



Employment Notice

Shri Mata Vaishno Devi Shrine Board, a statutory autonomous body, invites applications from eligible and interested candidates for the post of **Legal Assistant** in the pay scale **Level-10 (35800-113200)**. The qualification required for the post is as under:

“Bachelor of Degree in Law from any recognized University established in India with 02 years practice at Bar”

The age of the applicant as on date of publication of notice shall not be below 18 years and above 40 years.

Criteria for recruitment process:

- 1. Written Test:** The question paper shall comprise 100 questions in total, carrying 01 mark each. For each wrong answer 0.25 marks shall be deducted. The question paper shall comprise questions from – English Language, Reasoning, Numerical Ability, General Awareness and Legal/ Law Subject Related.
- 2. Personal Interview:** The candidate shall be shortlisted in the ratio 1:5 as per merit obtained on the basis of written examination and shall be called for Personal Interview.

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 apply to the Chief Executive Officer, SMVDSB, Central Office, Katra (J&K)-182301 by or before **08.01.2022** alongwith self attested copies of the following documents:

- a) Application with complete Bio-Data (in original).
- b) Qualification Certificates/ Degree(s).
- c) Experience certificate.
- d) Proof regarding date of birth (photocopy duly self attested).
- e) Two self attested passport size photographs.
- f) **Demand Draft amounting to Rs. 300/- (in original)**

The application form (alongwith afore-said documents) and Demand Draft of Rs. 300/- in favour of Director (Finance), SMVDSB, Katra can be either deposited at Central Office, SMVDSB, Katra or can be sent by post, but in each case should reach Central Office, SMVDSB, Katra by or before the stipulated deadline.

The candidates are advised to check the Shrine Board's website (www.maavaishnodevi.org) from time to time for short-listing of candidates and dates of Written Test/ Personal Interview. No separate postal communication shall be sent to the candidates.

Adv. No: 10/2021
Dated: 18.12.2021

Sd/₹
(Dr. Sunil Sharma), JKAS
Jt. Chief Executive Officer