



VINAYAKA MISSION'S RESEARCH FOUNDATION

(Deemed to be University under section 3 of the UGC Act 1956)

RECRUITMENT

**Applications are invited from the eligible candidates for the Post of
Section Officer & Assistant**

Position	Qualification & Experience
Section Officer	<p>The tasks a Section Officers is expected to perform include:</p> <ul style="list-style-type: none">• Post Graduate with Computer Knowledge (Minimum 5 Years Experience)• Organizing and controlling all clerical work within establishment or office thereof• Allocating duties to staff, co-ordinating and supervising their work ensuring efficiency, discipline and observance of prescribed procedure• Studying all files, draft letters, notes, etc. put up by Clerk• Disposing routine and intermediary matters• Dealing with important files and complicated cases personally and putting up notes, reports, drafts, etc. to the reporting/senior officer for orders• Supervising preparation of budget estimate, statement of accounts, financial bills, salaries, etc. to staff and maintenance of various accounts and registers
Assistant	<ul style="list-style-type: none">• Any Graduate with Computer Knowledge both typing Knowledge in Tamil & English with Minimum 2 Years Experience

**Apply immediately with complete bio-data to the following address (or) by E-mail.
On or Before **02/12/2024****

The Registrar,
Vinayaka Mission's Research Foundation
(Deemed to be University),
Sankari Main Road (NH-47), Ariyanoor,
Salem – 636 308. Tamilnadu. Ph: 04272529700

E- mail: registrar@vmu.edu.in & hr@vmu.edu.in