

Instructions for On-line Registration and Filling-up the Application

1. Instructions for On-line Registration

The faculty recruitment portal can be accessed by entering the following URL:

www.aurecruitment.annauniv.edu

The candidate has to click on the 'New Registration' button in the window shown below:



Anna University, Chennai

Faculty Recruitment Portal

Instructions for Filling-up the Online Application 

Notification of Faculty and Other Academic Staff Recruitment

- Assistant Professors & Assistant University Librarian Grade-I
- Associate Professors, Deputy Librarian and Deputy Director of Physical Education
- Professors, University Librarian and Director of Physical Education

Information and Instructions:

Notification No.	Name of the Post(s)	Pay Scale
001/RC/UD-FR/PR10&20/2020-1	Assistant Professors & Assistant University Librarian Grade-I	As per 7th Pay Commission Scale
001/RC/UD-FR/PR10&20/2020-2	Associate Professors, Deputy Librarian and Deputy Director of Physical Education	
001/RC/UD-FR/PR10&20/2020-3	Professors, University Librarian and Director of Physical Education	

Department-wise and Center-wise Vacancies along with Roster

- Assistant Professors & Assistant University Librarian Grade-I
- Associate Professors, Deputy Librarian and Deputy Director of Physical Education
- Professors, University Librarian and Director of Physical Education

Department-wise & Centre-wise Branch & Specialization

- Assistant Professors & Assistant University Librarian Grade-I [Annexure I]
- Associate Professors, Deputy Librarian and Deputy Director of Physical Education [Annexure II]
- Professors, University Librarian and Director of Physical Education [Annexure III]

Downloads

- Teaching Experience Certificate [Format - I]
- PSTM (Persons Studied in Tamil Medium) Certificate [Format - II]
- No Objection Certificate [Format - III]
- Documents to be uploaded during the online Application Process [Annexure IV]
- Documents to be enclosed along with hard copy of the duly filled-in Application [Annexure V]

Login

User Name

Enter the captcha


Reload captcha Submit

↓
New Registration Forgot Password

Contact Email: annauniversityrecruitmentcell@gmail.com

The window as shown in the next page, will pop-up, after the candidate has clicked on the 'New Registration' button in the above window



ANNA UNIVERSITY
CHENNAI-600025
FACULTY RECRUITMENT PORTAL

All communications shall be sent only to registered email address.

Email ID *

xxx@yyy.com

Confirm Email ID *

xxx@yyy.com

cFzAgb

Enter the Captcha *

Enter the captcha

Reload captcha

Submit

Clear

Back

The candidate has to enter his/her valid personal e-mail address which will be used for all future correspondences. Hence, he/she has to be very careful while keying this in and once again he/she has to confirm his/her email address followed by the entry of the verification code (Captcha) and then click on the 'submit' button in the above window. Then, the following window, will pop-up.



ANNA UNIVERSITY
CHENNAI-600025
FACULTY RECRUITMENT PORTAL

One Time Password[OTP] has been sent to your entered email address. Kindly verify and do the registration.
All communications shall be sent only to registered email address.

OTP Valid **100** seconds remaining

OTP *

pqEXUv

Reload captcha

Enter the Captcha *

Enter the captcha

Submit

Clear

Back

Here, the candidate has to enter the One Time Password (OTP) which he/she would have received in the registered email account, followed by the entry of the verification code (Captcha) and then click on the 'submit' button shown in the above window. Then, the following window will pop-up as shown in the next page and the candidate has to enter his/her details as requested in this page.



ANNA UNIVERSITY CHENNAI-600025 FACULTY RECRUITMENT PORTAL

* Mandatory Fields

Name of the Applicant *[Initials at the end]* *

Date of Birth *

Gender *

Nationality *[Only Indian Nationals can apply]* *

Mobile Number *

Confirm Mobile Number *

Email ID *

Confirm Email ID *

Nativity *

Community *

Caste *

[Other State Candidates are considered under General Turn [GT] only]

User Name

Password *

Password must be min 8 max 12 and should have atleast 1 Uppercase, 1 Lowercase, 1 Digit, 1 Special Character

Confirm Password *

Password must be min 8 max 12 and should have atleast 1 Uppercase, 1 Lowercase, 1 Digit, 1 Special Character

Ph.D. Completed *[Only Ph.D completed candidates can apply]* *

Date of Ph.D. Viva Voce Date *

New Registration	
Name of the Applicant <i>[Initials at the end]</i>	Prakash J Type names in the following format: First Name, Middle Name(s) and Surname. If space is insufficient, use initials for middle name(s). Do not use any titles, such as, Dr. Mr. / Mrs. / Shri./ Selvi /Smt. etc.
Date of Birth	Select the date, month and year from the calendar.
Gender	A drop-down menu will appear and the candidate should select one of the options <ul style="list-style-type: none">• Male• Female• Transgender
Nationality	Indian <ul style="list-style-type: none">• Only Indian Nationals can apply

Mobile Number	Enter your 10-digit mobile number on which you can be contacted. (It should be of 10 digits) (Don't append 0 or +91 before your Number).
Confirm Mobile Number	Once again enter your Mobile Number.
Email ID	The e-mail address mentioned at the time of registration will automatically appear against this text box.
Confirm Email ID	The same e-mail address will be shown here.
Nativity	A drop-down menu will appear and the candidate should select one of the options that is applicable to him/her <ul style="list-style-type: none"> • Other State • Tamil Nadu
Community	<p>If the candidate has chosen Tamil Nadu, then a drop-down menu will appear and the candidate should select one of the options that is applicable to him/her.</p> <ul style="list-style-type: none"> • SC • ST • SC(A) • MBC/DNC • BC • BCM • OC <p>If the candidate has chosen other state, then irrespective of his/her community to which he/she belongs to, he/she will be considered under General Turn (GT) only.</p>
Caste	The candidates belonging to BC, BCM, MBC/DNC, SC, SC(A), ST has to select the appropriate caste from the drop down menu.
User Name	<p>It will be automatically generated from the e-mail address entered at the time of Registration against the field Email ID with the following prefix 'rcau' added to their Email ID.</p> <p>If the candidate has entered his/her email address as <u>AbcD@gmail.com</u>, then their user name will be</p> <p style="text-align: center;">rcauAbcD</p> <p>against the username the candidate should not enter as</p> <p style="text-align: center;">rcauAbcD@gmail.com</p>
Password	Password must be min. 8 max. 12 characters and should have at least 1 Uppercase, 1 Lowercase, 1 Numeral, 1 Special Character
Confirm Password	Once again enter the password
Ph.D. Completed [<i>Only Ph.D. completed candidates can apply</i>]	A drop-down menu will appear and the candidate should select one of the options that

	<p>is applicable to him/her</p> <ul style="list-style-type: none">• Yes• No <p>If the candidate has defended his/her thesis on or before 29/09/2020, then he/she will be permitted to e-file his//her application(s).</p>
Ph.D. Viva-Voce Date	<p>Select the date, month and year from the calendar.</p> <p>If the candidate has defended his/her thesis on or before 29/09/2020, then he/she will be permitted to e-file his//her application(s).</p>

After entering all the details, the candidate has to click on the 'submit' button in the above window. Then, the following message, will pop-up

- Login Registration is successful, Username and Password have been sent to your Registered Mail address
- The candidate has to click 'ok' button in the message window.

2. Instructions for Filling-up the Applications after Registration

For filling-up the on-line application, the candidate has to access the URL

www.aurecruitment.annauniv.edu.



Anna University, Chennai Faculty Recruitment Portal

Instructions for Filling-up the Online Application 
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Department-wise & Centre-wise Branch & Specialization

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Login

User Name

Enter the captcha

Contact Email: annauniversityrecruitmentcell@gmail.com

The applicant has to login to the faculty recruitment web-portal by providing his/her user name and the verification code (Captcha) and then click on the **submit button** in the above window. Then, the following window, will pop-up.



Anna University, Chennai Faculty Recruitment Portal

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Login

User Name

Password

Enter the captcha

Contact Email: annauniversityrecruitmentcell@gmail.com

Here, the user name which was entered in the previous window will appear against the user name text box. Then, the candidate has to enter his/her password (which was created by the candidate at the time of registration) and the verification code (Captcha) and then click on the **'submit' button** in the above window. Then, the window shown in the next page, will pop-up



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Login

OTP Valid **113** seconds remaining

Enter OTP First OTP

Enter the captcha Enter the captcha

Reload captcha

zXG4yD

Submit

Contact Email: annauniversityrecruitmentcell@gmail.com

Here, the applicant has to enter the One Time Password (OTP) which he/she would have received in the registered email account, followed by the entry of the verification code (Captcha) and then click on the 'submit button' shown in the above window.

After the Registration, the candidates have to click on 'Proceed button' to proceed further for furnishing all the details as shown below:

1. Personal Details
2. Basic Educational Qualifications
3. Higher Educational Qualifications
4. Post-Doctoral Research Work
5. Journal Publications
6. Conference Publications
7. Resource Person
8. Eligibility Test(s) Qualified
9. Books Authored / Edited
10. Awards Received
11. Research Fellowship
12. Membership in Professional Bodies
13. Overseas Visit(s)
14. Present Position
15. Experience
16. Research Guidance
17. Research Projects
18. Consultancy Projects
19. Patents
20. ICT Mediated Pedagogy
 - Innovative Pedagogy
 - New Curricula and Courses
 - MOOCs
 - E-Content

21. Policy Documents Developed
22. References
23. Court Case(s)
24. Vigilance / Disciplinary Case(s)
25. Upload Documents
26. Selection of Post(s)
27. Declaration
28. Payment

Note: If the applicant wishes to apply for a few more positions after making payment for a few departments, they have to select the post(s) that they wish to apply again and then make necessary payment.

Note: For technical queries, the candidates are requested to send an email to annauniversityrecruitmentcell@gmail.com