



**Central University of Orissa, Koraput**  
**(Established under the Central Universities Act-2009)**  
**Landiguda, Koraput-764 020.**

Central University of Orissa, Koraput invites applications for the following Non-Teaching positions in prescribed form from Indian Nationals.

**Advertisement No.: 01/2013 Date: 01.01.2013**

The Qualifications and Scale of Pay for the Non-Teaching Positions are as follows:

Post Code	Name of the Post	Age	Pay Band Rs.	Grad Pay Rs.	No of Posts/ Reservations
201201	Internal Audit Officer (on deputation for a Period of 3 years)	50 Yr	15600-39100	7600	01 UR
201202	Executive Engineer	55 Yr	15600-39100	6600	01 UR
201203	Deputy Librarian	50 Yr	15600-39100	7600	01 UR
201204	Assistant Registrar	45 Yr	15600-39100	5400	01 UR
201205	System Analyst	45 Yr	15600-39100	5400	01 UR
201206	Private Secretary	40 Yr	9300-34800	4600	02 UR
201207	Assistant	40 Yr	9300-34800	4200	02 UR 01 OBC
201208	Personal Assistant	40 Yr	9300-34800	4200	01 UR
201209	UDC	35 Yr	5200-20200	2400	01 UR 01 OBC
201210	Laboratory Assistant	35 Yr	5200-20200	2000	01 UR
201211	LDC	35 Yr	5200-20200	1900	01 UR 01 OBC
201212	Caretaker(Male)	35 Yr	5200-20200	1900	02 UR
201213	Library Attendant	35 Yr	5200-20200	1800	01 UR

Sl. No.	Post / Scale of Pay/Gr.Pay	Qualification
1	<p><b>INTERNAL AUDIT OFFICER</b></p> <p>Pay Scale Rs.15600-39100, Grade Pay Rs.7600/-</p> <p>On Deputation for a period of 3 years.</p>	<p>a. All India organised Audit and Accounts Services Officers holding analogous posts with at least 3 years experience in similar capacity.</p> <p style="text-align: center;">OR</p> <p>b. Officers with at least 9 years service in the cadre of Assistant Registrar/Accounts Officer with experience in Audit, Accounts and Works Departments of various organisations/Central Universities etc.</p>
2	<p><b>EXECUTIVE ENGINEER</b></p> <p>Pay Scale Rs.15600-39100 Grade Pay of Rs.6600/-</p>	<p>a. Bachelors Degree in Civil Engineering with 10 years of experience in design and systems and construction of buildings, roads, sanitary and water supply systems including maintenance of the same.</p> <p>b. Desirable: Post-Graduate Degree in structures.</p>
3	<p><b>DEPUTY LIBRARIAN</b></p> <p>Pay Scale: Rs.15600-39100 Grade Pay Rs.7600/- AGP</p>	<p>a. Master's Degree in Library Science/Information Science/Documentation with at least 55% marks or its equivalent grade of B in the UGC seven-point scale.</p> <p>b. Five years experience as an Assistant University Librarian/College Librarian (OR)</p> <p>c. Evidence of Innovative Library Services, published work and professional commitment. computerization of Library.</p> <p>Desirable: M.Phil./Ph.D. degree in Library Science/Information Science/ Documentation/ Archives and Manuscript Keeping / Computerization of Library.</p>
4	<p><b>ASSISTANT REGISTRAR</b></p> <p>Pay Scale: Rs.15600-39100 Grade Pay Rs.5400/-</p>	<p>a. Good academic record plus Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale.</p> <p>b. Five years of experience as Section Officer / Superintendent in Central /State University offices.</p>

5	<b>SYSTEM ANALYST</b> Pay Scale Rs.15600-39100 Grade Pay Rs.5400/-	Any of the following qualification with at least 55% marks: a. B.E. / B.Tech (Electronic Engineering (OR) b. Computer Science Engineering) with 5 years experience in computing. (OR) c. M.Sc. with PGDCA with 7 years experience in computing (OR) d.M.C.A. with 7 years experience in computing.
5	<b>PRIVATE SECRETARY</b> Pay Scale Rs.9300-34800 Grade Pay Rs.4600/-	a. Graduate in any discipline. Stenography speed 100 wpm. Good knowledge of computers. b. Experience as Personal Assistant, of not less than 5 years in State / Central Universities/ Such other organization
6	<b>ASSISTANT</b> Pay Scale Rs.9300-34800 Grade Pay Rs.4200/-	Bachelor's Degree with at least 55% marks, 3 years experience as UDC / Office Assistant in State / Central Universities. Good working knowledge of computer applications.
7	<b>PERSONAL ASSISTANT</b> Pay Scale Rs.9300-34800 Grade Pay Rs.4200/-	Graduate in any discipline with proficiency in English. Qualified in the examination held by a Govt. Board of Technical Education or its equivalent examination. Stenography speed 100 wpm. Good working knowledge of computer applications
8	<b>UPPER DIVISION CLERK</b> Pay Scale Rs.5200-20200 Grade Pay Rs.2400/-	Graduate or its equivalent with at least 3 years experience as Jr. Office Assistant / Jr. Assistant in the Central/ State Universities/ such other organizations. Good working knowledge of Computer applications
9	<b>LABORATORY ASSISTANT</b> Pay Scale Rs. 5200-20200 Grade Pay of Rs.2000/-	a. B.Sc. pass with the concerned subject (OR) b. Diploma of 3 years in the relevant field.
10	<b>LOWER DIVISION CLERK</b> Pay Scale Rs.5200-20200 Grade Pay Rs.1900/-	a. Graduate / Diploma in Office Management and Secretarial Practice from a recognized Board. b. Good working knowledge of computer applications
11	<b>CARETAKER</b> Pay Scale Rs.5200-20200 Grade Pay Rs.1900/-	a. Graduate b. Experience of maintenance including sanitation, upkeep & security Preferable with professional quality.
12	<b>LIBRARY ATTENDANT</b> Pay Scale Rs.5200-20,200 Grade Pay Rs.1800/-	10+2 or its equivalent with Certificate Course in Library Science from a recognized Institute.

## **ABBREVIATION:**

**UR** – Unreserved, **SC** - Scheduled Caste, **ST** – Schedule Tribe, **PWD** – Persons with Disability and **OBC** – Other Backward Classes.

## **Instructions for those who had applied in response to our earlier advertisements (Advt No.07/2011)**

1. The detailed eligibility criteria for Non-Teaching positions have been specified.
2. Those who had applied earlier are requested to submit fresh filled in applications updating the data by downloading the format.
3. Applicants for posts whose reservation category has been altered making them ineligible may withdraw their application and request for refund of fees paid by providing all details.

## **General Instruction to the Candidates**

1. No TA / DA shall be paid to the candidates for attending the interview. However, the SC/ST/PWD Candidates will be paid single second class to & fro railway / bus fare by shortest route by cheque on submission of proof.
2. Eligibility of a candidate and satisfaction of any other Short-listing criteria shall be considered as in the last date of receipt for application.
3. Relaxation of 5% marks (from 55% to 50%) will be provided as the Master's 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 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 fake or the candidate has a clandestine antecedents / background and has suppressed the said information, then his services shall be terminated.
9. The University reserves the right not to fill up any of the vacancies advertised if the circumstances so warrant. Any consequential vacancies arising at the time of interview may also be filled up from the available candidates. The number of positions is thus open to change.
10. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the University reserves the right to modify / withdraw / cancel any communication made to the candidates.
11. In case of any dispute / ambiguity that may occur in the process of selection, the decision of the University shall be final.
12. Applicants who are in employment should route their applications through proper channel.

13. 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 must be produced at the time of interview for verification.

14. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications laid down in the advertisement.

15. No correspondence will be entertained from candidates regarding postal delays, conduct and result of interview and reasons for not being called for interview.

16. Canvassing in any form will be a disqualification.

#### **HOW TO APPLY :**

Application form along with detailed instructions can be downloaded from our Website:[www.cuo.ac.in](http://www.cuo.ac.in). The duly filled in applications complete in all respects along with a MICR Coded Demand Draft for Rs.300/- (Rs.100/- for SC / ST / PWD Candidates) 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 13.02.2013. Please super scribe the Post Applied for along with Code No. on the envelope. Last date for submission of filled in application is **13.02.2013**