



SHRI MATA VAISHNO DEVI UNIVERSITY

Kakryal, Katra – 182320 (J&K)

(A State University recognised by UGC u/s 2(f) & 12(B) and Rank-Band: 101-150 among Engineering Institutions; 26th in Architecture and Rank-Bans: 150-200 Universities in the NIRF 2023 ranking of MoE, Gol.)

Recruitment for Staff under RP-127

Applications are invited for the position of **Assistant Manager, Office Assistant** and **Office Helper** under the project titled, "Establishment of Transdisciplinary Research and Innovation Hub for Jammu Division Colleges (HEDSS2021100629)" purely on temporary/ contractual basis for an initial period of One Year or Co-terminus with the tenure of the project (whichever is earlier).

S No.	Post	Number of Posts	Age Limit	Emoluments p.m. in rupees	Essential Qualification
1.	Assistant Manager	01	Maximum 35 years as on the last date of application	40,000/- p.m. (Consolidated)	<p>a. B. Tech. with MBA/ M.Tech. or M.Sc. (Sciences) in any stream with first division.</p> <p>b. Minimum two years experience in any Gol funded Scientific Project/ Administrative Position in a Business Incubator/ Innovation Hub.</p> <p>c. Excellent Oral & communication skills.</p> <p>Desirable: Candidate with working experience in different innovative activities, organising events, designing projects shall be preferred.</p>
2.	Office Assistant	01	Maximum 32 years as on the last date of application	25,000/- p.m. (Consolidated)	<p>a. At least 2nd Class Bachelors Degree or equivalent grade point average.</p> <p>b. Diploma in Computer Applications/Management Systems.</p> <p>c. Work Experience of at least 01 year with proficiency in GeM handling.</p> <p>d. Proficiency in Word, Excel, PPT.</p> <p>Desirable: Other qualifications being equal, candidates who possess a Master's degree shall be preferred.</p>
3.	Office Helper	01	Maximum 30 years as on the last date of application	12,000/- (Consolidated)	Candidate should be Male and 10 th Class pass

How to apply: Application on plain paper including detailed CV should be emailed to the Coordinator of RP-127, Dr. Sharada M. Potukuchi (sharda.p@smvdu.ac.in), Associate Professor, School of Biotechnology, SMVDU University, Katra, J&K – 182320. Candidates found ineligible will not be interviewed.

Last Date to Apply: 08/12/2023

Date of Interview: 19/12/2023

No. SMVDU/R&D/23/5081

Dated: 01/12/2023

Sd/-
PI of RP-127