



उड़ीसा केन्द्रीय विश्वविद्यालय

(केन्द्रीय विश्वविद्यालय अधिनियम, 2009 के तहत स्थापित)

Central University of Orissa

(Established Under the Central Universities Act, 2009)

Landiguda, Dist.Koraput, Odisha. Pin.: 764 020.

06852-288235/288238, Fax.06852-288225

Advertisement No.01/2016

Ref: CUO/Admn./Rect./NT/84

Dt. 11.01.2016

The Central University of Orissa, Koraput (Ministry of HRD, Govt. Of India) was established under the Central University Act 2009 to cater to the educational needs of the region and the nation. It is the first central university in the State of Odisha and hopes to be a premier institution in the next decade or so. Located at a scenic environment at Koraput and Sunabeda, the University promises to emerge as a hub of quality education at the regional and national level.

The employees of the university are eligible to draw pay and allowances as per Central Govt. rules. They are governed by New Pension Scheme and are entitled for Hill Area Allowance and Medical reimbursement facility for self and dependants, all of which come to an attractive package.

The University is looking for the following dynamic and dedicated professionals willing to join us on deputation / direct recruitment:

Name of the Post	Age	Pay Band (Rs.)	Gr. Pay (Rs.)	No of Posts	Approx. Total Emoluments at Minimum of Pay Band (Rs.)
REGISTRAR	56	PB:4: 37,400-67,000/-	10,000	01	1,37,600/-
CONTROLLER OF EXAMINATIONS	56	PB:4: 37,400-67,000/-	10,000	01	1,37,600/
LIBRARIAN	56	PB:4: 37,400-67,000/-	10,000	01	1,37,600/

HOW TO APPLY:

Application form along with detailed instructions can be downloaded from our website: www.cuo.ac.in. Duly filled in application(s) complete in all respects along with MICR Coded Demand Draft for Rs.500/- (SC / ST / PWD and Internal Candidates of CUO exempted) drawn in favour of the CENTRAL UNIVERSITY OF ORISSA, payable at KORAPUT must reach the Office of the REGISTRAR, CENTAL UNIVERSITY OF ORISSA, LANDIGUDA, KORAPUT, ODISHA-764 020 on or before the due date. **Last date for submission of filled in application is 15.02.2016. The envelope containing the filled in application is to be super-scribed with the post applied for. The University reserves the right to hold the interview at Koraput or at its camp office at Bhubaneswar.**

Sd/-
Registrar

REGISTRAR: No. of Posts: 01 (with tenure of 05 years) on Deputation / Direct Recruitment

Pay Band-4: Rs.37,400-67,000/- Grade Pay : Rs.10,000/-

Essential Qualifications:

1. Master's Degree with at least 55% of the marks or its equivalent grade of "B" in UGC seven point scale in any discipline from a recognized University/Institute.
2. At least 15 years of experience as Assistant Professor in the AGP of Rs. 7,000 and above or with 8 years' of service in the AGP of Rs. 8,000 and above including as Associate Professor along with experience in educational administration.

OR

Comparable experience in research establishment and / or other institutions of higher education.

OR

15 years of administrative experience, of which 8 years should be as Deputy Registrar or an equivalent post, in pay scale of Deputy Registrar with GP of 7,600.

Age Limit: Maximum 56 years as on date of advertisement.

CONTROLLER OF EXAMINATION: No. of Posts: 01 (with tenure of 05 years) on Deputation / Direct Recruitment

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Comparable experience in research establishment and / or other institutions of higher education.

OR

15 years of administrative experience, of which 8 years should be as Deputy Registrar or an equivalent post, in pay scale of Deputy Registrar with GP of 7,600.

Age Limit: Maximum 56 years as on date of advertisement.

LIBRARIAN (01 Post) on Direct Recruitment terms

Pay Band-4; Rs.37,400-67,000/- with Academic Grade Pay Rs.10,000/-.

Essential:

1. Master's degree in Library Science / Information Science/Documentation with at least 55% of marks or its equivalent grade of 'B' in the UGC seven point scale and consistently good academic record.
2. At least 13 years of experience as Deputy Librarian in University library or any other library statutory organization or 18 years experience as a College Librarian
3. Evidence of innovative Library service and organization of published work.

Desirable:

M. Phil. / Ph.D. Degree in Library Science / Information Science / Documentation / Archives and Manuscript Keeping.

Age Limit: Maximum 56 years as on date of advertisement.

General:

1. The Candidates called for interview will be paid Single to & fro II Class Train / Bus fare by shortest route to the place of Interview on production of proof.
2. Mere possession of minimum qualification and experience will not entitle the candidate for being called for interview. The University will have the right to restrict the candidates to be called for interview to a reasonable number.
3. Relaxation of 5% marks (from 55% to 50%) will be considered at the Master's Degree level in case SC/ST/PWD candidates.
4. Application fees once paid shall not be refunded under any circumstances.
5. The University will not be responsible for postal delay in submission / receipt of the application forms from the candidates.
6. Application received after the last date, incomplete in any respect and any fresh paper enclosures after closing date, shall not be considered.
7. Certificate in support of experience should be in proper format i.e. it should be on the organization's letter head, bear the date of issue, specific period of work, name and designation of the issuing authority along with his signature.
8. The University shall verify the antecedents or documents submitted by a candidate at any time at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are not authentic or the candidate has an unacceptable record and has suppressed the information, his services shall be terminated without prior notice.
9. The University reserves the right not to fill up any of the vacancies advertised. Any consequential vacancies arising at the time of interview may also be filled up from the available candidates.
10. In case of any dispute, the decision of the University shall be final.
11. Applicants who are in employment should route their applications through proper channel.
12. Candidates should send self attested copies of certificates and mark-sheets from matriculation onwards in support of their age, qualifications and experience. Originals should not be sent along with the application but are to be produced at the time of interview for verification.
13. Candidates are advised to satisfy themselves about the minimum essential qualifications laid down in the advertisement.

14. No correspondence will be entertained from candidates regarding postal delays, conduct and result of interview and reasons for not being called for interview.
15. Canvassing in any form shall be a disqualification.
16. SC/ST/PWD and Internal candidates of Central University of Orissa are exempted from payment of application fee.

HOW TO APPLY:

Application form along with detailed instructions can be downloaded from our website: www.cuo.ac.in. The duly filled in applications complete in all respects along with MICR Coded Demand Draft for Rs.500/- (SC / ST / PWD and Internal Candidates of CUO exempted) drawn in favour of the CENTRAL UNIVERSITY OF ORISSA payable at KORAPUT and send it by Speed Post/ Registered Post at the following address:

The Registrar, Central University of Orissa,
Landiguda, Koraput, Odisha – 764 020
Email:info@cuo.ac.in

Sd/-.
Registrar



Central University of Orissa

(Established under the Central Universities Act, 2009)

APPLICATION FORM FOR NON-TEACHING POSITIONS

Post applied for: _____	Advertisement No.
Category (UR/SC/ST/OBC/PWD): _____	

**Affix
Passport
Size
Photograph**

Particulars of Remittance:

Amount Rs. _____ (Rupees _____) only

Demand Draft No.& Date _____ Branch Code No. _____

Name & Address of the Bank: _____

1. Name of the applicant (In Block Letters) : _____

2. Father's / Husband's Name : _____

3. Date of Birth & Age
(as on the date of advertisement) : _____

4. (a) Present Address for correspondence : (b) Permanent Address :

Tel. Phone & Fax No. _____ Tel. Phone & Fax No. _____

e-mail ID. _____

5. (a) Nationality: _____ (b) State: _____

(c) District: _____ (d) Place of Birth: _____

(e) Sex: Male/Female/Transgender _____

(f) Marital Status: _____

6. ACADEMIC QUALIFICATION

(Please attach attested copies of Testimonials)

Sl. No	Examination passed	Division with %of marks	Subject	Year of passing	Board/ University	Distinctions if any

7. PROFESSIONAL / RESEARCH EMPLOYMENT

(Provide particulars in reverse chronological order starting with the present post):

Name of the Employer	Name of Institute / University (Whether Government / Quasi Government / Autonomous / Private)	Post held	Scale of Pay	Basic Pay	Period		Nature of duties / work
					From	To	

8. Have you ever been suspended / dismissed from service? : Yes/No

9. Name and address of two references:

(i) _____

(ii) _____

10. Any other relevant information, if not given above:

11. Details of enclosures sent with the applications:

12. DECLARATION TO BE SIGNED BY THE CANDIDATE / APPLICANT:

Certified that the information furnished above is true and correct to the best of my knowledge and belief. I am not aware of any circumstances which may impair my fitness of employment in Central University of Orissa, Koraput.

Place:

Date:

Signature of the applicant

13. ENDORSEMENT BY THE EMPLOYER

(The endorsement below is to be signed and forwarded by the Head of the Department / Employer of the Organization / Institution in case the candidate is employed on permanent / contract or temporary basis)

- a. Dr./Mr./Mrs/Ms. _____, applicant for the post of _____ in the Central University of Orissa, Koraput has been working in this organization namely _____ in the post of _____ in a temporary / contract / permanent capacity w.e.f _____ in the Scale of Pay of Rs. _____ PB: _____. He / She is drawing a basic pay of Rs. _____.

Further, it is certified that no disciplinary / vigilance case is pending or contemplated against the said applicant. His / Her application is hereby forwarded to Central University of Orissa, Koraput for consideration for the post of _____.

There is no objection for his/her application being considered by the Central University of Orissa, Koraput. In the event of his/her selection for the post applied for, he/she will be relieved from the services of the Organization / Institute.

- b. The attested copies of APAR of the employee for the last five years are attached and the Office / Institution has no objection in his appointment on Deputation basis for a tenure of 5 years. In the event of his/her selection he will be relieved from the services of the Organization / Institute.

(Signature of the forwarding officer)

Place:

Date:

Name :

Designation :

Office Seal :