

# RIGHT PLACE FOR THE BRIGHT PEOPLE

## Main Campus :

Vadlamudi, Guntur-522 213.

Andhra Pradesh. Tel : 0863-2344700

Extn. 1052, 1053, 1058, 1060



# VIGNAN'S

FOUNDATION FOR SCIENCE, TECHNOLOGY & RESEARCH

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

## B) APPLICATIONS ARE INVITED

**Last Date for Receipt of Applications: 03-02-2025 (Monday)**

Position	Eligibility Criteria
<b>Deputy Registrar</b>	<ul style="list-style-type: none"><li>Any Post-Graduation with 10 years of Teaching experience or 05 years of experience at the level of Assistant Registrar.</li><li>Should have ability to plan the activities of University.</li><li>Max. Age limit : 45- 50 years.</li></ul>
<b>Director-HR</b>	<ul style="list-style-type: none"><li>MBA or equivalent.</li><li>Excellent Communication &amp; Data analysis skills.</li><li>Candidates with minimum 5 years of experience in higher-educational institutions.</li><li>Age : Below 45 years</li></ul>
<b>Assistant Registrar</b>	<ul style="list-style-type: none"><li>MBA or equivalent.</li><li>Candidates with minimum 2-3 years of experience in higher-educational institutions.</li><li>Age : Below 45 years.</li></ul>
<b>Admissions Manager</b>	<ul style="list-style-type: none"><li>MBA in any discipline.</li><li>Candidates with minimum 5 years of experience in higher-educational institutions.</li><li>Age : Below 35 years.</li></ul>
<b>Business Manager</b>	<ul style="list-style-type: none"><li>MBA (Marketing)</li><li>2 years of Experience in entrepreneurship certification is desirable.</li><li>Age : Below 45 years.</li></ul>
<b>Assistant Manager (Digital Media)</b>	<ul style="list-style-type: none"><li>Degree with at least 55% of marks or its equivalent grade of B in the UGC 7-point scale in Journalism and Mass Communication from recognised University / Institute.</li><li>At least 01-year experience in the editorial department / state educational institutions established English / regional newspaper accredited with ABC, National News Agencies, Radio or Television, Film Media, reputed advertising agencies with excellent command of speaking in English, Hindi and Regional Language.</li><li>At least 02 years' experience as Sr. Assistant (DM), Sr. Assistant (PM), Sr. Designer, Sr. Photo / Videographer, Jr. Content Writer, Jr. Video Editor.</li><li>Good working knowledge of computer applications.</li><li>Age : Below 40 years.</li></ul>
<b>Corporate Relationship Manager</b>	<ul style="list-style-type: none"><li>Any Masters Degree.</li><li>Candidates with minimum 5 years of experience in industry will be preferred.</li><li>Age : Below 40 years.</li></ul>
<b>Technical Executives</b>	<ul style="list-style-type: none"><li>Expert in Excel.</li><li>Expert to utilize AI assisted Microsoft Office.</li><li>Expert in Web Design and have knowledge of language (Python, C, C++).</li><li>Expert in Adobe InDesign Software (Designing Brochures, Flex etc.).</li><li>Experience in Data Analysis using AI tools.</li><li>Expert in Drafting documents in English.</li><li>Experience at IQAC Office and have handled either of NAAC, NBA, NIRF, UGC, AICTE and other statutory bodies.</li><li>Age : Below 45 years.</li></ul>

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

Salary as per Qualification & Experience

**Please Contact : Assistant Registrar : 6300773661**