



Sher-e-Kashmir University of Agricultural Sciences and Technology of Jammu

ADVERTISEMENT

Walk-in Interview for the post of Project Assistant at SKUAST- Jammu

Walk-in interview for the temporary position of **Project Assistant @ Rs. 15000/- per month (consolidated)** under externally funded project is scheduled to be held on 25th August 2025 in the Division of Agricultural Economics & Agri-Business Management, SKUAST-Jammu, Main Campus Chatha at 10:30 AM.

Any graduate with accounts &/or computer knowledge can appear in the interview. The application in the prescribed format must be submitted through email at jkcip@skuastj.org. The detailed advertisement alongwith the application form can be downloaded on www.skuast.org.

Essential Qualifications

- Bachelor's degree in any discipline.
- Basic knowledge of accounts and/or computers.

Desirable Qualifications

- Experience in procurement processes, bill preparation, and record maintenance.
- Degree/diploma in Commerce, Economics, Agricultural Economics, Agri-Business Management, or related field.
- Familiarity with government/university procurement rules and documentation.
- Local and Experienced candidate will be given preference.

Key Job Responsibilities

- Assist in procurement of goods and services as per project guidelines.
- Prepare bills, vouchers, and related financial documents.
- Maintain accurate and up-to-date records of procurement and expenditures.
- Support in maintaining inventory registers and file management.
- Liaise with suppliers, vendors, and administrative staff for timely processing.
- Perform other project-related duties as assigned by the Principal Investigator.

Sd/-
Nodal Officer

No.: AUJ/AEABM/25-26/F-92(1)/233

Dated: 14/08/2025

Cc: -

- Nodal Officer Data Centre, SKUAST-Jammu with the request to kindly upload the advertisement on university website.
- SVC for kind information of the Hon'ble Vice Chancellor
- Notice Board.



SKUAST
Jammu

Directorate of Extension, Chatha, Jammu, J & K 180 009

