



**P.T Lee Chengalvaraya Naicker Trust,**  
**No.2-3, E.V.K Sampath Salai,**  
**Vepery, Chennai-600 007.**  
**Ph.:25322675/26433090/26610325**  
website: [www.ptlecntrust.com](http://www.ptlecntrust.com)

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

Courses offered **(i)** B.Com (General), **(ii)** B.Com (Accounting & Finance), **(iii)** B.Com (Corporate Secretaryship) **(iv)** B.B.A & **(v)** B.Sc (Computer Science)

**(A) (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 5 years with Computer knowledge.

**5) Accountant-cum-Cashier- ONE No.** B.Com with Computer knowledge and previous experience as Accountant is preferred.

**6) Junior Assistant-TWO Nos.** Any Degree with Computer knowledge and previous experience is preferred.

**7) Computer Operator - TWO Nos.** Any Degree with pass in Computer course. Should possess sound knowledge in Computer Operation and previous experience is preferred.

**8) Lab Assistant for Computer Science - ONE No.** Should have passed degree in relevant subject. Should possess sound knowledge in Computer Operation and previous experience is preferred.

**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.** Should have passed in 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.**

- ❖ For the teaching faculties and other categories of staff two separate format of bio-data are given below. The candidates are requested to apply in that particular format only and send it to the above address by post or in person.
- ❖ Application sent through e-mail and in different format other than the given one, will not be entertained.

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**(B)** Applications are invited for the post of **Secretary for the Trust Office**, from retired persons from State/Central Govt. in the cadre of District Revenue Officer, Superintendent of Police or Sub-Ordinate Judge or an equivalent post.

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- ❖ Send your application with all copies of testimonials/certificates with passport size photo to the above address, within 10 days. **(on or before 10.03.2021 at 5.00 PM)**

**Secretary i/c**