



SHRI MATA VAISHNO DEVI UNIVERSITY

Kakryal, Katra – 182320 (J&K)

(A State University recognised by UGC u/s 2(f) & 12(B) and ranked 78th among Engineering Institutions; Top 100 Business Schools and among top 150 Universities in the NIRF 2020 ranking of MHRD, GoI.)

WALK-IN- INTERVIEW

A Walk-In-Interview is being conducted for the positions of Assistant Manager, Assistant, and Office Helper under the project titled, “Trans-disciplinary Research and Innovation Hub for Jammu colleges at SMVDU” on **15th April 2021 10am-1Pm at SMVDU TBIC, B&C Junction, SMVDU Campus, Kakryal, Katra 182320**. The positions are purely on adhoc, temporary & contractual basis for an initial period of One year which may be further extended based on the performance of the candidate and availability of funds under the scheme;

Assistant Manager:

Qualifications: Master’s Degree in any stream with first division.

Experience:

- Minimum 2 years’ experience at an administrative position in a Business Incubator or Innovation Hub or similar organisations
- Diploma in Computer Applications/Management Systems
- Excellent oral and written communication skills
- Good organizational and time management skills
- Experience with working w.r.t different innovative activities, organising event, designing and making creatives etc.

Role: Responsible for overall coordination, particularly promotion and performance, financial management, networking with Colleges, University, community and SMVDU TBIC for the project.

Remuneration: INR 40,000 consolidated.

Assistant:

Qualifications: Bachelor’s Degree in any domain with first division.

Experience:

- A minimum of 1 years of experience as Secretarial Assistant.
- Knowledge of working in academic setup will be an added advantage.
- Excellent oral and written communication skills
- Diploma in Computer Applications/Management Systems

Role: Secretarial services, record keeping, accounting, typing etc.

Remuneration: INR 25,000 consolidated.

Helper:

Qualifications: Minimum 10th Passed.

Experience:

- A minimum of 1 years of experience in handling office files and other day to day office attendant work

Role: Cleaning and hygiene maintenance plus other usual support services to office staff and guests/visitors/students.

Remuneration: INR 12,000 consolidated.

Date: 15th April 2021, **Time:** 10:00 A.M. **Venue:** SMVDU TBIC, B&C Junction, SMVDU Campus. For further details www.smvdu.ac.in & www.smvdutbic.org

No: SMVDU/R&D/21/RP-127/3023 **Dated:**06-04-2021 **-Sd/-** Coordinator RP-127