



SHRI MATA VAISHNO DEVI UNIVERSITY

Kakryal, Katra – 182320 (J&K)

(Ranked 79th in Engineering Institutions; 24th in Architecture; among top 100 Business Schools and top 150 Universities in the NIRF 2021 ranking of MHRD, GoI.)

Advertisement for recruitment of Office Assistant for ICMR-Center for Advance Research in Reproductive Health (CAR), SMVDU, Katra

Applications are invited on prescribed form attached below (Annexure I) for vacancy of Office Assistant in center sanctioned by **Indian Council of Medical Research (ICMR) on the Project entitled-“To Restraint or Regulate the Reproductive Health Issues of Human from Jammu and Kashmir Region”**(A Multi Institutional Project for the State of Jammu and Kashmir) under the **ICMR Notification No. 5/10/15/CAR-SMVDU/2018-RBMCHand SMVDU vide Notification No.SMVDU/IRDU/18/377.**

Name of post	No. of post	Essential qualification	Desirable qualification	Salary	Period of Engagement
Office Assistant	1	a) At least 2nd Class Bachelor's Degree in any discipline or equivalent in grade point average. b) A certificate in Computer Applications of at least 06 months duration. c) Experience of 01-03 years in the relevant field. d) Desirable: Master's Degree shall be preferred	Candidate should have Bachelor's Degree from any recognized Institution/ University. A candidate should have proficient knowledge of computers (Microsoft office/ excel).A speed test of not less than 45 words per minute through speed test on computer. Experience in accounts and purchasing through GEM and other portals will be preferable.	31,000+(10% annual increment included 2nd year onwards)	1 years (Extendable up to term of project)

Terms and condition:

- The post is to be filled up only on purely temporary basis and will be for the duration of the project with continuation being granted every year based on performance.
- The appointment can be terminated with one-month notice from either side without assigning any reason.
- Since the post is purely temporary, the incumbents selected will have no claim for regular appointments under ICMR or continuation of his/her services in any other project.
- All appointed staff ensure that the data reaches the central coordinating unit regularly with development of data analysis plan, data management and analysis and coordinate the disbursement of budget to the centers.
- Benefits of HRA and Travel etc. are only applicable for scientist 'B' position.
- No TA/DA etc. will be given to attend Interview or joining of the post and candidate should make his/her own arrangement for stay and travel.
- Experience will be counted only after completion of essential educational qualification.
- Mere fulfilling the essential qualification does not guarantee selection for the interview call and/or selection.
- Canvassing in any form will be a disqualification.
- Persons already in regular time scale service under any Government Department /Organization are not eligible to apply.
- The selected candidate will work in the center mentioned above, and on any other work that may be assigned by the Principal Investigator from time to time.
- Application must be submitted in the given format (Annexure I) and application in any other format will be rejected.
Date of Interview will be communicated to the eligible candidates through email/phone only and no enquiry in this regard will be entertained.

Note: The candidates should submit application via email at the email id: icmr.car@smvdu.ac.in. These on-line applications accompanied by duly signed hard copy along with necessary documents be sent via post so as to reach the Principal Investigator before the last date at the following address:

Dr. Rakesh Kumar, Assistant Professor, SoBT and PI, ICMR-CAR-SMVDU, Kakryal – 182320, Katra, J&K. On-line applications alone will not be considered.

Last Date for submitting applications is fifteen days from the date of advertisement published in local newspapers.

Further information on CAR-ICMR-SMVDU and its Mission/Function can be viewed on the SMVDU website (www.smvdu.ac.org)

SMVDU/R&D/21/5359

Dated: 28.09.2021

Sd/-

Dr. Rakesh Kumar

Principal Investigator

ICMR-CAR, SMVDU

Annexure I—Application form for ICMR- Center for Advance Research in Reproductive Health (CAR), SMVDU, Katra

“To Restraint or Regulate the Reproductive Health Issues of Human from Jammu and Kashmir Region”

Post applied for _____

Paste your photograph here

1. Name of the Applicant: _____

2. Father's Name: _____

3. Date of Birth: _____

4. Gender: M/F: _____

5. Educational Qualifications:

S.No.	Academic / Professional Qualification	Name of Institution	Subjects	Board / University	Course Duration / Yr. of Passing out	Division/Grade/%age

6. Experience:

S.No.	Designation	Name of institution	From- to-----	Key responsibilities

7. Training / Short Course attended:

8. Award and / or Outstanding Achievements:

9. Contact Details:

a. Phone Number (Res) _____ (Mob) _____

b. Email –ID _____

Signature of the Applicant