VIKAS
COLLEGE OF
ARTS & SCIENCE

Office Assistant Recruitment 2026 announced by VIKAS College of Arts and Science for the academic year 2026–2027. Eligible candidates may apply through Email.

Post Date: 24th November 2026

Hiring Organization: VIKAS College of Arts and Science.

Organization Profile:

Established in 2012, formerly known as RVS College of Arts and Science, VIKAS College of Arts and Science aims to provide quality education to rural students and encourage higher education, especially empowering girl students.

Job Title/Designation: Office Assistant

Qualification:

- Any Degree from a recognized university.
- Basic computer knowledge.
- Good communication and administrative skills.
- Fresher's can also apply.

Candidate Profile:

- Only female candidates are eligible to apply.
- Candidates should have good communication and interpersonal skills.
- Ability to handle office administration and documentation.
- Basic knowledge of MS Office and computer operations.
- Should be enthusiastic and responsible in handling office activities.

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Job Location: Inamkulathur, Trichy, Tamil Nadu.

Pay Scale: As per Norms.

Apply Mode: Email

Organization Website: www.vikascas.com

How to Apply:

Interested and eligible female candidates are requested to send their updated resume to the following email address on or before **23rd December 2026**.

Email Address to Apply: scopevikascas@gmail.com

Contact Address:

VIKAS College of Arts and Science,
Trichy – Dindigul Highway, Inamkulathur,
Near JJ College of Engineering,
Trichy, Tamil Nadu – 620009.

Contact Number: 6383943353 / 9042861014

Authorized Person Signature with Seal

PRINCIPAL
VIKAS COLLEGE OF ARTS & SCIENCE
DINDIGUL HIGHWAY, INAMKULATHUR,
TRICHY - 620 009.