



Jammu & Kashmir Entrepreneurship Development Institute (JKEDI)

Sampore, Pampore (Kashmir) -192121/ JLN Udyog Bhawan Jammu -180012/ Industrial Estate Leh, Ladakh-194101

(An organisation of Government of Jammu & Kashmir)

ADVERTISEMENT NOTICE

The Institute proposes to fill up the following posts on contract/deputation basis for a period of 2 years.

S.no	Name of the Post	Eligibility	No. of Positions
1.	Manager Finance & Accounts (F&A) Pay Scale: 9300-34800 G.P- 5400	Master's Degree in Management (MBA) Finance/ Commerce/ Financial Control with at-least 50% marks 2 years of experience in a similar position in a reputed Government or Corporate Business Organization/ Academic Institution	2
2.	Manager HR Pay Scale 9300-34800 G.P- 5400	Master's Degree in Management/ Commerce/ Finance/ Computers/IT with at-least 50% marks and 2 years relevant experience in a Corporate Business Organization/ Academic	2
3.	Assistant Manager Administration Pay Scale: 9300-34800 G.P- 4600	Master's Degree in any discipline with at-least 50% marks and 1 year relevant experience in a Corporate Business Organization/ Academic with sufficient knowledge of computers	1

Interested eligible candidates within the age group of 18-40 years as on 01-01-2017 may apply to the Director, JKEDI, Pampore, Kashmir / Ground Floor, JLN Udyog Bhawan Rail Head Complex, Jammu on prescribed format available against a cash payment of Rs. 100/- at JKEDI, Pampore, Kashmir and Ground Floor, Jawaharlal Nehru, Udyog Bhawan, Railhead Complex on all working days from 30.08.2017. The forms can be downloaded from the Institute's website www.jkedi.org as well.

Application Forms complete in all respects, supported by the photocopies of all certificates, testimonials and accompanied by a Bank Draft of Rs. 1000/- (non-refundable) drawn on "Director, J&K Entrepreneurship Development Institute" should reach the office of the Institute at Pampore, Kashmir / Ground Floor, JLN Udyog Bhawan, Railhead Complex by or before 16.09.2017. The experience Certificates submitted should be supported by the Bank Account statement reflecting therein the salary credited for the period of previous job. Downloaded forms should be accompanied by a Demand Draft of Rs. 1100.00/-.

(Signature)
29/8/17

The candidates appointed on contract against the post of Manager (F&A/HR) and Assistant Manager shall be entitled to a consolidated monthly salary of Rs.30000/- and Rs.20000/- respectively. However, higher salary can also be considered by the selection committee in respect of the candidate with extraordinary merit and experience.


In-service candidates shall submit their application form through proper channel and the appointment of such candidate shall be governed by the terms and conditions acceptable to both the lending and borrowing Organizations.

Any further extension in terms of appointment or regular adjustment against the post shall depend upon the performance of the candidate during the tenure of the contract and need of Institute.

Eligible candidates shall have to undergo a written test followed by viva-voce and the cumulative merit shall determine the final selection.

No TA/DA shall be paid for appearing in the Test / Viva-voce.

No. JKEDI/HR/ADVT/2017/3211
Dated: 29/08/2017


Manager HR