



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.ptlecntrust.com

Wanted the following **Faculties** and **Non-teaching staff** for the proposed Arts & Science College to be opened in AY 2020-21 at Vepery, Chennai-7.

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 Maths, Physics, Chemistry, Commerce, 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. **Superintendent** - should have served in an Educational Institution as Office Superintendent/Admin Officer for 10 years, with Computer knowledge.

4. **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.
5. **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.
6. **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.
7. **Lab Assistant - THREE Nos** required. Should have passed Degree in the relevant subject, with previous experience in Educational Institution.
8. **Librarian-** A Master's Degree in Library Science/Information Science/Documentation with at least 55% marks. Preferably with Ph.D., Degree in Library Science.
9. **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 8 upper age limit preferably below 55 years

Following posts are required for P.T.Lee Chengalvaraya Naicker Trust Office

(1) Driver cum Office Assistant - should have passed 10 std, with Driving Licence for Four wheelers. **Upper age limit 45 years.**

(2) Accounts Officer

A retired Accounts Officer from State or Central Govt. services, as the Accounts Officer. Should have passed minimum B.Com., Degree, preferably with Computer knowledge. **Upper age limit 62 years.**

- Send your application with all copies of testimonials with passport size photo to the above address, on or before **31.12.2019.**
- Candidates are directed to fill up their particulars in the enclosed Bio-Data form and send to the above address.

Secretary

10 . Experience in chronological order :-

S.No	Name of the Institution	Post held	Period		
			From	To	Total
a.					
b.					
c.					
d.					
e.					
f.					
g.					

17	Funded Project work undertaken/completed	
	Major (Above Rs.5.0 lakhs)	
	Minor (Below Rs.5.0 lakhs)	
18	Details of Awards and Distinctions obtained	
19	Details of Patent obtained / filed	
20	Conferences organised a)International Level b)National Level	

For all the above, relevant proof have to be furnished at the time of interview.

Signature