

ANNEXURE - 1

Sl. No.	Name of the Post	THEAGARAYA CHETTY EDUCATIONAL INSTITUTIONS SIR THEAGARAYA COLLEGE (Aided) CHENNAI - 600 021							Total
		Recruitment of Non-Teaching Staff							
		GT	BC (other than BC Muslims)	MBC & DNC	SC	ST	*SCA		
G	G	G	G	G	G	G			
01	Junior Assistant	1	-	-	-	-	*1	2	
02	Typist	1	-	-	-	-	*1	2	
03	Lab Assistant	1 1**	1	1	-	-	*1	5	
04	Record Clerk	1	-	1	-	-	*1	3	
05	Library Assistant	1	-	-	-	-	*1	2	
06	Office Assistant	1	-	-	-	-	-	1	

Abbreviations

GT : General Turn
BC : Backward Class (Other than Backward Class Muslims)
MBC & DNC : Most Backward Class & Denotified Communities
SC : Schedule Caste
ST : Schedule Tribe
*SCA : Schedule Caste Arunthathiyars.

G: General W:Women

* One post each in Junior Assistant / Typist / Lab Assistant / Record Clerk / Library Assistant is reserved for Schedule Caste Arunthathiyar Destitute Widow on preferential basis. It will be filled by men if no qualified / suitable women candidate is available.

** One post of Lab Assistant is reserved for GT - Destitute Widow on preferential basis. It will be filled by men if no qualified / suitable women candidate is available.

Age: 18 to 30 years for OC; 18 to 32 years for BC / BC(M) & MBC / DNC and 18 to 35 years for SC/ST/ SCA & Destitute widow.

No upper age limit for candidates (Other than OC) possessing Higher Education Qualifications.

Minimum Qualifications :

- SSLC (Passed) for Junior Assistant (Computer Knowledge preferable).
- : SSLC (Passed) with Senior Grade / Junior Grade in Typing both in English and Tamil for the post of Typist. (Computer Knowledge preferable)
- : SSLC (Passed) for the posts of Lab Assistant & Library Assistant.
- : SSLC (Completed) for the post of Record Clerk.
- : VIII Std (passed) for the post of Office Assistant.

Scale of Pay: As Per the Government of Tamil Nadu Pay Scales

Applicant (Resume indicating the post applied for, details of qualification, age, community and address with three attested copies of relevant certificates) should be addressed to "The Secretary, Sir Theagaraya College Committee, Old No.345; New No.1047, T.H.Road, Old washermenpet, Chennai-21," should reach the undersigned on or before 02.05.2018 by 4.00 P.M.

SECRETARY

