

**SHRI MATA VAISHNO DEVI UNIVERSITY
TECHNOLOGY BUSINESS INCUBATION CENTER
(SMVDU-TBIC)**

SMVD University Campus, Kakaryal, Katra, 182320 (J&K)

Applications are invited for the following position in SMVDU-TBIC (Technology Business Incubation Center). The appointment shall be initially for a period of 3 years, which is extendable on satisfactory performance.

Manager

Qualifications: M.Com/M.B.A with First Division.

Experience: Minimum 03 years' experience in administrative affairs/project management. Experience in accounting and finance is desirable.

Role: Manager shall be responsible for all the administrative/legal/financial operations of TBIC.

Remuneration: INR 50,000 consolidated. In addition the person will be provided suitable University accommodation.

Candidates may apply on plain paper with their detailed CV along with a demand draft for Rs. 500/- from any Nationalized bank and drawn in favour of "SMVDU TBIC, Kakaryal, Katra", payable at SMVDU, Katra. Applications should be submitted in person or posted by Registered/Speed Post (not courier) so as to reach Chairperson SMVDU-TBIC, VC Secretariat, Shri Mata Vaishno Devi University, Kakaryal, Katra-182320 (J&K). The last date for receiving applications complete in all aspects is **13th**

June 2018. For more details, please visit: www.smvdutbic.org or www.smvdu.ac.in

No. SMVDU-TBIC/2018/122 dated: 23rd May 2018

Sd/- Interim-CEO, TBIC, SMVDU