



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	Medical Assistant	PB-1 (5200-20200) GP ₹ 2800/-	Diploma in Medical Assistant from recognized institute with relevant experience
2	Nursing Orderly	- IS (4440-7440) GP ₹ 1300/-	Matric with relevant experience of having worked in a Hospital/Nursing Home of repute for not less than 2 years

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 **15.09.2016** alongwith self attested copies of the following documents:

- Application with complete Bio-Data (in original).
- Qualification Certificates/ Diploma
- Mark sheet of class 12th for Medical Assistant and 10th for Nursing Orderly is compulsory, otherwise candidature shall be rejected.
- Experience certificate with indicating specific date and period.
- 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 should reach at Central Office, SMVDSB, Katra by or before the stipulated deadline.

Note: In case of large number of applications, the Shrine Board may shortlist the applications 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 written/skill test.**

Adv. No: 26 / 2016
Dated: 30 - 08 - 2016

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