



SHRI MATA VAISHNO DEVI UNIVERSITY
Kakryal, Katra – 182320 (J&K)
(Ranked among top 100 Engineering Institutions and among top 150
Universities in the NIRF 2018 ranking of MHRD, Gol.)

RECRUITMENT

Shri Mata Vaishno Devi University (SMVDU) invites applications from well qualified and experienced candidates for the post of **Deputy Registrar** via **ONLINE** mode.

Deputy Registrar: (PB of Rs. 15600-39100 with GP of Rs. 7600/-, revised to Level 12 as per 7th CPC)

1. Master's Degree with a minimum of 55% marks or an equivalent in grade in a point scale wherever grading system is followed.
2. A Degree or Diploma in Management Systems/ Computer Applications of at least 06 months duration.
3. 09 years of experience as Assistant professor in the Academic Level 10 and above with experience in educational administration, or comparable experience in research establishment and/ or other institutions of higher education, or 5 years of administrative experience as Assistant Registrar [GP- Rs.5400/-] or in an equivalent post.
4. Desirable: Those who have worked in the Universities, Academic Institutions, IIT's, IIM's, etc. would be preferred.

For details visit our website: www.smvdu.ac.in.

Application Fee of ₹.500/- has to be paid via online mode only. The last date for receipt of online applications is 29th March 2019

No. SMVDU/Adm./Estt./19/NT-Rect./02 of 2019/1723

Dated:08-03-2019

Sd/-
Registrar

GENERAL CONDITIONS:

1. The medium of instruction in the University is English.
2. It is made clear to all applicants that the University's "Applications Short-listing Committee" will decide the short-listing criteria which may be much higher than the Minimum Eligibility Criteria laid down by the regulatory bodies.
3. The University reserves its right to place reasonable limit on the total number of candidates to be called for interview. Fulfilment of essential qualifications per se does not entitle a candidate to be called for interview.
4. The eligibility of the applicants shall be considered as on their date of application.
6. University reserve the right to withdraw any advertised post at any time without assigning any reason thereof. The right is also reserved with the University either to fill or not to fill the post and its decision in this regard shall be final.
7. Any change of address (permanent/correspondence) given in the application form should at once be communicated to the University.
8. The applicants serving in Government / Semi Government organization /Public Sector Undertaking / Autonomous organizations / Universities / Educational / Research Institutions must send their applications "Through Proper Channel". The applications received without the recommendations of the employer will not be considered.
9. In case of in-service candidates from private sector, acceptance of resignation and relieving letter from the employer at the time of joining must be submitted.
10. **Applications have to be filled online and an application fee of ₹.500/- has to be paid [via online mode].**
11. Candidates shall have to produce original documents along with a self-attested photocopy of all credentials, for verification purposes, at the time of appearing in interview.
12. Before applying for a post, candidates are advised to satisfy themselves about their eligibility.
13. Canvassing in any form may lead to cancellation of candidature.
14. The University shall verify the antecedents / documents submitted by the candidates at the time of appointment or any time during the tenure of the service. In case, it is detected that the documents submitted are fake or the candidate has a clandestine/background and has suppressed the said information, his / her services shall be terminated forthwith.
15. The University may draw reserve panel (s) against possible vacancies in future.
16. Incomplete applications / applications received without application fee and those received after due date, if prescribed, or those received without relevant supporting enclosures (self-attested copies of degrees/certificates/mark-sheets/experience certificates etc.) shall be liable to be summarily rejected without notice. However, University reserves the right to consider the applications received after such last date. In case the last date fixed for receiving the applications is declared a holiday, next working day shall be deemed to be the last date for receiving the forms.
17. Candidates in their own interest are advised to remain in touch with the university website www.smvdu.ac.in. They should also check their e-mail account for updates.
18. SMVDU reserves the right to reject any application without assigning any reason thereof. No interim queries in this regard shall be entertained at any stage.

19. In case of any disputes /suits or legal proceedings against the University, the jurisdiction shall be confined to the court of Jammu and Reasi Districts only.
20. The University shall not be responsible for any postal delays.
21. No TA/DA shall be provided.
22. **All Online Applications duly filled**, should be uploaded latest **by 29th March 2019.**
23. **No application in Hard Copy shall be entertained.**