



APPLICATIONS FOR HOSTEL MANAGER AND ACCOUNTANT (CEG HOSTELS)

Ref : Advertisement No. / CEGH / 2020-2021, dated:

10 .08.2020

Applications are invited from eligible, interested, suitable candidates for the following posts for the CEG Hostels, College of Engineering, Guindy Campus, Anna University, Chennai - 600 025. The applicants should have the following qualifications.

POST DETAILS

S. No.	Post Name	No. of Post	Qualification	Salary
1.	Hostel Manager	1	<u>Essential:</u> 1. Bachelor's Degree 2. Computer Literacy – Word Processing, Spread Sheet, Presentation, and well versed with other essential computer operations. 3. 5 years of Relevant experience related field <u>Desirable :</u> 1. Bachelor's or Master's degree in business or management, hotel and hospitality Management. 2. Experience in handling different cadre of man power and modernization of kitchens.	Rs.30,000/- to Rs.50,000/- per month (consolidated)*
2.	Accountant	1	<u>Essential:</u> 1. Graduation in Commerce and proficiency in Accounting Software/Tally etc.60 % marks 2. Computer Literacy – Word Processing, Spread Sheet, and well versed with other essential computer operations. 3. 2 years of Relevant experience	Rs.20,000/- to Rs.25,000/- per month (consolidated)*

* Performance incentives may be considered during interview, based on experience and proposed deliverable metrics.

The duly filled application in the prescribed format along with copy of degree and all other necessary certificates should be submitted at the following address in person or by post **on or before 24-08-2020, 5.00_ p.m** to

The Dean,
College of Engineering, Guindy Campus,
Anna University,
Chennai - 600 025.

Superscribe the envelope as "Application for the Post of -----"

General Instructions:

1. Only shortlisted candidates will be called for the interview.
2. The actual date and time of interview will be intimated by e-mail or by telephone to the shortlisted candidates.
3. Candidates should appear for the interview with their original certificates and on their own expenses.
4. The appointment is **purely temporary and the duration will be six months which may be extended depending on the performance and on requirement basis with periodical break.**
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. Write the name of the post, on top of the envelope.
9. Duly filled in application along with enclosed self-attested photocopies of relevant certificates.
10. Full address, name of the district and pin code should be clearly mentioned in the envelope.
11. The selection committee decisions will be final.

**DEAN (WARDEN)
CEG HOSTELS**



COLLEGE OF ENGINEERING GUINDY
ANNA UNIVERSITY :: CHENNAI - 600 025.



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S.No.: _____ Post Name:

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1	Name (in Block Letter) with initials at the end	:								Affix recent Passport size Photograph		
2	Address for communication	:										
3	E-mail id (valid and functional)	:										
4	Mobile Number (valid and functional)	:										
5	Nationality	:										
6	Community	:										
7	Gender	:										
8	Date of Birth	:	D	D	M	M	Y	Y	Y	Y	Age	
											Years	Months
9	Educational Qualification (s) :											
	Qualifications	Specialization	Board / University / Institution				Year of Passing	Percentage/ CGPA				
	SSLC											
	HSC											
	UG											
	PG											
	Any other degree											

10	Additional Qualification (s)						
11	Experience						
	Name of the organization	Designation	Period		Nature of work	Total Experience	
			From	To		Years	Month

12. Any other deliverable metrics proposed:

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 CEG Hostels, College of Engineering, Guindy Campus, Anna University, Chennai, shall cancel my selection /candidate.**

Signature of the Applicant

Place:

Date :