



**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, GoI.)

**CONTRACTUAL RECRUITMENT**

Shri Mata Vaishno Devi University (SMVDU) requires qualified and experienced candidates purely on temporary & contractual basis for the following positions ;

**1. Junior Assistant (consolidated @ ₹. 10,000/- p.m.)**

- At least 2nd Class Bachelor's Degree or equivalent Grade Point Average.
- Proficiency in Computer Applications preferably evidenced with relevant Diploma/Certificate of 06 months duration.
- Knowledge of type writing preferably having a speed of not less than 35 words per minute.
- Experience of at least 01 year in the relevant field, in a reputed organisation.

*Those having an engineering degree shall be exempted from the requirement of diploma / certificate listed at S.No. (a) above.*

**2. Hostel Caretaker: M/F (consolidated @ ₹.10,000/- per month)**

- At least 2<sup>nd</sup> Class Bachelor's Degree.
- Proficient in Computer Typing.
- Experience of atleast 03 years preferably in an Educational Institute / University of repute.
- Ex-Serviceman of the Rank of Subedar in the Armed Forces may also apply.
- Stay at SMVDU campus is mandatory

**Note: Candidates who have acquired educational qualification through Correspondence / Distance Education mode / Fake Universities as notified by UGC/AICTE shall not be considered.**

**General Conditions**

- Application Form should be accompanied with application fee in the form of a **Demand Draft of ₹.500/-** drawn in favour of '**Registrar, SMVDU**', payable at Katra/Kakryal /Jammu.
- Application Form is available on University's website: [www.smvdu.ac.in](http://www.smvdu.ac.in)
- The last date for receipt of applications complete in all respects is **27<sup>th</sup> July 2018**.

**No. SMVDU/Adm./Estb. /NT- Rect. Adv./4 of 2018/5531 Dated:19<sup>th</sup> July 2018**

**Sd/-  
Registrar**

**General Conditions:**

1. 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.
2. Applications will be received only on prescribed format available on University Website [www.smvdu.ac.in](http://www.smvdu.ac.in).
3. Incomplete applications / applications received without application fee and those received after due date shall be summarily rejected without notice.
4. 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.
5. 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.
6. 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.
7. The eligibility of the applicants shall be considered as on their date of application.
8. 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.
9. 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.
10. The candidate should preferably be not more than 45 years of age.
11. Any change of address (permanent/correspondence) given in the application form should at once be communicated to the University.
12. 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.
13. 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.
14. The age of superannuation and other service conditions for the post shall be as per University/State Govt. norms.
15. If the space provided in the application form is insufficient, information may be given on a separate sheet duly signed by the candidate and the same may be attached with the application form.
16. Candidates are advised to attach a duly signed list of enclosures with the application form.
17. Candidates shall have to produce original documents for verification purposes at the time of appearing in interview.
18. Before applying for a post, candidates are advised to satisfy themselves about their eligibility.
19. Canvassing in any form may lead to cancellation of candidature.
20. 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.

21. In case the no. of applications are large, the University may conduct written test/skill test/practical test for the said post followed by Personal Interview.
22. The University may draw reserve panel (s) against possible vacancies in future.
23. Incomplete applications / 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.
24. Candidates in their own interest are advised to remain in touch with the university website [www.smvdu.ac.in](http://www.smvdu.ac.in) . They should also check their e-mail account for updates.
25. 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.
26. No TA shall be paid to candidates for appearing in the Test/Interview.
27. Application Form should be accompanied with application fee in the form of a Demand Draft of Rs.500/- drawn in favour of 'Registrar, SMVDU', payable at Kakryal /Katra/ Jammu.
28. Application forms duly filled accompanied with self attested copies of Date of birth, qualification /experience certificates issued by the Competent Authority, and requisite fee should be submitted to the office of The Registrar, Shri Mata Vaishno Devi University, Kakryal, Katra-182 320 (J&K) to be sent by Registered / Speed Post only and not through courier service.
29. The applicants must submit self-attested copy of Aadhaar Card as a proof of Identity.
30. The University shall not be responsible for any postal/courier delay.

**The envelope containing the application form should be super-scribed with,  
Name of the Post applied for :  
Advertisement No. & Date :**

**The last date for receiving applications by Registered /Speed Post Only is 27<sup>th</sup> July 2018**

**Sd/-  
Registrar**