



SHRI MATA VAISHNO DEVI UNIVERSITY

Kakryal, Katra – 182320 (J&K)

(Ranked among top 100 Engineering Institutions and among top 150 Universities in the NIRF 2018 ranking of MHRD, GoI.)

TEQIP-III CELL

WALK-IN-INTERVIEW

TEQIP – III Cell-SMVDU, requires qualified and experienced candidates for the post of **ASSISTANT(ACCOUNTS)** purely on temporary & contractual basis;

ASSISTANT (ACCOUNTS): M.Com. / B.Com. Degree from any recognized institute / university with minimum 50% of marks. **Experience:** Minimum 03 years' of working in any government organization / PSU / Educational Institute. Knowledge of accounting procedures, including creating and maintaining all books of accounts, and well versed with computer applications including PFMS, PMSS, MIS and Tally, ERP Software, etc. **Age:** should not exceed 50 years as on date of interview. **Emoluments:** consolidated @ Rs.20,000/- p.m.

Interested candidates are required to appear for **Walk-in-Interview on 16th Oct'18 at 11:00 A.M.** in the Administrative Block, SMVDU, Kakryal, Katra – 182 320 along with the following: - **a.** Application on plain paper with complete Bio-data. **b.** Educational Qualification & Experience Certificates in original (with photocopies duly self-attested). **c.** Two passport size photographs. **d.** Photo ID, preferably Aadhar / Voter ID/ PAN card. **e.** Candidates may have to appear in computer typing before the interview. **f.** Selection will for a period of one year, which may be extendable based on performance. **g.** Number of posts may increase or decrease at any stage of the recruitment process. **h.** Candidates must have proficiency in MS Office 2013 or higher version.

No: SMVDU/AA/18/737

Dtd: 09/10/2018

Sd/-

Registrar