



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 requires the services of a Stenographer to be engaged on contract basis for a period of 1 year. The eligibility criteria prescribed for the position is as below:

- i. *Post Graduate in any discipline with 50% marks from a recognized University.*
- ii. *Speed of 80 words per minute in shorthand and 45 words in computer typing.*
- iii. *One year of relevant experience in stenography & typing from any educational / training Institution or Corporate Business.*

Interested candidates within the age group of 18-40 years as on 01-01-2018 may apply to the Director, JKEDI, Pampore, Kashmir/SIDCO Industrial Estate, Baribrahma, Jammu on prescribed format available against a cash payment of Rs. 100/- at JKEDI, Pampore, Kashmir and JKEDI, SIDCO Industrial Estate, Baribrahma, Jammu on all working days from **19.05.2018**. 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 in favour of "Director, J&K Entrepreneurship Development Institute" should reach the office of the Institute at Pampore, Kashmir/SIDCO Industrial Estate, Baribrahma, Jammu by or before **04.06.2018**. Downloaded forms should be accompanied by a Demand Draft of Rs. **1100.00/-**.

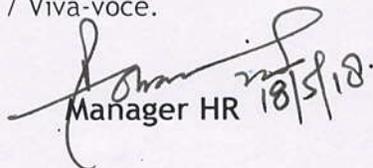
The experience Certificates should be supported by the Bank Account statement reflecting therein the salary credited for the period of current/previous job(s).

The candidate appointed shall be entitled to a consolidated monthly remuneration of Rs.18,000/-. However, higher remuneration can also be considered in favour of the candidate with extra ordinary skill and experience.

All the eligible candidates shall have to undergo a screening/comprehensive test related to English Language and Computer applications. In order of merit in the Screening test, candidates in the ratio of 1:10 will be called for prescribed test in shorthand and computer typing. On the basis of the merit in the test, candidates in the ratio of 1:5 will be called for viva-voce and cumulative merit in the written test and Viva-voce will determine the final selection.

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

No. JKEDI/HR/ADVT/2018/2074
Dated: 18/05/2018


Manager HR 18/5/18.