SKUAST-KASHMIR INNOVATION, INCUBATION & ENTREPRENEURSHIP CENTRE
BIRAC-SUPPORTED E-YUVA CENTRE
Discovery Building, Ground Floor, Main Campus Shalimar Srinagar-190025
Phone: 91-7006831280 **Email: skiiecentre@skuastkashmir.ac.in**

No: SKIIEC/EYUVA/2026-27/32 **Dated:** 04-11-2026

WALK IN INTERVIEW

Walk in interview for the position of **Office Assistant** (Contractual), for Biotechnology Industry Research Assistance Council, Government of India **(BIRAC)** supported **E-YUVA Center** at **Sher e Kashmir University of Agricultural Sciences and Technology of Kashmir** (SKUAST-K) under the supervision of **Chief Executive Officer/Head/PI-E-YUVA, SKUAST K Innovation, Incubation & Entrepreneurship Centre** (SKIIE) is scheduled on **12.11.2026 (Thursday).** The contract will be for duration of 1 year (FY 2026-27) extendable up to 3 years **(performance based)** or co-terminus with project whichever is earlier.

Interested and eligible candidates may participate in the **walk in interview** along with CV and original as well as self-attested photocopies of all the educational qualifications/certificates/transcripts and experience certificate etc., at the **SKUAST-K E-YUVA Centre**, **Directorate of Innovation & Entrepreneurship**, **Discovery Building, Ground Floor, SKUAST Kashmir, Shalimar**.

S.No.	Name of Position	No. of Positions	Salary/Month (Rs) (@ 5% increase/year)
1	**Office Assistant** (E-YUVA Centre)	01	15000.00

Nature of Job	Contractual
Qualification Required	
Essential	Bachelor's degree in Science/ Agriculture and allied/ Commerce/ Management/ IT/ Fine arts with minimum of 60% marks & proficiency in English and Computer applications.
Desirable	i) Good communication skills. ii) Experience in working in office of reputed organizations. iii) Drafting skill and knowledge of office documentation. iv) Content designing using a design software like corel, canva etc.
Age Limit	The candidate must not exceed 40 years on the last date of Application.
Job Description	• The incumbent would report to the Project Coordinator/ Principal Project Investigator and be involved in providing office support to the center. • Keeping records, maintaining documents, taking care of the laboratory instruments and support the center for conducting seminars/ workshops etc. • Other tasks assigned by Project Coordinator/ Chief Coordinator/ Principal Project Investigator on time to time basis.

Note: No TA/DA will be provided for attending the walk in interview.

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Chief Executive Officer/PI E-YUVA
SKIIE Centre, SKUAST-K
Shalimar Srinagar