



P.T Lee Chengalvaraya Naicker Trust,
No.2-3, E.V.K Sampath Salai,
Vepery, Chennai-600 007.
Ph.:25322675/26433090/26610325
web site: www.ptleecntrust.com

Wanted the following **Faculties** and **Non-teaching staff** for the proposed Arts & Science College to be opened in AY 2021-22 at Vepery, Chennai-7.

Courses offered B.Com (General), B.Com (Accounting & Finance), B.Com (Corporate Secretary Ship), B.B.A & B.Sc. (Computer Science)

1) **Principal** Ph.D., in the relevant subject with minimum 15 years experience, which shall include minimum 5 years experience as Associate Professor/Reader with sound administrative background. Should have presented papers in International/National Level, published research works / Journals /Books, done project works etc.,

2) **Assistant Professors** in Commerce, Computer Science, Management, English & Tamil. Master degree with 55% marks, besides the candidates must have cleared (NET/SLET/SET/Ph.D., in the relevant subject. Cross major not entitled.

Preference will be given to those who have presented papers in International/National Level, published research works / Journals books, done project works etc.,

3) **Physical Education Director** with M.P.Ed with experience.

4. **Office Superintendent** - Should have served in an Educational Institution as Office Superintendent/Admin Officer for 10 years with Computer knowledge.

- 5. Accountant-cum-Cashier** should have served in Educational Institution as Accountant for minimum 5 years, in charge of complete accounts of a College. Should have passed minimum B.Com., Degree with Computer knowledge.
- 6. Junior Assistant-TWO Nos.** required. Should have passed a Degree with 5 years experience, as Junior Assistant/Assistant preferably in an Educational Institution. Should possess sound knowledge in Computer Operation.
- 7. Computer Operator- TWO Nos.** required. Should have passed a Degree with 5 years experience, as Computer operator. Should possess sound knowledge in Computer Operation, preferably in an Educational Institution.
- 8. Lab Assistant for Computer Science - ONE No.** required. Should have passed Degree in the relevant subject, with previous experience in Educational Institution.
- 9. Librarian- ONE No.** A Master's Degree in Library and Information Science/Documentation with at least 55% marks. Preferably with Ph.D., Degree in Library Science.
- 10. Office Assistant -TWO Nos.** required. Should have passed 10 std. With Driving Licence for Two wheeler. **Upper age limit 30 years.**

For Sl. No.1 to 9 upper age limit preferably below 55 years.

- Send your application with all copies of testimonials with passport size photo to the above address, within 15 days.
- Candidates are directed to fill up their particulars in the enclosed Bio-Data form and send to the above address.

Secretary