

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 to fill-up two posts of stenographers created in the Pay-Scale of Rs. 9300-34800 (Grade Pay- 4600) on contract for a period of 2 years against a consolidated salary of 22,000/- per month. The eligibility criteria prescribed for the post is:

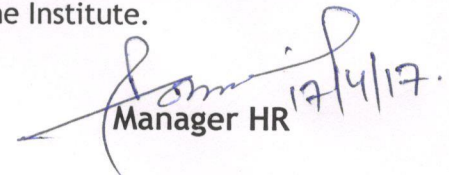
- i. Post Graduation in any Discipline with at-least 50% marks
- ii. Speed of 80 words per minute in shorthand and 45 words in typing.
- iii. 1 year relevant experience in a Corporate Business Organization/Academic Institution.
- iv. Adequate Computer knowledge must.

Interested eligible candidates within the age group of 18-40 years as on 01.01.2017 may apply to the Director, JKEDI from April 17, 2017 on a prescribed format available at JKEDI office Pampore/J.L.N. Udhyog Bhawan against a cash payment of Rs 100/-. These forms can be downloaded from the Institute's website www.jkedi.org as well.

Application forms complete in all respects and accompanied by a Bank Draft of Rs 500/- (non-refundable) favouring Director, JKEDI and self attested copies of all certificates/testimonials should reach the office of the Director, JKEDI Sempora Pampore/Udhyog Bhawan, Jammu by or before May 02, 2017 up to 4.00 p.m. Downloaded forms shall be accompanied by Bank Draft of Rs 600/-

Eligible candidates shall have to undergo prescribed test in the shorthand and computer typing. Candidates who qualify the test will be subjected to the written test and via-voce and the cumulative merit shall determine the final selection.

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


Manager HR

No. JKEDI/HR/ADVT/2017/1276

Dated: 17 /04/2017