



**VIT**  
Vellore Institute of Technology  
(Deemed to be University under section 3 of UGC Act, 1956)



VIS invites applications from motivated, qualified and committed individuals. VIS believes in a holistic learning that balances academics and culture with well-rounded education and a progressive outlook.

**STAFF REQUIREMENT FOR  
RESIDENTIAL CO-EDUCATIONAL SCHOOL  
IN KELAMBAKKAM, CHENNAI**

<b>LIBRARIAN (LJB 01)</b>	UG / PG in Library Science
<b>LAB ASSISTANT (LA 02)</b>	Graduate in Science
<b>MATRON / WARDEN (BOYS &amp; GIRLS) (WA 03)</b>	Graduate with multilingual skills
<b>SUPERVISOR (SUP 04)</b>	Degree in Mechanical / Electrical / Civil / House Keeping
<b>SECURITY OFFICER (SO 05)</b>	Graduate with multilingual skills. Retd. Army / Police officials preferred
<b>ACCOUNTS OFFICER/ EXECUTIVE (AC 06)</b>	UG / PG in commerce / ICWA (Inter) / CA (Inter) or final qualified candidates
<b>FRONT OFFICE EXECUTIVE (FOE 07)</b>	Graduate with multilingual skills
<b>SECRETARY (SEC 08)</b>	Graduate with multilingual skills
<b>ADMIN / HR EXECUTIVE (AD / HR 09)</b>	UG / PG in Management in HR Experience
<b>PURCHASE EXECUTIVE (PE 10)</b>	UG / PG degree in any discipline with experience in purchasing & negotiating skills
<b>IT EXECUTIVE (ITE 11)</b>	UG / PG in CS with relevant experience in system administration, software deployment & digital marketing
<b>PR EXECUTIVE (PR 12)</b>	Graduate with experience in public relations & journalism

**Applicants with 2-5 years experience in reputed  
Boarding / Residential School are preferred.**

Interested candidates may send their CVs within 10 days along with passport size photographs to [careers@vischennai.in](mailto:careers@vischennai.in) mentioning the job code on the subject line without fail.

For more details, visit [www.vischennai.in](http://www.vischennai.in)