



श्री माता वैष्णो देवी विश्वविद्यालय  
**Shri Mata Vaishno Devi University**  
Kakryal, Katra-182320, J&K Email: [registrar@smvdu.ac.in](mailto:registrar@smvdu.ac.in)

No: SMVDU/Adm/Estt./21/7357

Dated: 3<sup>rd</sup> March, 2021

**Circular**

**Sub:- Applying for employment outside the University-reg.**

It has been observed that employees of the University are directly applying for outside employment without seeking prior approval of the Competent Authority. This has been viewed very seriously by the Competent Authority. All employees are therefore, enjoined to adhere to the Statutory provisions regarding the same as given in Clause-17 of the Ordinances governing Recruitment Procedures and Conditions of Service of University Employees,(Chapter 38) of the University Statutes and Ordinances, which prescribes as under:-

***"Employees of the University undergoing probation shall not be allowed to apply for employment outside the University during their period of probation. Further, Employees of the University whose Probation is confirmed, may be allowed to apply for outside employment four times during the period of one calendar year after seeking prior approval of the Competent Authority."***

Any violation of the above statutory provision shall be viewed very seriously.

However, if the time is short, in such cases employees may send an advance copy to the prospective employer and simultaneously submit the same to the office of Registrar, through proper channel, for officially endorsing the same to the outside agency.

The above is issued with the approval of the Competent Authority.

  
Registrar  
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Copy to:

1. All Deans/Heads of Schools and Section Heads, for information and circulation among all Faculty and Staff for compliance.
2. PS to VC, for the kind information of Hon'ble Vice-Chancellor.
3. I/c. website, for uploading on the University Website.
4. Concerned File.