



THIAGARAJAR COLLEGE OF ENGINEERING, MADURAI-625 015

(A Govt. Aided Autonomous Institution affiliated to Anna University)

SELF-FINANCE

Accountant

- Minimum 5 years Experience desirable.
- BBA/B.Com with computer proficiency
- Tally Skills Mandatory
- Typewriting (English & Tamil)

Clerk

- Minimum 5 years Experience desirable.
- Any Graduate with computer proficiency,
- Typewriting (English & Tamil)

PA to Principal

- More than 10 years Experience desirable.
- Strong organizational and communication skills, attention to details , Time management and Confidentiality are desirable
- Any Graduate with computer proficiency,
- Typewriting (English & Tamil)

Junior Executive Placement Officer

- Minimum 2 to 5 Years Experience desirable.
- A Bachelor's degree (preferably masters in any field related to administration or management).
- Strong organizational and communication skills.
- Proficiency in MS Office and basic technical skills for managing online events.
- Ability to multitask and handle placement-related tasks efficiently.