



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	Jr. Assistant		Graduate with 03 years of relevant experience and 40 w.p.m. typing speed, Desirable: DCA
2	Steno-typist	PB-1 (5200-20200) GP Rs. 2400/-	Graduation from the recognized university having minimum speed of 65/35 words per minute in shorthand and typewriting respectively and six months certificate in Computer applications from recognized Institute

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 15.06.2017 upto 04:00 PM** alongwith self attested copies of the following documents:

- Application with complete Bio-Data (in original).
- Qualification Certificates/ Degree(s) (**Final/ Consolidated marksheet of Graduation is compulsory**).
- Experience certificate.
- Proof regarding date of birth.
- Two self attested passport size photographs.

The application form (alongwith afore-said documents) 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.

Note: In case of large number of applications received, **the Shrine Board may shortlist the candidates on the basis of academic merit and the list of candidates so shortlisted shall be uploaded by the Shrine Board on the official website i.e. www.maavaishnodevi.org. The candidates are advised to check the Shrine Board website from time to time. No separate postal communication shall be sent for test/ interview.**

Adv. No: 26 / 2017
Dated: 25 - 05 - 2017

Sd/-
(Dr. Arvind Karwani), KAS
Dy. Chief Executive Officer