



Employment Notice

Shri Mata Vaishno Devi Shrine Board, a statutory autonomous body, invites applications from eligible and interested candidates for the following posts:

S. No.	Post	Revised Pay Scale	Qualification required to be possessed by the applicants	App. fees (in shape of Demand Draft)
1	Medical Officer	Level-17 (67700-208700)	M.B.B.S Degree (Only those applicants, who are registered with the Medical Council of India/J&K State Medical Council. Preference shall be given to the candidates having specialization as 'Physician' or 'Ortho Surgeon' and as are in possession of M.D/ M.S qualifications.	500/-
2	Asstt. Manager	Level-10 (35800-113200)	First class Degree in Arts / Commerce/ Science with Dip in Business Management with relevant experience of minimum of 2 years	300/-
3	Asstt. Security Officer	Level-09 (35700-113100)	Graduate with minimum of six years of experience as Commissioned Officer (include JCOs) in Army/ Para Military Forces/ Police Security/ Vigilance set up. Desirable: Specialized training in fire fighting.	200/-
4	Junior Assistant	Level-4 (25500-81100)	Graduate with 3 years relevant experience and 40 w.p.m. typing speed. Desirable: DCA	200/-
5	Data Entry Operator	Level-4 (25500-81100)	Graduation with One year Diploma in Computer Applications from recognized Institute/Bachelor in Computer/ Bachelor in Information Technology, with a minimum typing speed of 35 w.p.m	200/-
6	Senior Receptionist	Level-4 (25500-81100)	Graduate with two years experience with good personality and ability to speak fluent English.	200/-
7	Storekeeper	Level-4 (25500-81100)	Graduate in Science/Arts/ Commerce with atleast 2 years experience in stores Deptt. of Govt./Public Sector Undertaking	200/-
8	Enforcement Inspector	Level-4 (25500-81100)	Graduate with three years post qualification experience.	200/-
9	Jr. Sanitation Supervisor	Level-4 (25500-81100)	Graduation with Diploma in Sanitation/ Public Health with 02 years relevant experience.	200/-
10	Helper Electrician	Level-2 (15900-50400)	Middle pass with minimum of 8 years pertinent experience.	200/-
11	Cooking Assistant G-II	Level-1 (14800-47100)	Matric with three years of relevant experience.	200/-

No person shall be eligible for appointment unless he has attained the age of 18 years and is not more than 40 years except for ex-servicemen in whose case maximum age will be 45 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 **14.05.2022** alongwith self attested copies of the following documents:

- Application with complete Bio-Data (in original).
- Qualification Certificates/ Degree(s).
- Experience certificate.
- Proof regarding date of birth (photocopy duly self attested).
- Two self attested passport size photographs.
- Demand Draft (in original)



The application form (alongwith afore-said documents) and Demand Draft in favour of Chief Accounts Officer, 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.

Note: Incomplete forms and application forms received after the stipulated date shall be outrightly rejected.

Adv. No: 04/2022
Dated: 19.04.2022

Sd/-
(Dr. Sunil Sharma), JKAS
Joint Chief Executive Officer