



### SHRI AMARNATHJI SHRINE BOARD

Chaitanya Ashram, Talab Tillo, Jammu (Nov – April)  
K-Villa Sohrawardy House, Shiv Pora, Srinagar (May- Oct)  
Tele.: 191-2555662, 194-2501821, Telefax: 0191-2503399/ 2468250

#### **Walk-in-interview**

Shri Amarnathji Shrine Board, a statutory autonomous organization, invites eligible and interested candidates for "Walk-in-Interview", for the post of Private Secretary to Additional Chief Executive Officer on consolidated salary of Rs. 16,000/-. The interview shall be held at 11.00 a.m. on 23.11.2016 at Chaitanya Ashram, Talab Tillo, Jammu.

The candidate should possess the following qualifications:

"Graduate with proficiency in short hand (minimum speed 80 words minute) and Computers- Word, Excel, Power Point, and internet ; experience of a minimum of 10 years as Senior Stenographer or equivalent."

The appointment shall be on initially for a period of one year, which may subsequently be extended from time to time, subject to satisfactory work and conduct of the employee. The interested applicant can submit Application Form in person or by post to the office of Additional Chief Executive Officer, Shri Amaranth Shrine Board, Chaitanya Ashram, Talab Tillo, Jammu-180002, by or before 5.00 PM on 16<sup>th</sup> November 2016 along with following documents:

- a) Application with complete Bio-Data including email/Mobile Number.
- b) Qualification Certificates/ Degrees (photocopies duly self attested).
- c) Experience certificate (photocopies duly self attested).
- d) Date of Birth Certificate (photocopy duly self attested).
- e) One passport size photograph pasted on the application form (duly self attested).
- f) Photocopy of PRC (duly self attested).
- g) Address proof (photocopy duly self attested).

#### **Note:**

- No TA /DA shall be admissible. Only those candidates who possess prescribed qualification for the aforementioned post shall be interviewed. Those persons, who have superannuated from Central / State Government and had not yet attained the age of 63 years may also apply.

Adv.No: SASB /2016/18

Dated: 26 .10.2016

**Additional Chief Executive Officer**