



SHRI MATA VAISHNO DEVI UNIVERSITY

Kakryal, Katra – 182320 (J&K)

(Ranked among top 100 Engineering Institutions and among top 150 Universities in the NIRF 2018 ranking of MHRD, GoI.)

WALK - IN - INTERVIEW

Shri Mata Vaishno Devi University (SMVDU) requires qualified and experienced candidate purely on temporary & contractual basis for the following position at SMVDU Campus :

ADMISSION RECEPTIONIST / COUNSELOR: Female (consolidated @ Rs.25,000/- p.m.)

i) At least Second Class Bachelor's Degree ii) Proficient in Computer Typing evidenced with 06 months certificate/diploma iii) Experience of at least 01 year preferably in an Educational Institute/University of repute iii) Fluency in Languages [English and Hindi] is a must iv) Stay at SMVDU campus is mandatory, for which suitable hostel accommodation may be provided as per availability.

Interested candidates are required to appear for **Walk-in-Interview on 18th March 2019 at 9:30 A.M.** in the Administrative Block, SMVDU, Kakryal, Katra – 182 320 along with the following : -

a. Application on plain paper with complete Bio-data.**b.** Educational Qualification & Experience Certificates in original (with one set of photocopies duly self-attested) **c.** Two passport size photographs **d.** Photo ID, preferably Aadhar / Voter ID/ PAN card. No TA shall be admissible to the candidates for appearing in the Walk-in-Interview.

No. SMVDU/Adm./Estt/NT-Rect./3 of 2019/1740,

-Sd/-

Dated : 11/03/19

Registrar