



Shri Mata Vaishno Devi University

RECRUITMENT

Applications are invited for the following positions:

Administrative Officer / Principal Secretary (12000-420-18300): The candidate must be a PG preferably an MBA, with min of 8 years of experience or LLB with atleast 12 years of experience of having worked in Academic Institutions/Universities/Corporate sector, etc. The candidate must be experienced in handling day to day administration, purchases, maintenance and liaison with the office of the CEO, or having similar experience.

Public Relations Officer (12000-420-18300): The candidate must be MBA/MMC/M.A (Journalism) with a min. of 55% marks, having worked in the Corporate or Academics for atleast 10 years. He should be able to plan Public Relations strategy and monitor public & media perception of the University. He should be able to organise press launches, news conferences, sponsorships and media campaigns. Excellent writing & communications skills are a must.

Candidates with lower qualification and or experience can be considered for a lower grade.

How to apply: Interested candidates may apply on the prescribed form available at the website www.smvdu.ac.in and send the same duly filled along with a DD of Rs. 500/- drawn in favour of "Registrar SMVDU, payable at Jammu" at the following address, Shri Mata Vaishno Devi University, Kakryal, Katra, Pin-182301, J&K, OR , Public Relations Office, SMVDU, 15C, IInd Extension, Opp. Bahu Plaza, Gandhi Nagar, Jammu – 180004. Kindly mention the Post Applied For on the Top of the Envelope.

Note: Merely possessing the prescribed qualification and experience would not entitle a person for interview. No interim queries in this regard will be entertained at any stage.

Last date for receipt of applications by post or by hand is 30th April 2008.

SMVDU/A&E/08/437

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Dt.:28th March 2008

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