



SHRI MATA VAISHNO DEVI UNIVERSITY
Kakryal, Katra – 182 320 (J&K)

RECRUITMENT

1. Security Officer: (Pay Band of Rs. 9300-34800 with GP of Rs. 5400/-)

- A Post-graduate Degree with a minimum 2nd class or equivalent in grade point average with adequate expertise in Computer Application.
- A Degree or Diploma [of at-least 06 months duration] in Management Systems/ Computer Applications
- Minimum 05 years of experience at the level of Assistant Security Officer in PB 2, with Grade Pay of Rs.4280/- or in an equivalent post in a large Educational or other Government Organization or recognized Corporate house.
- Ex-Serviceman of the rank of Captain / Ex-Police Personnel of the rank of Deputy Superintendent of Police may also apply.

2. Senior Technical Assistant (Mechanical Engg.) : (Pay Band of Rs. 9300- 34800 with GP Rs. 4280/-)

- A Master's Degree in Mechanical Engineering with a minimum 2nd class or equivalent in grade point average.
- A Degree or Diploma [of at-least 06 months duration] in Management Systems/Computers Applications.
- Experience of min. 05 years in the relevant field at the level of Technical Assistant in a reputed Institution / University.

Desirable : Those who have exposure (programming & operation) of working on high-end machining processes like CNC/FMS would be preferred.

3. Asstt. Training & Placement Officer: (Pay Band of Rs. 9300-34800 with GP of Rs. 4280/-)

- A Masters Degree with a minimum 2nd class or equivalent in grade point average.
- A Degree or Diploma or Certificate in Management Systems/Computer Applications.
- Experience of 02-03 years in the relevant field.

Desirable : Those who have worked in the Universities, Academic Institutions, IIT's, IIM's, etc. would be preferred.

4. Stores Officer: (Pay Band of Rs. 9300-34800 with GP of Rs. 4280/-)

- A Masters Degree with a minimum 2nd class or equivalent in grade point average.
- A Degree or Diploma or Certificate in Management Systems/Computer Applications.
- Experience of 02-03 years in the relevant field.

Desirable : Those who have worked in the Central / Engineering Stores of Universities, Academic Institutions, IIT's, IIM's, etc. would be preferred.

5. Technical Assistant (Electronics & Communication Engg) : (Pay Band of Rs. 9300-34800 with GP Rs. 4220/-)

- A Master's degree in the relevant field with a minimum 2nd class or equivalent in grade point average.
- A Degree or Diploma or certificate in Management Systems/Computers Applications.
- Experience of 02-03 years in the relevant field.

Desirable : Those who have worked in the Universities, Academic Institutions, IIT's, IIM's, etc. would be preferred.

6. Laboratory Assistant (Electronics & Communication Engineering) (Pay Band of Rs. 5200-20200 with GP Rs. 2800/-)

- At least 2nd Class B.E/B.Tech. degree in the relevant field or equivalent in grade point average.
- A Degree or Diploma in Management Systems/Computer Applications.
- Experience of 01-03 years in the relevant field.

Desirable : Master's degree shall be preferred.

7. Laboratory Assistant (Mechanical Engineering) (Pay Band of Rs. 5200-20200 with GP Rs. 2800/-)

- At least 2nd Class B.E/B.Tech. degree in the relevant field or equivalent in grade point average.
- A Degree or Diploma [of at-least 06 months duration] in Management Systems/ Computer Applications.
- Experience of min. 03 years in the relevant branch of Engineering.

Desirable : Master's degree shall be preferred.

8. Laboratory Assistant (Energy Management) (Pay Band of Rs. 5200-20200 with GP Rs. 2800/-)

- At least 2nd Class B.E/B.Tech. degree in relevant field or equivalent in grade point average.
- A Degree or Diploma [of at-least 06 months duration] in Management Systems/ Computer Applications.
- Experience of min. 03 years in the relevant branch of Engineering.

d) Desirable : Master's degree shall be preferred.

9. Laboratory Assistant (Computer Science & Engineering) (Pay Band of Rs. 5200-20200 with GP Rs. 2800/-)

- At least 2nd Class B.E/B.Tech. degree in the relevant field or equivalent in grade point average or Master's Degree in Computer Applications.

b) Experience of min. 03 years in the relevant branch of Engineering.

Desirable : Master's degree and/or those having CCNA Certification & experienced Network Handling will be preferred.

10. Physical Instructor/Sports Coach (Female): (Pay Band of Rs. 5200-20200 with GP of Rs. 2800/-)

- Bachelor's Degree in Physical Education or Bachelor's Degree in Sports Science with minimum 2nd class or its equivalent in a grade point average.
- A Degree or Diploma [of at-least 06 months' duration] in Management Systems / Computer Applications.
- Work experience of min. 3 years in a similar capacity in a reputed Educational Institutions/University. Alternatively those candidates who have represented/ excelled in any of the outdoor games at National/International level could also apply.

Desirable : Master's Degree shall be preferred.

11. Workshop Attendant (Pay Band of Rs. 4440-7440 with GP of Rs. 1300/-)

- At least matriculate examination passed from a recognised Board.
- Ability to read and write English.
- Experience of 05 years of working in a Central/State Government department / University/ statutory autonomous institutions, especially in Carpentry works & machine jobs/ working on CNC machines in Workshops.

12. Helper [Carpenter/ Mali] (Pay Band of Rs. 4440-7440 with GP of Rs. 1300/-)

- At least matriculate examination passed from a recognised Board
- Minimum 05 years of working experience in the relevant field from recognised Institute / Business entity.
- Ability to read and write English.

13. Junior Assistant (Consolidated @ Rs. 10,000/- per month)

- At least 2nd Class Bachelor's Degree or equivalent grade point average.
- Proficiency in Computer Applications preferably evidenced with relevant Diploma/Certificate of 6 months duration.
- Knowledge of type writing preferably having a speed of not less than 35 WPM on Computer Key Board.
- Experience of at least 01 year in the relevant field, in a reputed organization.

Desirable : Bachelor's or Master's Degree in Computer Applications. Those having Hindi typing skills shall be preferred.

Note: For S.No. 3, 5, and 6, Candidates who have applied earlier vide advertisements No. SMVDU/Adm/Estt./14/160 dated 07-05-2014 & SMVDU/Adm/Estt./14/3 of 2014/936 dated 25-06-2014 need not to apply again. However, updates if any, relating to enhanced qualification & experience, may be furnished.

How to apply: Candidates need to apply online (except for positions at Sr.11 and 12) on the prescribed format available at the University Website www.smvdu.ac.in. The application fee of Rs.500/- shall also be paid online (except for Sr.11 & 12, who shall have to deposit a DD for Rs.500/- drawn in favour of **The Registrar, Shri Mata Vaishno Devi University, Kakryal**). All applicants must take a print out of the online/off-line application form, as applicable, dully filled and self-attested, and send the same along with enclosures at the following address :- **The Registrar, Shri Mata Vaishno Devi University, Kakryal – 182 320, Katra (J&K) by Speed post only. Last date for submission of application form complete in all respects is 19th October 2016.**

No. SMVDU/Adm./Estt./16/NT Rect./2243

Dated:29th August 2016

Sd/-
Registrar

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GENERAL CONDITIONS:

1. It will be open to the University to consider, on its own, names of suitable candidates who might have not applied. Candidates shall not claim it as a right.
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. However, the University shall display the short-listing criteria on the website whenever the applications' processing is completed.
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.
5. The Selection Committee reserves the right to relax criteria of eligibility in qualification and experience in case of highly deserving candidates or in exceptional cases.
6. University reserve the right to withdraw any advertised post at any time without assigning any reason. 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. The University may also increase or decrease number of advertised posts without prior notice.
7. Higher initial pay may be given to exceptionally qualified and deserving candidates.
8. The shortlisted candidates shall have to **appear in an Entrance Test and/or Skill Test**. Those who qualify the Entrance Exam shall have to appear before the Selection committee for a **Personal interview**.
9. The application duly filled in the prescribed Application Form along with all enclosures, duly self-attested, should be sent at the address given below:
Registrar, Shri Mata Vaishno Devi University, Kakryal-182 320, Katra (J&K)
10. Separate application should be submitted for each post applied for.
11. Any change of address (permanent/correspondence) given in the application form should at once be communicated to the University.
12. Persons serving in central/state governments, autonomous bodies (central/state) may be taken on deputation/contract for 02 or more years **or** upto the age of superannuation, whichever is earlier.
13. 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. However, an advance copy of application may be sent followed by the original through proper channel.
14. 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.
15. Candidates shall have to produce original documents for verification purposes at the time of appearing in interview.
16. Canvassing in any form may lead to cancellation of candidature.
17. 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.
18. The university may draw reserve panel (s) against possible vacancies in future.
19. Incomplete applications or those received without relevant supporting enclosures (self attested copies of degrees/certificates/mark-sheets/experience certificates etc.) / applications received without application

fee and those received after due date, if prescribed, 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.

20. Candidates in their own interest are advised to remain in touch with the university website www.smvdu.net They should also check their e-mail account for updates
21. 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.
22. In case of any disputes /sutes or legal proceedings against the University, the jurisdiction shall be confined to the court of Jammu and Reasi Districts only.
23. The University shall not be responsible for any postal delays.
24. Application Form should be accompanied with application fee in the form of a DD of `500/- drawn in favour of 'Registrar, SMVDU', payable at Katra/Kakryal/Jammu.
25. Application forms (Online / Offline) duly filled, self-attested accompanied with self attested copies of Date of birth, qualification / experience certificates issued by the Competent Authority, requisite fee should be submitted to the office of **The Registrar, Shri Mata Vaishno Devi University, Kakryal – 182 320, Katra (J&K)** to be sent by Speed Post only and not through courier service. The envelope containing the application form should be super-scribed with the **Name of the Post Applied For:-**
..... Application forms complete in all respects should reach the Registrar's office latest **by 19th October 2016 through Speed Post ONLY.**

-Sd/-
Registrar