

# RIGHT PLACE FOR THE BRIGHT PEOPLE

## Main Campus :

Vadlamudi, Guntur-522 213.

Andhra Pradesh. Tel : 0863-2344700

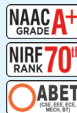
Extn. 1058, 1060,1009



# VIGNAN'S

FOUNDATION FOR SCIENCE, TECHNOLOGY & RESEARCH

(Deemed to be University) - Estd. u/s 3 of UGC Act 1956



## APPLICATIONS ARE INVITED

**Last Date for Receipt of Applications: 04-11-2025 (Tuesday)**

| Position                                | Eligibility Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Assistant Finance Officer</b>        | <ul style="list-style-type: none"><li>• M.Com/MBA Finance or Chartered Accountant (CA) or Cost and Management Accountant (CMA).</li><li>• At least 8 Years of Experience in Finance and Accounting, with 3 years in a supervisory role.</li><li>• Familiarity with UGC financial guidelines and educational institutional norms.</li><li>• Proficiency in financial software, ERP, and Tally.</li><li>• Strong analytical and organizational skills.</li><li>• Age : Preferably below 40 years.</li></ul> |
| <b>Sr. Assistant</b>                    | <ul style="list-style-type: none"><li>• Any Graduate/Post Graduate with sound knowledge in MS Office.</li><li>• Candidates with excellent skills in drafting letters will be preferred.</li><li>• Minimum 05 years of experience at the level of Jr. Assistant is a must.</li><li>• Experience in any higher educational institutions will be preferred.</li><li>• Age: Below 45 years.</li></ul>                                                                                                         |
| <b>Jr. Assistant</b>                    | <ul style="list-style-type: none"><li>• Any Graduate with sound knowledge in MS Office.</li><li>• Candidates with excellent skills in drafting letters will be preferred.</li><li>• Minimum 02 years of experience at the level of Jr. Assistant is a must.</li><li>• Experience in any higher educational institutions will be preferred.</li><li>• Age: Below 40 years.</li></ul>                                                                                                                       |
| <b>Accountants / Junior Accountants</b> | <ul style="list-style-type: none"><li>• CA / ICWA / M. Com /MBA (Finance) / B.Com.</li><li>• Having Minimum 2-5 years of experience in relevant field will be preferred.</li><li>• Familiar with Accounting Packages like Tally.</li><li>• Age: Below 45 years.</li></ul>                                                                                                                                                                                                                                 |
| <b>Lab Technicians in Pharmacy</b>      | <ul style="list-style-type: none"><li>• Diploma / B.Pharmacy (or) B.Sc. / M.Sc. Chemistry.</li><li>• Candidates with minimum 02 years of similar experience in any Higher Educational Institution will be preferred.</li><li>• Age: Below 35 years.</li></ul>                                                                                                                                                                                                                                             |

**How to Apply: Email your resume at [NTRecruitment@vignan.ac.in](mailto:NTRecruitment@vignan.ac.in) quoting the Post applied for**

**Please Contact : Assistant Registrar : 63007 73661**