



ANNA UNIVERSITY CHENNAI
SARDAR PATEL ROAD, CHENNAI 600 025

APPLICATION FORM (LEGAL OFFICER)

(To be filled by office)

Application number		Date of Receipt of the application	
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(To be filled by the applicant)

Personal Details :

Full Name (In Capital)				Affix Recent Passport Size Photo
Date of Birth (DD/MM/YYYY)		Gender (Male/Female)		
Marital Status (Married / Unmarried)		Nationality		
Category (Gen/EWS/OBC/SC/ST)				
Address for Communication :		Permanent Address :		
Mobile / Phone No.		Email ID		

Education Background (from Matriculation to the highest qualification; attach self attested copies of the qualifying degree certificates and mark sheets)

S.No.	Degree	Board / University	Regular (Full Time / Part Time)	Year	Divisions	% Marks / CGPA

Other Qualifying Examinations if any :

S.No.	Qualifying Examination Division	Branch	Year	Valid upto	Percentile	% Marks / CGPA	All India Rank	Any other information

Professional Experience (Attach copies of Bar Council certificate and experience certificate duly signed by the respective Organization / Magistrate / Civil Judge / Senior Advocate (if practicing as Junior))

S.No.	Designation	Name of Organization	Period		Nature of work
			From	To	

Any other relevant information which is not covered above :

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, Anna University, Chennai, shall cancel my application / selection. I am aware that this application is only for a temporary position. I ensure that I will abide the rules and regulations of Anna University.

Place :

Date :

Name and Signature of the Applicant with date


 REGISTRAR
 ANNA UNIVERSITY,
 CHENNAI - 600 025.
 2/10/24



ANNA UNIVERSITY
SARDAR PATEL ROAD, CHENNAI 600 025

ENGAGEMENT OF LEGAL OFFICER

Applications are invited from the eligible candidates for the temporary post of "Legal Officer", to be engaged for a period of one year in Anna University, Chennai – 600 025

Name of the post	Number of position required	Qualification	Salary (Rs.)
LEGAL OFFICER	01	Law Degree with minimum of three years experience (as a practicing lawyer in service and educational matters)	Rs.35,000/-

General Information :

1. Candidate should submit the application as per the given format along with copy of degree certificate and other relevant documents.
2. Only short-listed candidates will be called for interview, Candidate should appear for the interview with their original certificates.
3. The position is purely temporary and may be extended based on the performance.
4. No TA/DA is allowed for the candidates who are attending the interview.

Terms and conditions :

- The Selection Committee has the discretion to restrict the number of candidates to be called for interview to a reasonable limit on the basis of qualifications and academic performance higher than the minimum prescribed in the announcement.
- The decision of the selection committee regarding the short listing and selection of candidates for the post would be final
- The selection committee reserves the right to fill up or not fill up the advertised post.

How to apply:

Interested candidates possessing qualifications as stated above, may send their filled-in application (as per Annexure-1) by post along with self-attested photocopies of educational qualifications, any other experience certificates (if applicable), Mark sheet, evidence of other academic credentials, on or before 15th May 2025. Kindly mention "Application for the post of LEGAL OFFICER", on the top of the postal cover.

Address for Communication:

The Registrar,
Anna University,
Chennai – 600 025.



REGISTRAR
ANNA UNIVERSITY,
CHENNAI - 600 025.

21/5/2025