

TAMIL NADU VETERINARY AND ANIMAL SCIENCES UNIVERSITY

Advertisement for the temporary posts in the DBT sponsored Translational Research Platform for Veterinary Biologicals - Phase III

Applications are invited from the eligible candidates for the following temporary post in the DBT funded scheme on Translational Research Platform for Veterinary Biologicals- Phase III. Applications should be submitted in the prescribed format along with supporting documents by post to “**The Project Director, Translational Research Platform for Veterinary Biologicals, 2nd Floor, Central University Laboratory Building, TANUVAS, Madhavaram Milk Colony, Chennai- 600 051**”. The cut-off date for the receipt of applications is **23.03.2022**. The essential qualifications and upper age limit for applying to the posts are as indicated below. The shortlisted candidates alone will be called for written examination followed by an interview. The positions are purely temporary and are co-terminus with the project. No TA/ DA will be paid for attending the written examination/ interview.

Post	No. of Post	Qualifications	Upper age limit (years)	Consolidated pay
Office Assistant	One	Essential (i) Bachelors degree in any discipline (ii) Typewriting certificate in both English (Senior grade) and Tamil (Senior grade) Desirable: (i) Proficiency in MS Office and accounting (ii) Previous work experience in an office setup	50	Rs. 18,000/- p. m + 24% HRA

Application for the post of Office Assistant

1	Full Name (in block letters)	:	
2	Date of Birth	:	
3	Address for communication	:	
4	Email	:	
5	Mobile number	:	
6	Sex	:	
7	Marital status	:	
8	Details of educational qualifications	:	
9	Typewriting certification from Technical Education Department, Govt of Tamil Nadu	English : Junior/ Senior Tamil : Junior/ Senior	
10	Proficiency in MS Office	:	
11	Proficiency in Accounting	:	
12	Previous work experience	:	
13	No objection certificate from the present employer	:	
14	Any other relevant information	:	

Enclose copies of supporting documents for columns 2, 8, 9, 10, 11, 12, 13 and 14

Declaration:

I _____ hereby declare that all the information provided by me in this application form are true and accurate. I understand that if any of the information given by me is found to be incorrect, my candidature to the above position is liable to be cancelled.

Signature:

Date: