



Employment Notice

Shri Mata Vaishno Devi Shrine Board, a statutory autonomous organization, invites applications from eligible and interested candidates for the following posts:

S. No	Post	Pay Scale	Qualification required for the post
1	Catering Supervisor	PB-1 (5200-20200) with GP Rs. 2800	Degree in Hotel Management/ Catering Technology or Graduate with Diploma in Catering from a recognized Institute and atleast 3 years of practical experience in a supervisory capacity
2	Accounts Asstt.	PB-1 (5200-20200) with GP Rs. 2800	Commerce graduate. Desirable: PGDFM
3	Sanitation Supervisor	PB-1 (5200-20200) with GP Rs. 2400	10+2 with diploma in Sanitation/ Public Health.
4	Data Entry Operator	PB-1 (5200-20200) with GP Rs. 2400	Graduation with One year Diploma in Computer Applications from recognized Institute/ Bachelor in Computers/ Bachelor in Information Technology. In addition a minimum typing speed of 35 w.p.m. is mandatory for all the categories noted above.
5	Receptionist	PB-1 (5200-20200) with GP Rs. 2400	Graduate with two years relevant (Front Office) experience with good personality and ability to speak fluent English.
6	Asstt. Store Keeper	PB-1 (5200-20200) with GP Rs. 2400	Graduate in Science/Arts/ Commerce with atleast 2 years experience in stores Deptt. Of Govt./Public Sector Undertaking.
7	Sahayak	PB-1 (5200-20200) with GP Rs. 2400	An Ex-serviceman (preferably matriculate) having good record in the Army with a minimum of 10 years service
8	Asstt. Electrician	PB-1 (5200-20200) with GP Rs. 2400	Diploma in ITI in relevant trade with three years pertinent experience
9	Cook	-IS (4440-7440) with GP Rs. 1400/-	Middle pass with minimum of 8 years of professional experience in cooking
10	Carpenter	-IS (4440-7440) with GP Rs. 1400/-	Middle pass with minimum of 8 years experience in the trade of carpenter
11	Painter	-IS (4440-7440) with GP Rs. 1400/-	Middle pass with minimum of 8 years pertinent experience
12	Welder	-IS (4440-7440) with GP Rs. 1400/-	Diploma from I.T.I in pertinent trade with minimum of 3 years experience
13	Plumber	-IS (4440-7440) with GP Rs. 1400/-	Middle pass with minimum of 8 years pertinent experience

The appointment shall be on Term Employment basis initially for a period of one year which may be further extended subject to satisfactory performance etc. and shall be governed by the service conditions prescribed by the Shrine Board. The interested candidates may submit their application form in person or by post to the Office of Chief Executive Officer, SMVDSB, Central Office, Katra, J&K 182301 on the prescribed format available on Shrine Board's website i.e. www.maavaishnodevi.org by or before 05:00 pm on 31-03-2015 alongwith following documents:

- Application with complete Bio-Data (in original).
- Qualification Certificates/ Degrees (photocopies duly self attested).
- Experience certificate (photocopies duly self attested).
- Proof regarding date of birth (photocopy duly self attested).
- Two self attested passport size photographs.

Note:

- No TA / DA shall be admissible.
- The applications received after the expiry of date i.e. 31.03.2015 shall not be entertained.
- Only those candidates who are in possession of the requisite qualification for the aforementioned post shall apply for the said post.

Adv. No: 05 / 2015
Dated: - 11 - 03 - 2015

Sd/-
Dy. Chief Executive Officer