



SHRI MATA VAISHNO DEVI UNIVERSITY
Kakryal, Katra – 182320 (J&K)
(A State University recognised by UGC u/s 2(f) & 12(B) as State University; Estd. through J&K
State Legislature Act in 1999)

**VACANCY AT SHRI MATA VAISHNO DEVI UNIVERSITY-TECHNOLOGY
BUSINESS INCUBATION CENTER**

Shri Mata Vaishno Devi University (SMVDU) requires well qualified and experienced candidate purely on temporary & contractual basis for the post of Manager in SMVDU-TBIC

Post: Manager

Duration: 2 years

Qualifications: Bachelor's Degree in Engineering/Sciences/Commerce with First Division, and an MBA with First Division

Experience: A minimum of 3 years in administrative affairs or project management. Accounting and finance experience is desirable. Proficiency in Microsoft Office, PFMS, GeM portal management and other relevant tools is essential.

Preference will be given to candidates with prior experience in incubation centers, startup ecosystems, or in managing seed funds and innovation schemes.

Role & Responsible: Responsible for administrative, legal, and financial operations of TBIC.

Remuneration: INR 50,000 (consolidated) + University accommodation with prescribed license fee.

Age Limit: Not exceeding 45 years as on the last date of submission of online application

Registration Fee: There is no registration fee.

Application Process:

Interested candidates may apply through the University website (<https://smvdu.ac.in/jobs/>). After submitting the online form, they should download and print the application and attach self-attested copies of all relevant documents along with a detailed CV. The completed application form should reach "The Registrar, Shri Mata Vaishno Devi University Kakaryal, Katra - 182320 (J&K)". The applications must be sent by Registered/Speed Post (no couriers) or submitted in person. Applications with incomplete information are liable to be rejected. The last date for submission is 20th

November 2024. For application form and other details, visit <https://smvdu.ac.in/jobs/>

No. SMV/TBIC/2024/ 208

Dated: 30 October 2024

Sd/-

Registrar