



**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 Assistant Section Officer

Position	Qualification & Experience
Assistant Section Officer	<ol style="list-style-type: none">1. Any Degree / PG Degree / with Computer Knowledge.2. Key Responsibilities : -<ul style="list-style-type: none">• Preparation and processing of monthly salary statement for all employees.• Handling statutory deductions such as PF, ESI, Professional Tax, Income Tax (TDS), etc.• Preparation of salary statements, pay slips, and payroll reports.• Maintaining registers and documentation related to salary processing.• Assisting in audit queries related to payroll.• Ensuring salary processing follows institutional and statutory guidelines.• Good working knowledge of MS Excel and payroll software.• 5 years of experience in salary/payroll management.• Good knowledge of Apex bodies is required in connection with salary structures.

Apply immediately with complete bio-data to the following address (or) by
E-mail. On or Before 23.03.2026

**The Registrar,
Vinayaka Mission's Research Foundation
(Deemed to be University),
Sankari Main Road (NH-47), Ariyanoor,
Salem – 636 308. Tamilnadu. Ph: 0427 2529700
E- mail: registrar@vmu.edu.in, hr@vmu.edu.in**