



**AMET**  
**UNIVERSITY**  
(Deemed to be University Under Section 3 of UGC Act 1956)

## **URGENT REQUIREMENT**

### **Personal Secretary to the Vice Chancellor**

AMET is looking for a Personal Secretary to the Vice Chancellor. Candidates with good communication skills, proven organizational capacity and effective computer skills are requested to apply with complete profile photograph and copies of certificates to the [registrar@ametuniv.ac.in](mailto:registrar@ametuniv.ac.in) on or before **13-03-2023**.

#### **Essential Qualifications:**

1. Any PG Degree qualification
2. Good proficiency in English and Computer Skills
3. Minimum of 5 years' experience in Academic Administration
4. Able to join immediately after selection

#### **Desired Qualifications:**

1. Candidates in close proximity to the University (OMR/ECR)
2. Candidates willing to commute on their own vehicle

Salary and other allowances are as per University norms and will not be a constraint for deserving candidates.

REGISTRAR



135, East Coast Road,  
Kanathur - 603 112, Chennai, India



044- 2744 4625 / 627 / 628  
044- 2744 4632



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