



RECRUITMENT

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

Position	Qualification & Experience	Required
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, MS office and other analytical tools (Minimum 5 Years Experience)• Organizing and controlling all clerical work within establishment or office there of 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.	02

Apply immediately with complete details to the following address (or) by E-mail. On or Before 31-12-2025

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

www.vinayakamission.com

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