



श्री माता वैष्णो देवी विश्वविद्यालय

Shri Mata Vaishno Devi University  
Kakryal, Katra -182320, J&K

No: SMVDU/Adm./16/24<sup>th</sup> EC/ATR/1576-78

Dated: 22<sup>nd</sup> January 2016

**NOTIFICATION**

**Sub: Change in terms of compensation to Junior Assistants on their initial appointment**

In pursuance of the decision taken in the 24<sup>th</sup> Executive Council Meeting of SMVD University, held on 23<sup>rd</sup> November 2015, minutes of which were issued vide no: SMVDU/A&R/15/24-EC/Min/1545, dated: 31<sup>st</sup> December, 2015, the following changes are approved in the **procedure to be followed for appointment of Junior Assistants:**

1. A candidate applying for the post of Junior Assistant must possess the following qualifications & experience:
  - i. At least 2<sup>nd</sup> Class Bachelor's Degree or equivalent Grade Point Average.
  - ii. Proficiency in Computer Applications preferably evidenced with relevant Diploma/Certificate of 6 months duration.
  - iii. Knowledge of type writing preferably having a speed of not less than 35 words per minute.
  - iv. Experience of at least 01 year in the relevant field, in a reputed organisation.
  - v. Desirable: Additional Post-graduate or Master's Degree.
2. All initial appointments to the post of Junior Assistants shall be made purely contractual on one-year basis with consolidated salary of Rs.10000/- p.m. in the 1<sup>st</sup> year, which shall be enhanced to Rs.12000/- p.m. in the second year, and to Rs.14000/-p.m. in the 3<sup>rd</sup> year, subject to satisfactory performance at the end of each year.
3. Each of the three appointments will be independent and with due break(s) and the term of engagement may be terminated by giving one month's notice on either side or on payment of one month's salary in lieu thereof.
4. The incumbent's performance shall be thoroughly appraised after nine months of the 3<sup>rd</sup> year and subject to this appraisal and pre-decided norms, she/he shall be considered for fresh appointment, after due break, in the Pay band of Junior Assistant, currently Rs. 5200-20200 with GP of Rs. 1900/-, for a further contractual period of five years, which can be renewed further as per the requirements of the University and the merit of the incumbent.

This issues with the approval of the Competent Authority.

*Dian Dhanu*

Registrar

**Copy to:**

1. All Deans/Directors/Section Heads, for information.
2. PS to VC for the information of the Hon'ble Vice Chancellor.
3. I/c Website, for uploading on University Website.
4. Order file.