

# Srimathi Sundaravalli Memorial Educational Trust

## Recruitment

Manager / Administrative Officer / Executive / Accounts Officer / Accountant

### Instructions

---

1. **Applicants' Place of Living** – Should live within close proximity to the Place of work ie. Perungalathur, Chennai 600063. In the event of selection, if the applicant is living at far away place must be prepared to shift the residence

### 2. Selection Process and Time Frame

Acknowledgement - The applicant will be informed **within 10 days** from the date of receipt of application, after scrutiny and if found suitable.

Preliminary Interview - On a date and time which will be intimated well in advance i.e. **within 20 days** from date of receipt of application. The result of the Interview will be informed to the Candidate on the day of interview itself.

Final Interview - On a date and time which will be intimated well in advance i.e. before **30<sup>th</sup> Jun 2017**. The result of the Interview will be communicated to the Candidate before **5<sup>th</sup> July 2017** Positively.

Joining Time - The selected Candidate can join duty immediately / within 30 days from the date of issue of Appointment Order.

P.T.O

### 3. Production of Certificate

The applicant has to produce the following **ORIGINAL CERTIFICATES** at the time of preliminary interview for verification

- 10<sup>th</sup> and 12<sup>th</sup> Marksheet
- Degree Certificate
- All other Certificates pertaining to addl. qualifications.
- Experience Certificates from previous Employer/s
- Last Drawn Salary Certificate / Proof
- Aadhaar Card

4. Selected candidate should surrender the Original Certificates of qualification. The Candidate should have the attitude and dedication to work at least for a minimum period of 5 years. The assignment requires specific training towards the special nature of responsibilities and accountability and hence this condition.

Candidate who wishes to leave the organization within the period of first 5 years has to remit 3 months salary to claim the Certificates of Qualification. During the tenure of the first 5 years, if the Management is not satisfied with the performance of the Employee, the Management reserves the right to terminate the service of the Employee on payment of 3 months salary, in lieu of the notice period.

### 5. Salary & Perks

Commensurate with Qualification, Experience and Talent

\*\*\*\*

[Apply Now](#)