



SHRI MATA VAISHNO DEVI UNIVERSITY

Kakryal, Katra-182320 (J&K)

(Recognized under section 12 (B) & 2 (f) of UGC Act, 1956)

TEQIP-III Cell

WALK-IN-INTERVIEW

Candidates are invited to appear in the Walk-in-Interview on **20th December, 2017** at **Administrative Block, SMVDU at 11:00 A.M.** for following staff positions on purely temporary and contractual basis under **TEQIP-III Project**.

Head Assistant: (No. of Post = 1): Eligibility: Post-graduate in any discipline from recognized institutes / universities or equivalent; Minimum 05 years working experience in any government organization / PSU / Educational Institutes in HR Sector; Knowledge of office general administration procedures / rules, GFR, Report preparations and well acquainted with computer applications. **Age:** should not exceed 50 years as on date of interview. **Monthly consolidated emoluments: Rs. 25,000/-**

Assistant (Accounts): (No. of Post = 1): Eligibility: M. Com / B.Com. degree from any government recognized institutes / universities with minimum 50% of marks; Minimum 03 years working accountancy experience in any government organization / PSU / Educational Institutes; Knowledge of accounting procedures and well versed with computer applications including PFMS, PMSS, MIS and Tally, ERP software etc. **Age:** should not exceed 50 years as on date of interview. **Monthly consolidated emoluments: Rs. 20,000/-**

Assistant (Admin): (No. of Post = 1): Eligibility: Post-graduate from any government recognized institutes / universities with minimum 50% of marks; Minimum 01 year of working experience in the relevant field and well versed with MS Office, Excel, Power Point and other software's like PFMS, PMSS with good typing speed, office record keeping, receipt & dispatch and database management. **Age:** should not exceed 50 years as on date of interview. **Monthly consolidated emoluments: Rs. 15,000/-**

General Instructions

1. Candidates may also have to appear in computer typing before the interview.
2. Candidates must bring their original degree / certificates and 2 latest passport size photographs.
3. Selection will be for a period of one year, which may be extendable based on the performance.
4. The number of posts may increase or decrease at any state of recruitment process.
5. Candidates must have good proficiency in MS Office 2013 OR higher version.

How to Apply: Interested candidates are required to appear for the Interview on the said time and date along with application on plain paper and copy of bio data and self-attested relevant certificates.

No: SMVDU/AA/17/1096 Date: 08/12/2017

Sd/- TEQIP-III Coordinator