



Employment Notice

Shri Mata Vaishno Devi Shrine Board, a statutory autonomous body, invites applications from eligible and interested candidates for **15 vacant posts of Junior Assistant** in the Pay Scale Level-4 (25500-81100). The qualification required for the post is as under:

"Graduation with One Year Diploma in Computer Applications from recognized Institute/ Bachelor in Computers/ Bachelor in information and Technology with minimum of 50% marks and with a minimum typing speed of 35 w.p.m and 03 years experience in relevant field."

The age of the applicant as on date of publication of notice shall not be below 18 years and above 40 years.

However, the number of posts can undergo increase or decrease without any Notice before the completion of the Selection Process.

Criteria for recruitment process:

- 1. Typing Test:** Candidates with typing speed of 35 w.p.m with an accuracy of 95% or above shall be considered for next stage(s).
- 2. Written Test:** The candidates who successfully qualify the typing test shall be called for "**written test**". The question paper shall comprise 80 questions in total, carrying 01 mark each. For each wrong answer 0.25 marks shall be deducted. The syllabus for written test is available on the official website of Shrine Board.
- 3. Personal Interview:** As per performance in the "Written Test", the top shortlisted candidates shall be called for Personal Interview {about 3 times the number of posts (1:3) as per standard Recruitment Procedure}.

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 **25.01.2024** along with self attested copies of the following documents:

- a) Application with complete Bio-Data (in original).
- b) Qualification Certificates/ Degree(s).
- c) Experience certificate.
- d) Proof regarding date of birth (photocopy duly self attested).
- e) Two self attested passport size photographs.
- f) **Demand Draft amounting to Rs. 200/- (in original)**

The application form (alongwith afore-said documents) and Demand Draft of Rs. 200/- in favour of FA/ 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 Type Test/ Written Test/ Personal Interview. No separate postal communication shall be sent to the candidates.

Adv. No: 01/2024
Dated: 05.01.2024

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