

PA-I ⇒ 2 Nos +
PA-II ⇒ 1 No
May be engaged
S. K. Srinivasan
26/7/24
Director
Recruitment Cell, AU

Dr. S. Srinivasan
29/7/24
Registrar

Approved / Not Approved

R. V. Ling
7/8/24

Vice Chancellor