



SHRI MATA VAISHNO DEVI UNIVERSITY
Kakryal, Katra – 182 320, (J&K)
(A State University recognised by UGC u/s 2(f) & 12(B))
(Ranked 79th in Engineering Institutions; 24th in Architecture; among top 100 Business Schools and among top 150 Universities in the NIRF 2021 ranking of MHRD, GoI.)

Applications are invited from eligible applicants for following positions

Sl.No	Name of the Post	Pay Matrix 7 th C.P.C. (Level-)	Mode of recruitment	Number of vacancies
1.	Hostel Caretaker	Rs. 29200-92300/- Level-5	Direct	03 (01 Female and 02 male)
2.	Helper/ Cook	Rs. 14800-47100/- Level-SL-1	Direct	01

The Details of essential qualifications, experience, selection criteria, etc. in respect of above posts may be seen as under:

Hostel Caretaker, Level 5 (29200-92300) (No of Post : 02 Male and 01 Female)

Eligibility Criteria:

1. At least 2nd Class Bachelor's Degree or equivalent Grade Point Average;
2. Degree or Diploma in Computer Applications/Management Systems
3. Experience of at least 03 years in managerial/supervisory role;
4. Ex-Serviceman honorably discharged from Armed Forces / CAPF may also apply.
5. Stay at SMVDU campus is mandatory for which rent free accommodation shall be provided.

Helper / Cook, Level SL1 (14800-47100) (No of Post 01)

Eligibility Criteria:

1. The candidate should be matric passed from a recognized board in India.
2. Ability to read and write English and one more Indian Language.

Selection criteria: Shortlisted/ provisionally shortlisted candidates shall be called for appearing in the MCQ test/ Practical test followed by interview. The candidates who will score 50% or more marks in the MCQ test/ Practical test, shall be called for interview.

A) For Hostel Caretaker:

i.	MCQ Test	-	80 Marks
ii.	Total marks for Personal interview	-	20 Marks
	Total	-	<u>100 Marks</u>

b) For Cook / Helper:

i.	Practical Test	-	80 Marks
ii.	Total marks for Personal interview	-	20 Marks
	Total	-	<u>100 Marks</u>

GENERAL CONDITIONS:

1. The shortlisting/ selection shall be done strictly in accordance with the Orders dated: 03-11-2017 of the Hon'ble Supreme Court of India, in the case of Orissa Lift Irrigation Corp. Ltd. Vs Rabi Sankar Patro & Ors. And the subsequent Public Notices issued vide no. F.No. 4-4/2017 (DEB-I) dated; 22-11-2017, by the UGC, and Public notice vide no. Advt. no. P&AP/11(03) 2017, dated 02-12-2017 issued by AICTE in this regard.
2. The medium of instruction in the University is English.
3. The recruitment to the advertised posts shall be carried out in accordance with the guidelines of the relevant regulatory authority.
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 eligibility of the applicants shall be considered as on their date of advertisement.
7. 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.
8. 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.
9. 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.
10. Higher initial pay may be given to exceptionally qualified and deserving candidates.
11. Separate application should be submitted for each post applied for.
12. Any change of address (permanent/correspondence) given in the application form should at once be communicated to the University.
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.
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. 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 along with self-attested photocopies of all credentials, 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 reserves the right to increase or decrease the posts depending on the number of vacancies which are likely to accrue.
21. The Screening Committee shall devise its own criteria to scrutinize the applications to restrict

the number of candidates to be called for interview.

22. 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.

23. The University may draw reserve panel (s) against possible vacancies in future.

24. 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.

25. 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.

26. 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.

27. 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.

28. The University shall not be responsible for any postal delays.

29. No TA/DA shall be provided for attending the interview, for any Non-Teaching Positions.

30. The application shall be along with demand draft or proof of remittance to University Account No. :- 0477040100000023 (IFSC Code:- JAKA0SMVDUN) amounting Rs. 500/- on account of requisite fee for considering the application.

31. Fees once paid is not refundable under any circumstances.

32. Applications form duly filled in all respects, accompanied with self attested copies of Date of birth, qualification/ experience certificates issued by the Competent Authority, should be reached, to the office of **The Registrar, Shri Mata Vaishno Devi University, Kakryal, Katra – 182320, Reasi, UT of J&K**, 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 :

Application forms complete in all respects should reach the Registrar's Officer, SMVDU by _____ **through Registered / Speed Post ONLY.**