

**ANNAMALAI UNIVERSITY**  
**DIRECTORATE OF RESEARCH AND DEVELOPMENT**


**Applications are invited for the Temporary Positions of Office Staff /**  
**Office Assistant in RUSA 2.0**

**Number of Positions :**

Sl.No	Title	Qualification	No
1.	Office Staff	Any Degree with Computer Knowledge and typing skill	2
2	Office Assistant	SSLC (10 <sup>th</sup> )	2

**INSTRUCTIONS:**

- Office Staff Salary Rs.15,000/- per month (Consolidated)
- Office Assistant Salary Rs.10,000/- per month (Consolidated)
- Only short listed candidates will called for interview
- No TA/DA will be given to attend the interview.
- The candidates should mention their mobile number, residential address and email for correspondence
- The post is to be filled up on purely temporary basis.
- Duration of the post is six months (Extendable depending on performance) and co-terminable with the project.
- The Candidates who wish to apply for more than one post should apply separately for each post.
- **Last date for submission of the filled in application is 31-07-22 5 P.M**
- The cover should be superscribed as "**Application for the post of Office Staff / Office Assistant**" post under RUSA 2.0 Project"
- The Candidates should send the Curriculum vitae and self attested copies of relevant certificates & proof for experience if any along with the cover letter to **The RUSA coordinator, Annamalai University, Annamalainagar-608002**, through Post and **email : auguccoffice@gmail.com**
- The University reserves the right to fill or not to fill up the above posts.

  
DIRECTOR  
Directorate of Research and Development  
Annamalai University  
Annamalainagar - 608 002, Tamilnadu.