

THE TAMIL NADU DR. AMBEDKAR LAW UNIVERSITY

PAY, AGE LIMIT and QUALIFICATIONS:

Pay : As per the University Norms

| S.No. | Name of the Posts | Age | Qualifications |
|-------|------------------------------|----------|--|
| 1 | Technical Officer (Library) | 30 Years | 1) A Post Graduate Degree in any subject 2) Knowledge in Computer Applications and 3) 5years experience in reputed Library/Preferably University Library |
| 2 | Superintendent | 35 Years | 1) A Degree in any discipline & 2) Diploma in Computer Application |
| 3 | Stenographer | 35 Years | 1) A Degree in any discipline 2) Typewriting Senior Grade in English & Tamil 3) Shorthand Senior Grade in English & Tamil & 4) Diploma in Computer Application |
| 4 | Assistant | 40 Years | 1) A Degree in any discipline 2) Typewriting Senior Grade in English & Tamil 3) Shorthand Senior Grade in English & Tamil & 4) Diploma in Computer Application |
| 5 | Junior Assistant (General) | 35 Years | 1) A Degree in any discipline 2) Typewriting Senior Grade in English & Tamil & 3) Diploma in Computer Application |
| 6 | Junior Assistant (Technical) | 35 Years | 1) A Degree in any discipline 2) Typewriting Senior Grade in English & Tamil & 3) Diploma in Computer Application |
| 7 | Library Assistant | 40 Years | Degree in Commerce / Statistics |
| 8 | Record Clerk | 35 Years | 1) HSC - Pass, 2) Typewriting Junior Grade in English & Tamil & 3) Diploma in Computer Application |
| 9 | Electrician | 35 Years | 1) HSC - Pass, 2) A pass in National Trade/ I.T.I. Certificate in Wireman's Trade C - Certificate - preferable |
| 10 | Office Assistant | 35 Years | 1) SSLC - Appeared & 2) Driving - preferable. |
| 11 | Store Keeper | 40 Years | 1) VIII Standard & 2) Cycle riding |
| 12 | Helper / Messenger | 40 Years | 1) VIII Standard & 2) Cycle riding |

Last date for submission of applications is **19.01.2022** at **5.45 p.m.**

Candidates willing to apply for the post/posts may download the prescribed application from the University Website www.tndalu.ac.in and submit the duly filled in application in two copies along with one soft copy* with relevant enclosures, along with the processing fee of Rs.590/- (Rupees Five Hundred and Ninety only) in case of SC/ST/PWD Rs.295/- (Rupees Two Hundred and Ninety Five only) (inclusive of GST) by way of Demand Draft drawn on or after 26.12.2021 in favour of "**The Registrar, the Tamil Nadu Dr. Ambedkar Law University, Chennai - 600 028**". Separate applications are to be submitted in case of candidates applying for more than one post.

**Scanned copies of duly filled in application with enclosures in CD or Pen Drive along with two copies of the application forms and one set of enclosures have to be forwarded to the University.*

The decision to fill or not to fill the posts rests with the University.