

Detailed Advertisement



SHRI MATA VAISHNO DEVI UNIVERSITY

Kakryal, Katra – 182320 (UT of J&K)

Website: www.smvdu.ac.in

Walk-in- Interview

Shri Mata Vaishno Devi University requires suitable experienced candidates for the post of **Junior Assistant and Junior Legal Assistant** at SMVDU. The positions are purely on contractual basis for a period of 11 months.

Name of the Post	Salary per month (All-inclusive)	Date & Time	Venue
Junior Assistant	40000	1 st July 2026 (10:00 AM)	A B Committee Room
Junior Legal Assistant	56000	8 th July 2026 (10:00 AM)	A B Committee Room

Note: Candidates reporting after 10:00 A.M. on the scheduled date shall not be permitted to appear in the Screening/Written Test and Interview under any circumstances. Candidates are advised to report well in time for verification of documents and completion of other formalities. No request for late entry shall be entertained.

Eligibility Criteria:

1. Junior Assistant

Graduate from recognized University having a minimum speed of 40 words per minute in computer typewriting (skill test) and having six months Certificate Course in Computer Applications from a Govt. recognized Institute

Desirable: Experience in handling examination department will be preferred.

2. Junior Legal Assistant

1. Professional Bachelor's degree in law from any recognized University.

Explanation: Bachelor Degree in law shall mean: LLB 03 years Professional/05 years LLB Integrated Course.

2. Registered as advocate in State Bar Council

Desirable: Computer proficient, Thorough understanding of service rules, Good drafting and noting skills, etc.

Interested candidates are required to appear for the Screening/Written Test as per the schedule mentioned above along with the following documents:

- Application on plain paper with complete Bio-data.
- Qualification (10th onwards) and Experience Certificates (self-attested photocopies along with originals).
- Two passport size photographs.
- Valid Photo Identity Proof (Aadhaar Card/Passport/Voter ID, etc.).

The Screening/Written Test shall be based on domain knowledge, computer knowledge, drafting/noting skills (where applicable), typing speed and other aspects relevant to the post. Candidates shortlisted on the basis of the Screening/Written Test shall be called for Interview on the same day or as notified by the University.

No TA/DA shall be admissible for appearing in the Screening/Written Test/Interview.

For any update, candidates are required to visit University Website i.e. www.smvdu.ac.in.

No.SMVDU/Adm./Estt./NT-Rect./02 of 2026/1714

Dated: 24th June 2026

Sd/-

Registrar