



ANNA UNIVERSITY

Sardar Patel Road, Chennai – 600 025

Advt.002/EMMRC/Chennai/2010

Dated: 23.04.2012

Applications are invited in the prescribed form for the following Posts in the Educational Multimedia Research Centre (EMMRC), Anna University Chennai – 600 025.

Sl. No.	Name of the post	Vacancies	Roster
1.	Director	1	GT
2.	Producer – I	2	GT, SC (A)
3.	Junior Research Officer	1	GT
4.	Engineer Grade – I	1	GT
5.	Section Officer (Admn)	1	GT
6.	Cameraperson	2	GT, SC (A)
7.	Graphic Artist	1	GT
8.	Production Asst.	2	GT, SC (A)
9.	Technical Assistant	1	GT
10.	Professional Assistant (Library)	1	GT
11.	Accounts Asst.	1	GT
12.	Personal Asst.	1	GT
13.	Technician	1	GT
14.	Stenographer	1	GT
15.	Clerk (LDC)	1	GT
16.	Driver cum Helper	1	GT
17.	Unit Peon	1	GT
18.	Peon	1	GT

“All the posts are UGC posts sanctioned by UGC and are governed by UGC Rules / Regulations / guidelines / Policies applicable from time to time for Media Centres”.

For all the positions, the candidates should have secured **55 percent** of the aggregate marks in the examinations concerned. The applicant should not have crossed **55 years** of age **as on 31.12.2011** for the post of **Director**. The tenure of the Director shall be a **period of five years**.

For remaining posts, the maximum age limit shall be 30 years in respect of OC / BC / MBC and 35 years in respect of SC / ST candidates as on 31.12.2011.

The prescribed application form along with the instructions to the candidates can be downloaded from the University website www.annauniv.edu. The candidates should submit a crossed **Demand Draft to the value of Rs.500/-** towards registration fee (**Rs.125/- in the case of SC / ST candidates**) in favour of **the Registrar, Anna University, Chennai -600 025** payable at Chennai and dated not earlier than **29.04.2012**.

The envelope containing the filled in application superscribed on the left hand corner as **“Application for the post of _____** should be submitted to **the Registrar, Anna University, Chennai – 600 025**, either in person or by registered post so as to be received in his office on or before **22.05.2012, 5.00pm**. Applications received after the last date will not be considered.

The Pay carries with eligible pay band to the categories concerned, Grade Pay, DA, HRA, CCA and Medical Allowances as admissible at the rates in force from time to time.

Appointees recruited from outside will be governed by the Contributory Pension Scheme only. The internal candidates will be governed by General Provided Fund / Contributory Pension Scheme as the case may be.

IMPORTANT NOTE: 1. THE CANDIDATES THOSE WHO HAVE APPLIED EARLIER VIDE REF. NO. 001 / EMMRC/ CHENNAI/ 2010 DATED 07.07.2010 NEED NOT APPLY AGAIN.

2. IN CASE THE CANDIDATE HAS SUBSEQUENTLY ACQUIRED ANY ADDITIONAL QUALIFICATION, THEY MAY SUBMIT THE COPIES OF RELEVANT DOCUMENTS ATTESTED BY GAZETTED OFFICER TO THE REGISTRAR ANNA UNIVERSITY, BY INDICATING THE POST APPLIED FOR IN RESPONSE TO THE EARLIER ADVERTISEMENT IN THE ENVELOPE.

3. CANDIDATES WHO HAVE FULFILLED ALL THE QUALIFICATIONS, EXPERIENCE AND OTHER CRITERIA AS ON 31.12.2011 SHALL ALONE BE CONSIDERED FOR ATTENDING TEST/INTERVIEW.

4. THE LAST DATE FOR THE RECEIPT OF COMPLETED APPLICATIONS: 22.05.2012.

REGISTRAR



ANNA UNIVERSITY
Sardar Patel Road, Chennai – 600 025.

Affix your
Passport size
photograph
and get it duly
attested

Application form for seeking appointment in Educational Multimedia Research Centre (EMMRC)
Anna University, Chennai – 600 025.
(Separate application should be filed for each post)

APPLICATION FORMAT

Advt. No: 002 / EMMRC / Chennai/ 2010

Dated: 23.04.2012

1. Name of the post :
2. Name of the applicant in full with initials at the end :
 - 2.1 Name of the father / husband :
3. Address
 - 3.1 Address for Communication :
Door No & Street :
City / Town :
Pin Code :
Telephone / Mobile No. :
E-mail – ID :

3.2 Permanent Address :
Door No. & Street :
City / Town :
Pin Code :
Telephone / Mobile No. :
4. Nationality :
5. Date of Birth : Day Month Year
(Copy of 1st page of SSLC book or TC should be attached)
- 5.1 Place of Birth, District & State :
6. Community (Please tick) : ST SC SC(A) MBC/DC BC (Other than Muslim) BC (Muslim) OC
- (Copy of certificate obtained from appropriate Revenue official to be attached, if applicable) :

7. Educational Qualification

(Enclose attested copies: Start from the most recent degree and list upto SSLC)

Degree	Year of Passing	University	Area of Specialization	Average marks / CGPA & Class	Institution where studied

8. Details of previous experience :

Period		Post held with scale of pay	Name of the institution	Nature of work
From	To			

9. Details of Production Experience :

- a) Number of Video programmes / films produced / contributed in the production of programme as on date :

b) In what capacity you have contributed to the programme productions :

In the capacity of	Number of programmes
Producer	
Director	
Researcher	
Cameraperson	
Others	

c) Nature and number of programmes produced :

Nature of programme	Number of programmes
Educational	
Social	
Public Service	
Sports	
Culture	
Corporate	
Others	

d) Language of the programme produced
English (or) Regional language (Specify):

Language	Number of programmes
English	
Hindi	
Others	

e) Outstanding performance if any :

10. Filed of specialization

a) At master's level :

11. Details of Publications Research papers / Books in the previous 5 years :

a. National level research papers :
b. International research papers :
c. No. of books published :

12. Supervision / Guidance Experience :

13. Details of Membership in professional societies :

14. Prizes, Medals and other honours received, if any:

15. Details of Proficiency in Computer Applications / Software :

16. Knowledge of languages :

Language	Ability to speak	Read & Write	Speak, Read & Write

17. Name and address of not less than two persons (not related by blood or marriage) to whom confidential reference could be made. They should be in a position to evaluate you for the suitability of the position you are seeking now.

1.

2.

18. Name and address of two persons from whom you have enclosed your testimonials. Two testimonials are needed of which one should be preferably from the head of the institution last attended.

1.

2.

19. Any other fact (s) you would like to present for consideration in support of your candidature (Use separate sheets, if necessary)

20. Name of Bank, branch, number, date and value of Demand Draft attached towards registration fee

21. List of enclosures :

I hereby declare that all the statements made above and information given in this application are true to the best of my knowledge and belief.

Place:

Date:

Signature

22. Endorsement of the present employer, if the applicant is already employed

Signature :

Name :

Designation :

Office seal with date

To

The Registrar,
Anna University,
Chennai – 600 025.



ANNA UNIVERSITY

Sardar Patel Road, Chennai – 600 025.

Ref. No : 002/ EMMRC /Chennai/ 2010

Dated: 23.04.2012

INFORMATION AND INSTRUCTIONS TO CANDIDATES

Applications are invited from the eligible candidates in the prescribed form, for the posts advertised. The name of the post, scale of pay and qualification required for each post are given below.

“All the posts are UGC posts sanctioned by UGC and are governed by UGC Rules / Regulations / guidelines / Policies applicable from time to time for Media Centres”.

Sl. No.	Name of the post	Scale of pay	Qualification / Eligibility
1.	Director	Rs.37400-67000	1.(a) A Master's Degree in any subject with atleast 55% of the marks or a relevant grade regarded as equivalent to 55% wherever grading system is followed by a recognized University and (b) Eminent Teachers /Persons having experience of Print/Electronic Media or Journalism / Theatre. Art and Culture with a total of 10 years of regular service including administrative experience.
2.	Producer – I	Rs.15600-39100	Master's degree in any subject or Bachelor's degree in Engineering with 3 years experience in Video production or direction. Preferably in Educational TV or PG Diploma in direction from FTII or equivalent qualification or Master's degree in communication and 2 years experience in Video production preferably in Educational TV.
3.	Junior Research Officer	Rs.15600-39100	Master's degree in any subject or Bachelors degree in Engineering with 2 years experience in Video production related research. Desirable: NET Qualification.
4.	Engineer Grade – I	Rs.15600-39100	B.E. in Electronics or Telecommunication with 2 years experience in relevant field. Preferably in operation and maintenance of Video broadcast quality production equipment.
5.	Section Officer (Admn)	Rs.9300-34800	Bachelor's degree / Master's degree in any subject preferable with degree in law or post-graduate diploma in personnel management with 5 years experience as Senior Administrative Assistant.
6.	Cameraperson	Rs.9300-34800	H.S.C (12 th) and Diploma in Video production/ Cinematography from a recognized institute or H.S.C with 3 years experience in Broadcast quality Video camera work.
7.	Graphic Artist	Rs.9300-34800	Diploma in Applied Art from a recognized institute (5 years structure after 10 th) or Degree in Applied art or equivalent qualifications desirably with experience in computer graphics or Graduate with recognized diploma in computer graphics with 3 years experience.
8.	Production Asst.	Rs.9300-34800	Master's degree in any subject or Bachelor's degree

			in Engineering with 1 year experience in video production or Master's degree in Communication or equivalent degree with specialization in production.
9.	Technical Assistant	Rs.9300-34800	H.S.C. 12 th and Diploma 3 year structure in Electronics from recognized institute or equivalent qualification and 1 year experience in operation/ Maintenance of Video equipment or S.S.L.C (10 th) plus Diploma (3 years structure) in Electronics from a recognized institute and 3 years experience in operation / Maintenance of Video equipment.
10.	Professional Assistant (Library)	Rs.9300-34800	Degree in any subject with B.Lib science with 5 years experience. Preferably in Media Library. Desirable: experience of working in a media library.
11.	Accounts Asst.	Rs.9300-34800	Commerce graduate with 5 years experience in accounting matters in reputed organization. Knowledge of computer is essential.
12.	Personal Asst.	Rs.9300-34800	Graduate with English shorthand speed of 100 WPM and typing speed of 45 WPM and 5 years experience as a Stenographer. Desirable: Experience in handling modern office equipment and word processing on computer.
13.	Technician	Rs.5200-20200	S.S.L.C (10 th) with ITI or equivalent certificate in video/ audio / electronics / electrician trade / air – conditioning and 2 years experience in relevant field.
14.	Stenographer	Rs.5200-20200	Graduate with English shorthand speed of 80 WPM and typing speed of 40 WPM. Desirable: Experience in handling modern office equipment and word processing on computer.
15.	Clerk (LDC)	Rs.5200-20200	HSC (12 th) with 2 years experience in office work. Desirable: Working knowledge of typing and experience in use of computer for data entry and word processing.
16.	Driver cum Helper	Rs.5200-20200	S.S.L.C. (10 th) with valid license to drive public medium heavy vehicle and 3 years experience.
17.	Unit Peon	Rs.5200-20200	S.S.L.C (10 th) with 3 years experience in art/ drama / media.
18.	Peon	Rs.4800-10000	VIII Pass preferably with experience in establishments using hi – tech equipment.

For all the positions, the candidates should have secured **55 percent** of the aggregate marks in the examinations concerned. The applicant should not have crossed **55 years** of age **as on 31.12.2011** for the post of **Director**. The tenure of the Director shall be a **period of five years**.

For remaining posts, the maximum age limit shall be 30 years in respect of OC / BC / MBC and 35 years in respect of SC / ST candidates as on 31.12.2011.

The prescribed application form along with the instructions to the candidates can be downloaded from the University website www.annauniv.edu. The candidates should submit a crossed **Demand Draft to the value of Rs.500/-** towards registration fee (**Rs.125/- in the case of SC / ST candidates**) in favour of **the Registrar, Anna University, Chennai -600 025** payable at Chennai and dated not earlier than **29.04.2012**.

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The Pay carries with eligible pay band to the categories concerned, Grade Pay, DA, HRA, CCA and Medical Allowances as admissible at the rates in force from time to time.

Appointees recruited from outside will be governed by the Contributory Pension Scheme only. The internal candidates will be governed by General Provided Fund / Contributory Pension Scheme as the case may be.

Preference will be given for the candidates those who are having experience in production of

1. Educational Television Programme (ETV)
2. Enrichment oriented films
3. Subject oriented films and
4. e-content development

GENERAL INFORMATION AND INSTRUCTIONS

1. Applicants who have fulfilled all the qualifications, experience and other criteria as on **31.12.2011** shall alone be considered for attending test / interview.
2. Candidates are required to forward their applications in the prescribed form, accompanied by attested copies of degree certificate and other academic distinctions, transfer certificate from the Institution last studied, reprints of publications, evidence of age, professional experience, present position, salary drawn and copies of recent testimonials from at least two persons and names of two referees.
3. Applications from candidates who are presently employed will be considered only if forwarded through the proper channel.
4. If the applicant has sent an advance copy and if called for interview, he/she has to produce the NOC from the present employer at the time of interview.
5. Applicants should be prepared to come for a test / interview at **CHENNAI** at their own cost.
6. If no qualified and suitable candidates belonging to SC (Arunthathiyar) are available the seat reserved for SC (A) will be filled up by other SC members on merit basis.
7. Canvassing in any form will be a disqualification.
8. Applications should be addressed to the **REGISTRAR, ANNA UNIVERSITY, CHENNAI – 600 025** and should be superscribed on the left hand top corner of the envelope as "Application for the post of ----- sent by "Registered Post with Acknowledgement due".
9. Separate application should be filed for each post.
10. (a) Interim correspondence in connection with the application will not be entertained.
(b) Employment on Foreign Service or deputation terms will not be considered under any circumstances.
(c) Higher initial pay may be given in deserving case.
(d) In addition to the pay indicated, the posts carry usual allowances admissible as per rules in force except where otherwise mentioned specifically.

- (e) Originals of degree certificates, Age certificate, Community Certificate (if applicable), Testimonials etc., should not be sent. These need be produced only at the time of interview.
- (f) Applications incomplete in any respect or not accompanied with demand draft or received after due date will be rejected.
- (g) Application from persons who do not possess the minimum qualification prescribed for the post will be summarily rejected.
- (h) The Board of Management reserves the right to call or not to call any applicant for the test / interview. Further the Board of Management reserves the right to drop the processing of the application of filling any post without assigning any reason.
- (i) Requests of change of date of test / interview will not be considered.
- (j) The decision of the Board of Management on the recommendation of the selection committee shall be final and no appeal or correspondence shall be entertained in this regard.

IMPORTANT NOTE: 1. THE CANDIDATES THOSE WHO HAVE APPLIED EARLIER VIDE REF. NO. 001 / EMMRC / CHENNAI/ 2010 DATED 07.07.2010 NEED NOT APPLY AGAIN.

2. IN CASE THE CANDIDATE HAS SUBSEQUENTLY ACQUIRED ANY ADDITIONAL QUALIFICATION, THEY MAY SUBMIT THE COPIES OF RELEVANT DOCUMENTS ATTESTED BY GAZETTED OFFICER TO THE REGISTRAR ANNA UNIVERSITY, BY INDICATING THE POST APPLIED FOR IN RESPONSE TO THE EARLIER ADVERTISEMENT IN THE ENVELOPE.

3. CANDIDATES WHO HAVE FULFILLED ALL THE QUALIFICATIONS, EXPERIENCE AND OTHER CRITERIA AS ON 31.12.2011 SHALL ALONE BE CONSIDERED FOR ATTENDING TEST/INTERVIEW.

4. THE LAST DATE FOR THE RECEIPT OF DULY COMPLETED APPLICATIONS: 22.05.2012.

REGISTRAR