

# RIGHT PLACE FOR THE BRIGHT PEOPLE

## Main Campus :

Vadlamudi, Guntur-522 213.  
Andhra Pradesh. Tel : 0863-2344700  
Extn. 1051, 1052, 1053, 1054



# VIGNAN'S

FOUNDATION FOR SCIENCE, TECHNOLOGY & RESEARCH

NAAC  
GRADE A+

NIRF  
RANK 72<sup>nd</sup>

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

## APPLICATIONS ARE INVITED

**Last Date for Receipt of Applications: 29-09-2024 (Sunday)**

Position	Eligibility Criteria
<b>ADMINISTRATIVE STAFF</b>	
<b>Finance Officer</b>	<ul style="list-style-type: none"><li>• Qualification in Chartered Accountancy/M.Com. having specialization in Accounting, Auditing and/or Costing with First Class (or equivalent) from a reputed Institution, preceded by a consistently good academic record.</li><li>• Minimum of 10 years experience in accounting/auditing/costing in an academic/research instituon or industry, of which a minimum of 8 years are spent at a Univesity/ College or any other higher level instituon.</li><li>• Experience in working with computers and other advancements in financial management.</li><li>• Knowledge of financial regulations as per UGC guidelines and educational institutional norms, practices in financial matters.</li><li>• Strong leadership skill and proficiency in managing teams.</li><li>• Expertise in ERP systems, financial software, and handling audits.</li><li>• Age: Below 55 years</li></ul>
<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>NON-TECHNICAL STAFF</b>	
<b>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.</li><li>• Familiar with Accounting Packages like Tally.</li><li>• Age: Preferably below 40 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 : 91005 93779**