

TMT. SHEELA BALAKRISHNAN, IAS.,
DIRECTOR, AIM & DGT

Lr.No.B4/201/2008-2

Dt. 8.9.2008

To

Sir,

Sub: AIM – Deputation of suitable personnel from University with
MBA and 3 years of experience - To serve as Faculty Member
on deputation basis.

The Anna Institute of Management is a Nodal Training Institute of the Government of Tamil Nadu. Every year, the Anna Institute of Management conducts around 200 training programmes for the officers of the Government of Tamil Nadu, Central Government and Public Sector Undertakings of the Government of Tamil Nadu.

The Anna Institute of Management has a core faculty who are well experienced Faculty Members. A few of our Faculty Members have left the Institute on superannuation. In order to ensure that this does not affect the number and schedule of programmes for the year 2008-2009, it is proposed to fill up immediately one post of Faculty Member at the Anna Institute of Management on deputation basis in the area of General Management.

You are requested to state whether any experienced and suitable personnel of your University is willing to serve at the Anna Institute of Management on deputation basis as Member of Faculty. Such of those who are willing to serve in the Anna Institute of Management as Faculty, should have an MBA qualification and possess atleast 3 years of experience in the University in the cadre of Lecturer in the University.

.....2/-

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A willingness form is also enclosed. The names of willing persons with the requisite qualifications may be forwarded on or before **30/9/2008** ^{*}.

Yours faithfully,
for Anna Institute of Management
for Director, AIM & DGT

^{*} It has been now decided to invite applicants to apply any time – throughout the year through proper channel.

BIO - DATA

1. Name of the Officer :
2. Designation :
3. Age :
4. Educational Qualification :
 - (a) Basic Educational Qualification :
(Specialization, University & Year of passing)
 - (b) Post Graduate Educational Qualification:
(Specialization, University & Year of passing)
5. (i) Field of Specialization/ Training
 - (a) Public Administration :
 - (b) Personnel Management :
 - (c) Industrial Relations :
 - (d) Disaster Management :
 - (e) Right to Information Act :
 - (f) Quantitative Techniques :
 - (g) Materials Management :
 - (h) Marketing Management :
 - (i) Project Management :
 - (j) Production Management :
 - (k) General Management :
 - (l) Financial Management :
 - (m) Information Technology :
 - (n) Others (Please specify) :

6. Details of Special Training :
(including foreign training exceeding one month)

Programme Name

Duration

Institution

(i)

(ii)

7. Experience in Teaching & Research :
(Specific Details)

8. Experience as an Officer/ Manager :

Name of the Dept./ Organisation (1)	Position held (2)	From To (Month / Year) (3)	Pay scale (4)	Nature of duties (5)	Remarks (6)

9. Any additional information :

10. Signature