



**Inviting applications for the Post of Principal,
C.Kandaswami Naidu College for Women, Cuddalore
(Government Aided)
(Under the Management of Pachaiyappa's Trust)**

19.10.2025

Applications are hereby invited for the post of Principal, C.Kandaswami Naidu College for Women, Cuddalore (Government Aided) (Under the Management of Pachaiyappa's Trust), via direct recruitment, in accordance with the UGC 2018 regulations, as adopted by the Government of Tamil Nadu and concerned University.

The qualifications for the appointment of Principal, C.Kandaswami Naidu College for Women, Cuddalore is in accordance with the following guidelines.

Eligibility –

- (i) Ph.D. degree
- (ii) Professor/Associate Professor with a total service/experience of at least 15 years of teaching/research in Universities, Colleges and other institutions of higher education.
- (iii) A minimum of 10 research publications in peer-reviewed or UGC-listed journals.
- (iv) A minimum of 110 Research Score as per Appendix, Table 2 of the said regulations.
- (v) The candidate should have obtained qualification approval as Professor/Associate Professor from the University concerned.

The term of appointment of the College Principal shall be for a period of five years, with an eligibility for re-appointment for one more term only after an assessment by a Committee appointed by the University, constituted as per these regulations. After the completion of her term as Principal, the incumbent shall join back her parent organization with the designation as Professor and in the grade of the Professor.

Interested eligible female candidates are requested to submit their duly-filled application form and the self-assessed proforma, along with objectively verifiable records and photocopy set of certificates/testimonials with respect to the qualifications and experience indicated, duly certified by the applicant, in a sealed cover addressed to the "Secretary, Pachaiyappa's Trust (Pachaiyappa's College campus) No.113, E.V.R. High Road, Shenoy Nagar, Chennai-600 030", on or before 05.11.2025 by 5.00 P.M.

Applications received for the post of Principal will be scrutinised and shortlisted on the basis of the eligibility criteria stipulated above.

**SECRETARY
Pachaiyappa's Trust**

General Instructions for Applicants

1. The direct recruitment to the Post of Principal, C.Kandaswami Naidu College for Women, Cuddalore a Government Aided Institution affiliated to the Annamalai University, is on the basis of merit through newspaper advertisement, followed by selection by the a duly constituted Selection Committee as per the UGC 2018 regulations, as adopted by the Government of Tamil Nadu and the Annamalai University.
2. Applicants should possess the prescribed qualifications and experience as on the closing date of application. Applicants are required to produce specific certificates as per eligibility conditions and other requisite evidences as required. Qualification Approval as Professor/Associate Professor from the University to be mandatorily provided.
3. The employment will be governed by the Tamil Nadu Private Colleges (Regulation) Rules, 1976. The pay scale is as per norms.
4. A minimum of 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed) at the Master's level shall be the essential qualification for direct recruitment of teachers and other equivalent cadres at any level.

A relaxation of 5% shall be allowed at the Bachelor's as well as at the Master's level for the candidates belonging to Scheduled Caste/Scheduled Tribe/Other Backward Classes (OBC)(Non-creamy Layer)/Differently-abled ((a) Blindness and low vision; (b) Deaf and Hard of Hearing; (c) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid-attack victims and muscular dystrophy; (d) Autism, intellectual disability, specific learning disability and mental illness; (e) Multiple disabilities from amongst persons under (a) to (d) including deaf-blindness) for the purpose of eligibility and assessing good academic record for direct recruitment. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever the grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based only on the qualifying marks without including any grace mark procedure.

5. A relaxation of 5% shall be provided, (from 55% to 50% of the marks) to the Ph.D. Degree holders who have obtained their Master's Degree prior to 19th September, 1991.
6. The time taken by candidates to acquire M.Phil. and / or Ph.D. Degree shall not be considered as teaching/ research experience to be claimed for appointment to the teaching positions. Further the period of active service spent on pursuing Research Degree simultaneously with teaching assignment without taking any kind of leave, shall be counted as teaching experience.
7. Publications 'under submission' or submitted to referees will not be considered towards calculation of points for publication criteria. Further, all the items for which points are claimed should be strictly in accordance with the screening guidelines attached with the advertisement.
8. The applications received shall be scrutinized as per screening guidelines attached with the application for short listing the applicants to be called for interview.
9. Applications which do not meet the eligibility criteria / or incomplete in any aspect shall be summarily rejected.

10. Application forms have to be submitted only in offline mode, within the prescribed time limit indicated in the notification.
11. Candidates sending the application through Post/Speed Post/Courier should reach the Trust Office on or before 05.11.2025 by 5.00 P.M.
12. Consequent upon adoption of self-certification provisions as required by the Govt. of India, the Management of Pachaiyappa's Trust shall process the applications entirely on the basis of information/ documents attached with the application. In case the information/documents are found to be false/incorrect by way of any omission or commission, the responsibility shall lie solely of the applicant who shall be liable for action as per law.
13. The shortlisted candidates called for interview should report along with all the Testimonials /certificate in original along with photo ID. A set of photocopy of certificates/testimonials with respect to the qualifications and experience indicated in the application form, duly certified by the applicant / any Gazette office should be submitted at the time of attending interview.
14. Applicants serving in Government/Public/Private Sector Institutions (including Boards /Autonomous Bodies) are required to submit 'No Objection Certificate' as per the service rules.
15. All correspondence in this regards shall be communicated only applicant to e-mail address provided in the application form.
16. Canvassing in any form will be treated as a disqualification.
17. Applicants must not furnish any particulars that are false, tampered or fabricated, or suppress any material/ information while submitting the application and self-certified copies/ testimonials.
18. The documents submitted by the applicant at the time of appointment or anytime during the tenure of the service and if it is found that the documents/ information submitted by the candidate false or the candidate has suppressed relevant information, the services of the candidate shall be terminated without prejudice to any other action initiated by the Trust.
19. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issuing an appointment letter, the Management of Pachaiyappa's Trust reserves the right to modify/withdraw/cancel any communication made to the applicant.
20. In case of any dispute/ambiguity that may occur in the process of Screening/ selection, the decision of the Selection Committee shall be final.

Applicants are advised to satisfy themselves before applying that they possess the essential qualifications laid down in the advertisement.
21. No TA/DA shall be paid to the candidates for attending the interview.
22. In case of any dispute, legal jurisdiction will be in Chennai.