

# 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



## A) WALK-IN-INTERVIEW

**08-02-2026 (Sunday)**

Position	Eligibility Criteria
<b>Technical Staff</b>	
<b>Trainer (Quantitative Aptitude &amp; Logical Reasoning)</b>	<ul style="list-style-type: none"> <li>B.Tech/M.Tech any PG with minimum 4 years of Training service.</li> <li>M.Tech is preferred. CSE/IT/AI/ML/CyS branches are preferred.</li> <li>Ability to assess training needs for various streams of students and train sequentially with current happening in the field of software / core engineering / management.</li> <li>Age: Below 45 years.</li> </ul>
<b>Trainer (Soft Skills &amp; Communication)</b>	<ul style="list-style-type: none"> <li>Post Graduation in relevant field.</li> <li>A minimum of 02 years work experience at any Engineering College/University.</li> <li>Age: Below 45 years.</li> </ul>
<b>Software Engineer</b>	<ul style="list-style-type: none"> <li>B.Tech.(CSE/IT) or M.Tech.(CSE/IT) or MCA or M.Sc. (Comp.).</li> <li>Candidates with minimum 02 years of experience in industry will be preferred.</li> <li>Candidates having expertise in JAVA, PHP, JSP, MYSQL, CODEIGNITER will be given preference.</li> <li>Age: Below 45 years.</li> </ul>
<b>Web Developer</b>	<ul style="list-style-type: none"> <li>B.Tech.(CSE/IT) or M.Tech.(CSE/IT) or MCA or M.Sc. (Comp.).</li> <li>Candidates with minimum 02 years of experience in industry will be preferred.</li> <li>Candidates having expertise in HTML, CSS, JavaScript, JQuery, MySQL, PHP, Spring, Bootstrap.</li> <li>Age: Below 45 years.</li> </ul>
<b>Lab Technician (ECE / EEE / Chemistry / Computer Applications)</b>	<ul style="list-style-type: none"> <li>Diploma / B.Tech. (ECE / EEE / Chemistry / Computer Applications).</li> <li>Candidates with minimum 02 years of similar experience in any Higher Educational Institution will be preferred.</li> <li>Age: Below 45 years.</li> </ul>
<b>Computer Lab Technician</b>	<ul style="list-style-type: none"> <li>B.Tech.(CSE / IT / ECE) or MCA or BCA or B.Sc. Computers.</li> <li>Candidates with minimum 02 years of similar experience in any Higher Educational Institution will be preferred.</li> <li>Age: Below 45 years.</li> </ul>
<b>Transport Supervisor cum Store Keeper</b>	<ul style="list-style-type: none"> <li>ITI / Diploma.</li> <li>5 years of experience in garage supervision and store maintenance.</li> <li>Expert in Garage and Vehicle Repairs &amp; Maintenance.</li> <li>Age : Below 45 years.</li> </ul>
<b>Field Supervisor (Transport)</b>	<ul style="list-style-type: none"> <li>ITI / Diploma in Mechanical Engineering.</li> <li>05 years of working experience in the relevant field will be preferred.</li> <li>Age: Below 45 years.</li> </ul>
<b>Field Supervisor (Maintenance)</b>	<ul style="list-style-type: none"> <li>ITI (or) Diploma in Civil Engineering / Graduate.</li> <li>02 years working experience in the relevant field will be preferred.</li> <li>Age: Below 45 years.</li> </ul>
<b>Graphic Designer</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 recognized University / Institute.</li> <li>At least One-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 (or)</li> <li>At least Two years' experience as Designer, Photographer / Videographer.</li> <li>Good working knowledge of computer applications.</li> <li><b>Age:</b> Below 45 years.</li> </ul>
<b>Video Editor</b>	<ul style="list-style-type: none"> <li>Diploma in Video Editing / Any Graduation.</li> <li>Minimum 02 years working experience in DFT (Digital Film Technology) will be preferred.</li> <li><b>Age :</b> Below 40 years.</li> </ul>
<b>Photographer cum Videographer</b>	<ul style="list-style-type: none"> <li>Any Graduation.</li> <li>Experience in Print and Electronic Media will be preferred.</li> <li>Freshers may also apply.</li> <li><b>Age :</b> Below 45 years.</li> </ul>
<b>Workshop Technician</b>	<ul style="list-style-type: none"> <li>ITI / Diploma in relevant field.</li> <li>Fresher or 01 year working experience in the relevant field will be preferred.</li> <li>Age: Below 32 years.</li> </ul>
<b>Fitter &amp; Carpenter</b>	<ul style="list-style-type: none"> <li>ITI / Diploma in relevant field.</li> <li>Fresher or 01 year working experience in the relevant field will be preferred.</li> <li><b>Age:</b> Below 32 years.</li> </ul>
<b>Electrician</b>	<ul style="list-style-type: none"> <li>ITI / Diploma in Electrical.</li> <li>Fresher or 01 year working experience in the relevant field will be preferred.</li> <li>Age: Below 25 years.</li> </ul>
<b>Non-Technical Staff</b>	
<b>Personal Assistant</b>	<ul style="list-style-type: none"> <li>Candidate should be a graduate from any recognised University.</li> <li>A minimum working experience of 3 years with top management staff.</li> <li>Proficiency with multiple Microsoft Office Systems and other related software</li> <li>Excellent Communicator, a good listener, and dedicated to detail</li> <li>A wide exposure, broad knowledge, and up-to-date with current affairs</li> <li>Able to work perfectly under strict deadlines</li> <li>Able to take up emergency assignments and perform them effectively</li> <li>Upholds sound work ethics and is highly disciplined</li> <li>Possessing a work-devoted attitude, friendly, honest, trustworthy, respectful, and flexible.</li> <li>Able to work with minimal supervision, independently or as part of a team.</li> <li>Age: Below 45 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>Library Assistant</b>	<ul style="list-style-type: none"> <li>Master's Degree in Library Science / Information Science or an equivalent professional degree with at least 55% of the marks.</li> <li>Qualifying in the National Level Test conducted for the purpose by the UGC or any other agency approved by the UGC.</li> <li>Minimum 02 years working experience in the relevant field will be preferred.</li> <li>Age : Below 45 years.</li> </ul>
<b>Sr. Accountant / Jr. Accountant / Accountant</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>Football Coach</b>	<ul style="list-style-type: none"> <li>Any Under Graduation</li> <li>NS NIS Six Week Certificate Course / Diploma.</li> <li>1 years Experience in relevant Field.</li> <li>Age : Below 45 years.</li> </ul>
<b>Throwball &amp; Tennikoit Coach</b>	<ul style="list-style-type: none"> <li>Any Under Graduation</li> <li>NS NIS Six Week Certificate Course / Diploma.</li> <li>1 years Experience in relevant Field.</li> <li>Age : Below 45 years.</li> </ul>

**Note :** First Round of Interview will be Conducted on 08-02-2026 (Sunday).

Shortlisted Candidates will be Called for Final Round of Interview.

Final Round of Interview Date will be intimated to the shortlisted candidates as per the convenience of the higher authorities.

**For more details, Please Contact : Assistant Registrar : 6300773661**

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## B) APPLICATIONS ARE INVITED

**Last Date for Receipt of Applications: 08-02-2026 (Sunday)**

Position	Eligibility Criteria
<b>Assistant Placement Officer</b>	<ul style="list-style-type: none"> <li><b>Education:</b> Master's Degree is required, though a Master's (MBA-HR, M.Tech) is often preferred.</li> <li><b>Experience:</b> Minimum 2-3 years of proven experience in training, placement, recruitment, or corporate relations, ideally within academic or industry setting.</li> <li><b>Technical Skills:</b> Proficiency in Microsoft Office Suite and database management and as per market needs.</li> <li>Age : Below 40 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 Operations Manager</b>	<ul style="list-style-type: none"> <li>Ph.D./Master's Degree or Bachelor's Degree in relevant industry experience.</li> <li>Proven track record in establishing and managing strategic partnerships with IT/technology firms.</li> <li>Strong networking skills and experience in identifying, evaluating, and engaging key industry partners.</li> <li>Ability to assess the unique expertise and long-term potential of consultants or partner organizations.</li> <li>Experience in co-production or collaborative projects with industry, preferably in an educational or research context.</li> <li>Experience in coordinating or facilitating student and faculty internships, industry immersion programs, or similar experiential learning initiatives.</li> <li>Ability to liaise with industry to secure opportunities aligned with academic and research goals and to develop sustain strategic partnerships that align with institutional objectives.</li> <li>Excellent communication and interpersonal skills, with experience representing organizations at industry forums, conferences, and networking events.</li> <li>Understanding of partnership frameworks, shared values, and collaborative structures in the education-industry context.</li> <li>Knowledge of Corporate Social Responsibility (CSR) frameworks and experience in sourcing or managing CSR-funded projects.</li> <li>Ability to identify and approach companies with CSR mandates relevant to education, research, or technology development.</li> <li>Experience in preparing proposals, negotiating terms, and managing funded projects or infrastructure initiatives.</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>Data Analyst</b>	<ul style="list-style-type: none"> <li>B.Tech / M.Tech.</li> <li>Good in Mathematics, Statistics and Reasoning MS Excel, Presentation Skills.</li> <li>Candidates with minimum 1-2 years of experience.</li> <li>Age : Below 30 years.</li> </ul>
<b>Language Teacher (Japanese, German &amp; Mandarin)</b>	<ul style="list-style-type: none"> <li>Certified Trainers in Languages which are accepted by respective countries.</li> <li>Highest level of proficiency like N1 in Japanese, C2 in French etc in all languages mentioned.</li> <li>Candidates with minimum 1-2 years of experience.</li> </ul>
<b>Outreach Manager</b>	<ul style="list-style-type: none"> <li>Postgraduate Degree in Management, Business Administration or a related field.</li> <li>Graduation in Engineering is preferred with overall 10+ years of experience.</li> <li>Minimum 5 years of experience in executive education, corporate training and prior experience (often 3+ years) in community outreach, engagement, or related fields like marketing or public relations is commonly preferred.</li> <li>Prior experience in university outreach team is preferable.</li> <li>Certifications in communications, project management, or other relevant areas can also be beneficial.</li> <li>Age: Below: 45 years.</li> </ul>
<b>Public Relations Officer - Media</b>	<ul style="list-style-type: none"> <li>Bachelor's Degree or higher in Mass Communication, Public Relations, Journalism, or a related discipline.</li> <li>3 to 6 years of pertinent experience in media relations, ideally within public relations agencies or significant corporate communication departments.</li> <li>Robust existing media network encompassing both national and regional channels.</li> <li>Outstanding proficiency in written and verbal communication.</li> <li>Demonstrated ability to develop engaging narratives and press materials.</li> <li>Expertise in media monitoring platforms and analytical tools.</li> <li>Demonstrates exceptional organization, proactivity, and the ability to manage numerous tasks efficiently within strict deadlines.</li> <li>Age : 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 : 6300773661**