



Shri Mata Vaishno Devi University

Kakryal, Katra-182320 (J&K)

(A State University recognized under Section 2 (f) & 12 (B) of UGC Act of 1956)

Malaviya Mission Teacher Training Centre



Advertisement for Contractual Positions under UGC funded Malaviya Mission Teacher Training Centre (MMTTC) at SMVDU

Applications, in the prescribed format, are invited from eligible and dynamic candidates for the following positions for engagement under UGC funded Malaviya Mission Teacher Training Centre (MMTTC) at SMVDU on purely contractual basis for a period of 06 months, further extendable subject to satisfactory performance and requirement of the Centre. The positions are purely temporary and co-terminus with the duration of the Centre.

Sl.	Name and No. of posts	Eligibility Criteria	Consolidated Monthly Remuneration (in Rs.)
1.	Project Assistant (01)	a) At least 2 nd Class Bachelor's Degree or equivalent grade point average. b) Degree or Diploma in Computer Applications/Management Systems. c) Oral and written communication skills. d) Experience of Minimum 01 year in management procedures through application of modern management techniques. Desirable: Other things being equal, those who possess Master's degree shall be preferred.	35,000/-
2.	Computer Assistant (01)	a) At least 2 nd Class Bachelor's Degree or equivalent grade point average. b) Degree or Diploma in Computer Applications/Management Systems. c) Oral and written communication skills, d) Experience of Minimum 01 year in management procedures through application of modern management techniques. e) Candidate must have typing speed of 35 w.p.m. with accuracy of 70% or above. Desirable: Other things being equal, those who possess Master's degree shall be preferred.	30,000/-
3.	Support Staff (01)	a) At least matriculate examination of a recognised board in India. b) Ability to read and write English and one more Indian Language Desirable: (i) Basic computer knowledge (ii) 10+2 pass candidate shall be given preference, if other eligibility criteria is equally met.	22,000/-

Important Instructions

- Applications, in the prescribed format, are to be filled in the Google form <https://forms.gle/z1qPqDgd5XDwpJM7A>
- Self-attested copies of educational, professional and experience certificates etc. along with printout of google form are to be forwarded through registered / speed post to Director, MMTTC, SMVD University, Kakryal, Katra, District Reasi, 182320.
- Last date for filling of Google form and submission of hard copy of applications at SMVDU will be 15 days from the date of publishing of advertisement in the newspaper. In case the last date is a non-working day in SMVDU, the next working day shall be considered as the last date for receiving applications. Applications received after due date will be summarily rejected.
- Shortlisted candidates will be called for written test /skill test / interview through email only.
- Mere fulfilling of eligibility criteria does not guarantee call for written test / interview.
- Positions are purely temporary under the MMTTC and do not create any liability on the University.
- 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.
- The process of engagement may be postponed or cancelled without assigning any reason(s).

No. SMVDU/FDC/2024/300

dated 7th June 2024

Sd/-
Director, MMTTC, SMVDU