



INSTITUTE FOR OCEAN MANAGEMENT
ANNA UNIVERSITY: CHENNAI 600 025

ENGAGEMENT OF TEMPORARY NON-TEACHING POSTS ON DAILY WAGE BASIS

Ref: Advertisement No. 13/IOM/Revenue/Temporary Staff/2024-2025, dated 16.07.2024

Applications are invited from eligible, interested, suitable candidates for the following temporary post on daily wage basis to work at the Institute for Ocean Management, Anna University, Chennai-25. The duration of the post is initially for 6 months, which is extendable based on the performance of the candidate. The applicant should have the following qualification as given below:

Sl. No	Name of the Post	Qualification and Experience	No. of Post	Daily Salary	Age Limit
1	Professional Assistant - I	<ul style="list-style-type: none">• B.E. or B. Tech <p><u>Desirable :</u></p> <ul style="list-style-type: none">▪ Minimum of 2 years of work experience▪ English Typing skill▪ Knowledge in MS-Office (word, excel, power point etc.)	01	872/-	35 years and below
2	Clerical Assistant	<p>B.A. / B.Sc / B. Com or Any Degree</p> <p><u>Desirable :</u></p> <ul style="list-style-type: none">• English Senior Grade Typewriting• Minimum of 2 years of work experience• Experience in Tally (Accounting Software)• Knowledge in MS-Office (word, excel, power point etc.)	01	629/-	35 years and below

The duly filled application in the prescribed format along with copy of Degree / Provisional Certificate and all other necessary certificates should be submitted to the following address in person/ or by post on or before 31.07.2024, 5.00 p.m. (or) a soft copy of the same may be sent to dirocean@annauniv.edu

The Director,
Institute for Ocean Management,
Anna University,
Chennai 600 025.

DIRECTOR, IOM



INSTITUTE FOR OCEAN MANAGEMENT
ANNA UNIVERSITY: CHENNAI 600 025

**APPLICATION FORM FOR THE POST OF PROFESSIONAL ASSISTANT – I /
CLERICAL ASSISTANT ON DAILY WAGE BASIS**

Ref: Advertisement No. 13/IOM/Revenue/Temporary Staff/2024-2025, dated 16.07.2024

Affix recently
taken photo &
self-attested
by the
applicant

NAME OF THE POST: _____

1.	Name of the Applicant (Block Letter with initials at the end)	
2.	Father's Name	
3.	Date of Birth & Age	
4.	Gender	Male / Female
5.	Telephone No. Landline / Mobile	
6.	E-Mail ID	
7.	Address for Communication	

8. Educational Qualification: (Attach copies of certificates)

S. No	Qualification	Board/University/Institution	Year of Pass	CGPA Percentage
1				
2				
3				
4				

9.Experience: (Evidence of Documents are to be enclosed)

S. No	Name of the Firm /Institute	Designation	Period	Years of Experience
1				
2				
3				
4				

10. Any other :

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, my selection will be cancelled.

Signature of the Applicant

Place:

Date:

Instructions to the Applicants:

1. Recent photograph is to be affixed & self-attested in the Application.
2. All copies of certificates should be enclosed (School / College such as Transfer Certificate, Mark Sheet, Degree Certificate, etc.
3. Copies of Address & Aadhaar card proof are to be enclosed.
4. The original certificates are to be produced for verification at the time of Interview.
5. The date & time of interview will be informed through Mobile No./ E-Mail.
6. Application received after the last date of submission is summarily rejected.
7. Application with necessary certificates/ documents is to be sent to The Director, Institute for Ocean Management, Anna University, Chennai – 600 025 in person / by post(or) a soft copy of the application may be sent to **dirocean@annauniv.edu**
8. Canvassing in form will disqualify the applicant(s).
9. The duly filled application in the prescribed format along with copy of Degree / Provisional certificate and all other necessary certificates should be submitted to the above mentioned address in person / by post / a soft copy of the same may be send to **dirocean@annauniv.edu** on or before **31.07.2024, 5.00 P.M.**