

**SHRI MATA VAISHNO DEVI UNIVERSITY**

**Kakryal, Katra – 182320 (J&K)**

(A State University recognised by UGC u/s 2(f) & 12(B) and ranked 79<sup>th</sup> in Engineering Institutions; 24<sup>th</sup> in Architecture; among top 100 Business Schools and among top 150 Universities in the NIRF 2021 ranking of MHRD, Gov.)

**Walk-in -Interview**

Shri Mata Vaishno Devi University (SMVDU) requires well qualified and experienced candidates purely on temporary & contractual basis for the position of **Office Assistant**, under RP-106, titled, "To Restraint or Regulate the Reproductive Health Issues for Human from Jammu and Kashmir Region" under Center for Advance Research (CAR) Scheme of ICMR.

**Eligibility Criteria** a) At least 2nd Class Bachelor's degree in any discipline or equivalent in grade point average. b) Degree or Diploma in Computer Applications/Management Systems. c) Experience of 1-3 years in the relevant field. d) Desirable: Master's Degree shall be preferred. The candidate should have proficient knowledge of computers (Microsoft office/excel). A speed test of not less than 35 words per minute through speed test on computer is mandatory. Experience in accounts and purchasing through GeM and other portals is mandatory. Emoluments: Rs. 31,000/- (all inclusive). Interested candidates are requested reach SMVDU on **28<sup>th</sup> Dec 21 at 9:00 am in School of Biotechnology**, for the walk-in interview. If the number of candidates exceeds, a written test shall be conducted to screen the candidates. For form and other details, please see the website on the following link:

<https://www.smvdu.ac.in/index.php/notifications/jobs-smvdu>

No. SMVDU/R&D/21/6410

Sd/-

Dated: 17/12/2021

Dr. Rakesh Kumar,

Assistant Professor-SoBT & PI of RP-106