



**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, Gov.)**

**Recruitment**

Shri Mata Vaishno Devi University (SMVDU) invites applications for the following position : -

1. **Librarian:** (Pay Band of Rs. 37400-67000 with AGP of Rs. 10000/-, i.e., at academic level 14 with rationalised entry pay of Rs.1,44,200/-)
2. **Assistant Registrar:** (Pay Band of Rs. 15600-39100 with GP of Rs. 5400/-)

**General Conditions**

- a) The advertisement is for regular positions.
- b) 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.
- c) Detailed Advertisement alongwith the Application Form is available on University's Website : [www.smvdu.ac.in](http://www.smvdu.ac.in)
- d) **Last date for receipt of applications complete in all respects is 24<sup>th</sup> Sept' 2018.**

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

No. SMVDU/Adm./Estt./NT-Rect./6 of 2018/6608

Dated: 28<sup>th</sup> Aug'2018

Sd/-

Registrar

**Shri Mata Vaishno Devi University (SMVDU) invites applications from well qualified and experienced candidates for the position of: -**

**Librarian: Pay Band of Rs. 37400-67000 with AGP of Rs. 10000/- (Regular) i.e., at academic level 14 with rationalised entry pay of Rs.1,44,200/- :**

**Minimum Qualifications and Experience**

1. **Qualification:** Ph.D. in Library Science / information science / documentation/ archives and manuscript-keeping, with Master's Degree in Library Science/Information Science/documentation with at least 55% marks or its equivalent grade "B" in the UGC 7 point Scale and consistently good academic record.
2. **Experience:** At least 13 years' of experience as Deputy Librarian in a University Library or 18 years experience as College Librarian.
3. Evidence of innovative Library service and organization of published work.
4. Experience in Library Science/Information Science/Documentation/Archives and Manuscript keeping, shall be desirable.
5. Consolidated API score requirement of 400 points from categories II & III of APIs (cumulative) as per UGC 2016 Regulations [4th Amendment]

**Assistant Registrar: Pay Band of Rs. 15600-39100 with GP of Rs. 5400/- (Regular)**

**Minimum Qualifications and Experience**

1. **Qualification:** Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7pt scale wherever grading system is followed along with good academic record.
2. **Experience:** Minimum of Five (05) years of experience in the immediately Lower position of Section Officer in the prescribed Scale / Pay Band with applicable Grade Pay.
3. A Degree or Diploma in Management Systems/Computer Applications.
4. **Desirable:** Those who have worked in the Universities, Academic Institutions, IIT's, IIM's, etc. would be preferred.

**GENERAL CONDITIONS :**

1. Candidates applying for Library positions must enclose a detailed academic profile including the following information: -
  - a) PBAS formats duly filled in the prescribed format as available on the University website along with detailed advertisement. Each Academic Performance Indicator (API) score must be supported by the documentary evidence which should be objectively verifiable, without which no claim on account of API score would be entertained. The format is available on the University Website: [www.smvdu.ac.in](http://www.smvdu.ac.in).
  - b) Date of their admission in Ph.D. Degree course and date of award of Ph.D. Degree. Please mention whether course work has been completed as part of Ph.D. Degree or not.
  - c) Attach two copies of latest Bio-data, along with copies of publications along with application form.
  - d) Details of publications chronologically giving details of: Names of authors, title of the Research Paper, name of the Journal/Books/Conference, Volume No./ proceedings, pages, year of publication, ISSN/ISBN, sole-author/co-authors/joint publication, refereed/non-refereed, indexed/non-indexed and local/National/International status etc. in Journals and Conferences. These details shall be enclosed with documentary evidence to be used to verify the API claim. Such documents shall be required to be produced at the time of interview.
  - e) Attach copies of best Refereed Journal papers (in full) in your opinion (five for Librarian).
  - f) Details of Awards, patents, prizes etc. nature and name of Prize/Award, Name of the patent, year and details about the patent etc.

- g) Details of Research guidance (Ph.D./M.lib.): Research degree name of the scholar, title of thesis, year of award, co-guide, if any, etc.
- h) Details of research/consultancy projects carried out: Title of the project, duration, sponsor, value, co-investigators, if any, etc.
- i) Other activities: Text books and Monographs written with publication details, Continuing Education Programmes / Conferences organized.
- j) A brief write up on their chosen area of research and their future vision for the same
- k) Any other relevant but brief information on your academic standing.

3. Candidates who have been awarded Ph.D. from foreign Universities should enclose “Equivalence Certificates”, issued by the Association of Indian Universities, New Delhi, without which their candidature will not be considered and application will be rejected.
3. The medium of instruction in the University is English.
4. The recruitment to the advertised post shall be carried out in accordance with the guidelines of the relevant regulatory authority.
5. 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.
6. 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.
7. 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.
8. The eligibility of the applicants shall be considered as on their date of application.
9. 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.
10. 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. The University may also increase or decrease number of advertised posts without prior notice.
11. Any change of address (permanent/correspondence) given in the application form should at once be communicated to the University.
12. The applicants are advised to list their proposed, ongoing and completed research projects and write a short paragraph on the teaching philosophy and strategy they plan to pursue.
13. 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.
14. 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.
15. 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.
16. 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.
17. Candidates are advised to attach a duly signed list of enclosures with the application form.
18. Candidates shall have to produce original documents for verification purposes at the time of appearing in interview.
19. Before applying for a post, candidates are advised to satisfy themselves about their eligibility.
20. Canvassing in any form may lead to cancellation of candidature.
21. 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.

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, 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.
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. 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.
26. 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.
27. The University shall not be responsible for any postal delays.
28. Only shortlisted candidates, who have been awarded Ph.D. Degree & are called for interview, will be reimbursed maximum "to and fro" train fare [2nd AC] by the shortest route from their place of work/residence (city), whichever is nearer.
29. Application Form should be accompanied with application fee in the form of a DD of Rs..500/- drawn in favour of 'Registrar, SMVDU', payable at Katra/Kakryal /Jammu. **However, no application Fee is payable for Ph.D. qualified candidates.**
30. Application forms duly filled accompanied with self attested copies of Date of birth, qualification / experience certificates issued by the Competent Authority, requisite fee (if applicable) and PBAS format, if required, 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. The envelope containing the application form should be super-scribed with  
Name of the Post Applied For:  
Advertisement No. & date:
31. Those who have applied earlier against the advertisement issued vide Nos. SMVDU/Adm./Estb./T&NT Rect. Adv./1 of 2017/1198, dated: 2/03/17, SMVDU/Adm./Estt./NT Rect. Adv./7 of 2017/3520 dated 13-07-2017 and SMVDU/Adm./Estt./NT-Rect. /3 of 2018/4207, dtd: 16/06/2018, need to apply afresh.

**The last date for receiving applications by Registered /Speed Post Only is 24<sup>th</sup> Sept'2018.**

**Sd/-  
Registrar**