



SHRI MATA VAISHNO DEVI UNIVERSITY

Kakryal – 182 320, Katra (J&K)

Tel : 01991-285634,285524 Extn. 2102, 2104

RECRUITMENT

Shri Mata Vaishno Devi University invites applications from qualified and experienced candidates for the position of **LIBRARY ASSISTANT** in the **Pay Band of ₹.5200-20200 with Grade Pay of ₹.2800/-** at Central Library, SMVDU Campus.

Minimum Eligibility Criteria:

1. Bachelor's Degree with 2nd Class or equivalent in grade point average,
2. Diploma in Computer Applications / Management Systems of six months duration,
3. Minimum of 01 year experience of working in a University / College Library.
4. **Desirable:** Other things being equal, those who possess Master's Degree shall be preferred. Handling of MS Office and tools is desirable.

General Conditions

- i. The Application Form must be accompanied with an application fee of ₹.500/- in the form of DD drawn in the name of "Registrar, SMVDU", payable at Katra / Jammu.
- ii. No TA/DA shall be paid for appearing in the Written Test / Interview.
- iii. Detailed Advertisement along with Application Form is available on the University's website: www.smvdu.ac.in
- iv. **The last date for receipt of applications complete in all respects is 15th May 2017.**

No. SMVDU/Adm/Estt./NT Rect.Adv./3 of 2017/1661 Dtd :17/3/17 Sd/- Registrar

GENERAL CONDITIONS:

1. The recruitment to the advertised posts shall be carried out in accordance with the University Statutes.
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.
3. The medium of instruction in the University is English.
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. 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.
6. The eligibility of the applicants shall be considered as on their date of application.
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. Higher initial pay may be given to exceptionally qualified and deserving candidates.
10. Any change of address (permanent/correspondence) given in the application form should at once be communicated to the University.
11. 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.
12. 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.
13. 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.
14. Candidates are advised to attach a duly signed list of enclosures with the application form.
15. Candidates shall have to produce original documents for verification purposes at the time of appearing in interview.
16. Before applying for a post, candidates are advised to satisfy themselves about their eligibility.
17. Canvassing in any form may lead to cancellation of candidature.
18. 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.
19. The University may draw reserve panel (s) against possible vacancies in future.
20. **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.**
21. 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.
22. 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
23. 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.
24. Incomplete applications or those received without relevant supporting enclosures (self-attested copies of degrees/certificates/mark-sheets/experience certificates etc.) will be liable to be out rightly rejected.

25. In case of any disputes /suites or legal proceedings against the University, the jurisdiction shall be confined to the courts of Jammu and Reasi Districts only.
26. The University shall not be responsible for any postal delays.
27. No TA/DA shall be paid to the shortlisted candidates for appearing in Written Test and/or Interview.
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 – 182 320, Katra (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:

Application forms complete in all respects should reach the Registrar's office latest **by 15th May 2017 through Registered / Speed Post ONLY.**

-Sd/-
Registrar