



**PONDICHERRY UNIVERSITY**  
(A Central University)



**SUBRAMANIA BHARATHI SCHOOL OF TAMIL LANGUAGE AND LITERATURE**

R.V. NAGAR, KALAPET, PUDUCHERRY – 14.

**Dr. B. RAVIKUMAR**  
Associate Professor

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**Advertisement – Subramania Bharathi Chair/2023-24/02**

**Dated : 08.05.2024**

Applications are invited for the post of **Secretarial Assistant (Secretarial Assistance - Non-Research Position) (01 position)** with a salary of fixed amount of **Rs. 15,000/- per month** (Rupees Fifteen Thousand only) in **Subramania Bharathi Chair** sanctioned by the UGC at the **Subramania Bharathi School of Tamil Language and Literature, Pondicherry University, Puducherry – 605014**. The position is upto **31.03.2025** and subject to the continuation of funding to the Chair by the UGC. The candidates applying for this position should have been awarded a bachelor's degree and should have been qualified in **English / Tamil Typing** and **MS Office** and other computer based applications. The upper Age Limit is **35 Years** (relaxable for 5 years for SC/ST/Physically Handicapped/Female candidates; 3 years for OBC candidate) Preference will be given to candidates who are familiar with Tamil language in particular. There will be a skill/written test / Interview to be conducted and based on the merit, the selection will be made.

Application on Plain paper giving Name, Permanent and Correspondence address, Names of Father and Mother, Mobile / Telephone no. and e-mail address, details of Educational career (starting from High School or equivalent) along with attested copies of all mark-sheets & certificates and details of experience etc., if any, should reach within **10 days**(as per clause 5. VII) of the advertisement, to **Dr. B. Ravikumar, Chair In-Charge., Subramania Bharathi School of Tamil Language and Literature, Pondicherry University, Puducherry – 605 0 14**. Email your latest CV to [paa.ravikumar1@gmail.com](mailto:paa.ravikumar1@gmail.com) with a subject line **Secretarial Assistant (Secretarial Assistance -Non-Research Position) – Subramania Bharathi Chair**.

**Note:** No TA/DA will be paid if called for skill/written test / Interview.

Dr. B. Ravikumar



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