



उड़ीसा केन्द्रीय विश्वविद्यालय

(संसद के अधिनियम द्वारा स्थापित)

Central University of Odisha

(Established Under the Central Universities Act, 2009)

Post: - NAD, Sunabeda, Dist. - Koraput, Odisha. PIN - 763 004

Advertisement No: 01/2021

Employment Notification for Non-Teaching Positions

Ref: CUO/Admn./Rect./NT/82

Date: 02.02.2021

About Central University of Odisha

The Central University of Odisha (CUO), established under the Central University Act 2009 to address the growing educational needs of the Country, is located amidst the lap of Nature in Koraput, a serene and tranquil place with pleasant climate round the year. It has been making steady progress over the years so much so that it has emerged as 'A Happening University' in the country. The University seeks to harness inter-disciplinary research for sustained progress in 'Education for Development'. Attracting outstanding academicians and administrative staff with talent and commitment is on the top of the CUO agenda of recruitment. The new recruits are expected to be familiar with university functioning and with basic knowledge of computer applications to help support academic and research activities, community outreach as well as industry-academia programmes to develop the University into a vibrant world-class centre of excellence. The University is also planning to start full-fledged PG and research programmes in Physics, Chemistry, Life Sciences, Public Health, Social Work, Political Science and Public Administration, Public Policy and Sustainable Development, among others in the next two years. This is the immediate roadmap and in this context the University is looking for talented skilled and dedicated non-teaching staff.



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Applications in the prescribed Format are invited from eligible Indian citizens for filling the following Non-Teaching positions on direct recruitment/deputation basis in the Central University of Odisha.

Candidates are required to be familiar with university functioning and with basic knowledge of computer applications. Candidates possessing higher qualification and experience than prescribed for the post may be preferred.

Candidates are required to send their applications with all testimonials by Speed Post or Registered Post to reach **The Registrar, Central University of Odisha, PO-NAD, Sunabeda, Koraput - 763 004 Odisha** on or before 24.02.2021

For further details please logon to our website www.cuo.ac.in

Any addendum/corrigendum and further information shall be posted only on the University website.

REGISTRAR

1. DETAILS OF NO. OF POSTS, CATEGORY, REQUIRED QUALIFICATIONS AND EXPERIENCE ARE AS FOLLOWS:

Sl. No	Name of the post	Group	No. of posts/ Category	Pay Level in the pay Matrix as per 7 th CPC	Pay Band & Grade Pay as per 6 th CPC
(1)	(2)	(3)	(4)	(5)	(6)
DIRECT RECRUITMENT / DEPUTATION / CONTRACTUAL					
01	DEPUTY REGISTRAR	A	01 (UR)	Level 12	PB:3:Rs.15600-39100 GP Rs.7600/-
02	DEPUTY LIBRARIAN *	A	01 (UR)	Level 13A	PB:4:Rs.37,400-67,000 GP Rs.9,000/-
03	INTERNAL AUDIT OFFICER	A	01 (UR)	Level 12	PB:3:Rs.15600-39100 GP Rs.7600/-

- Revision of up gradation of Deputy Librarian post from Level 12 to Level 13 (A) is under consideration subject to approval of the Authority.

2. METHOD OF RECRUITMENT:

DIRECT RECRUITMENT / DEPUTATION / CONTRACTUAL	
1	<p>Name of Post DEPUTY REGISTRAR</p> <p>Age Limit for Direct Recruits 50 Years</p> <p>Education and other qualifications required for direct recruits Essential:</p> <p>Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven-point scale with good academic record.</p> <p>Nine years of experience as Assistant Professor in the AGP of Rs.6000/- and above with experience in educational administration.</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishment and/or other institutions of higher education.</p> <p style="text-align: center;">OR</p> <p>5 years of administrative experience as Assistant Registrar or in an equivalent post.</p> <p>Desirable: Relevant Experience in the areas of Establishment / Examinations / Finance / Academics / Stores & Purchase.</p>

	Method of recruitment	Direct Recruitment / Deputation
	In case of recruitment by deputation	Qualification and experience are same for Direct Recruitment and Deputation.
2	Name of Post	DEPUTY LIBRARIAN
	Age Limit for Direct Recruits	50 Years
	Education and other qualifications required for direct recruits	Essential: i) A Master's Degree in library science / information science / documentation science, with at least 55% marks or an equivalent grade in a point – scale, wherever grading system is followed ii) Eight years of experience as an Assistant University Librarian / College Librarian iii) Evidence of innovative library services including integration of ICT in library iv) A Ph.D. Degree in library science / information science / documentation science/ Archives and manuscript keeping / computerisation of library.
	Method of recruitment :	Direct Recruitment / Deputation Qualification and experience are same for Direct Recruitment and Deputation
3	Name of Post	INTERNAL AUDIT OFFICER
	Number of Post (s)	One (01)
	Classification	Group – A
	Scale of Pay/Pay Band / Grade Pay	Rs.15600-39100 (PB-3) + Grade Pay Rs.7600/-
	Whether Selection or non-selection post	Not Applicable
	Age Limit for Direct Recruits	56 Years
	Education and other qualifications required for direct recruits	Not Applicable
	Whether Age and education qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
Period of probation, if any	Not Applicable	

Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Deputation
In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	<p>Deputation: By drawing officers belonging to Audit and Accounts Services or other similar organised Accounts Services in Central / State Govt., holding analogous posts on regular basis.</p> <p style="text-align: center;">OR</p> <p>with three years regular service in PB-3 (Rs.15600-39100) + Grade Pay Rs.6,600/- in the area of Audit and Accounts in any Govt. Department/ Autonomous Bodies.</p> <p style="text-align: center;">OR</p> <p>with five years regular service in PB-3 (Rs.15600-39100) + Grade Pay Rs.5,400/- in the area of Audit and Accounts in any Govt. Department/ Autonomous Bodies.</p>
Composition of DPC or Selection Committee	As per the Act, Statute and Ordinance of the CUO.

A. GENERAL INSTRUCTIONS FOR APPLICANTS

- i) Applicants are advised to satisfy themselves before applying that they possess essential qualifications as mentioned in the advertisement. It is the sole responsibility of the candidate to ensure that he/ she possess prescribed eligibility for the post which he/ she is applying.
- ii) The date of birth is acceptable as mentioned in the SSC/ Matriculation certificate issued by the concerned educational board / university.
- iii) The date of determining the eligibility of applicants in all respects will be the last date of the receipt of applications.
- iv) The selection will be based on written test / trade test/skill test and /or interview, as applicable.
- v) Candidates conversant with university functioning, possessing higher educational qualification than minimum essential qualification and with hands on experience in computers will be preferred.
- vi) Applicants belonging to SC/ST/PWD categories shall submit respective category certificate in prescribed format issued by the Competent Government Authority.
- vii) Applicants applying for the posts reserved for OBC must upload certificate of OBC (non- creamy layer) in the prescribed form issued by Competent Authority. The certificate should be of the current financial year, in accordance with instructions issued by the Government of India in this respect from time to time. Applicants should ascertain that they belong to the reserved categories (caste) enlisted in the Central List for the Other Backward Classes.

- viii) Reservations for Economically Weaker Sections (EWS) shall be governed by DoPT guidelines issued from time to time.
- ix) The relaxation in age, qualification shall be applicable to SC/ST/OBC and PWD as per GoI / UGC rules and amendments issued from time to time.
- x) The qualifications should have been obtained from recognised University / Institution.
- xi) Certificate in support of experience should be in proper format i.e., it should be on the organisation's letter head, date of issue, period of experience in pay level / grade pay, name and designation of the issuing authority along with signature.
- xii) Candidates possessing experience in Academic Administration by extending support for conducting on-line classes in computerised environment in co-ordination with faculty will be preferred.
- xiii) Appropriate age relaxation for internal candidates working in the University shall be extended, provided he/she is eligible in all respects at the time of joining the University, whatever may be the nomenclature of the post / designation including outsourcing employees.
- xiv) Any information related to the advertisement shall be displayed in the University Website only. Applicants are advised to visit the website regularly. (www.cuo.ac.in)
- xv) Persons employed in Central / State Government / PSU/ Autonomous Institutions should send their applications through proper channel. However, they may submit an advance copy to meet the last date set for receiving applications along with an undertaking to produce 'No Objection Certificate' from the employer at the time of written test /skill test/interview in the prescribed format of CUO.
- xvi) Applicants desirous of applying for more than one post should submit separate application for each post along with requisite fee.
- xvii) The appointment of candidates shall be governed by National Pension system (NPS) applicable to employees of Central Autonomous Bodies who have joined on or after 01.01.2004. Employees joining Central University of Odisha from Pensionable establishments would be governed by pension scheme of the parent organisation only till such time they retain lien with the parent post.
- xviii) Additional information for the applicants applying on deputation:
 - (i) The deputation will be governed by the terms and conditions mentioned in the DoPT OM No. 6/8/2009-Estt. (Pay. II) dated 17th June, 2010 and amendments issued from time to time, if any.
 - (ii) The application should be forwarded by respective forwarding Officer along with the following documents duly signed by an officer not below the rank of Under Secretary
 - (a) No Objection certificate,
 - (b) Attested copies of APARs of the last five years up to 31.03.2020
 - (c) Integrity certificate
 - (d) Vigilance clearance certificate stating that no disciplinary / vigilance proceedings are pending or contemplated against the applicant
- xix) The university shall verify the antecedents submitted by the applicant at any time of appointment or during the service. If it is detected, at any stage, that the information given in the application is incorrect / false, the candidature / appointment shall be cancelled / terminated.
- xx) The candidates called for Written Test / Skill Test / Interview are required to attend at their own cost. No TA/DA will be paid.
- xxi) The University reserves the right to rectify any discrepancy in the advertisement, if found later. The University reserves the right to modify / cancel any communication made to the candidate.
- xxii) The number of vacancies mentioned in the advertisement is tentative. The University has the right to withdraw any of the posts advertised or all the posts advertised.
- xxiii) The decision of the Competent Authority of the University will be final in the entire process of recruitment. No correspondence will be entertained in this connection from any individual (s)/ representatives.

- xxiv) All enclosures should be serially page numbered.
- xxv) The application along with copies of certificates related to age, educational qualification and experience along with a copy of Fee Payment Receipt should be sent to “ **The Registrar, Central University of Odisha, PO-NAD, Sunabeda, Koraput - 763 004 Odisha**” on or before 24.02.2021 by either Speed Post or Registered Post duly superscripted on the cover as follows: APPLICATION FOR THE POST OF ----- AGAINST ADVT. No 01/2021.
- xxvi) Application received after the due date will not be entertained. The University is not responsible for any postal delay.

B. INSTRUCTIONS FOR MAKING APPLICATION FEE THROUGH SBI Collect

The applicants shall be required to pay following application fee through the options of net banking and debit/ credit cards through SBI Collect. In addition to the application fee, the banks will also charge transaction fee etc.

Post	Category	Application Fee
Group –A	General and OBC	Rs. 1000.00
Candidates belonging to SC/ST/PWD and Female category need not pay any Application Fee		

Note: *The fee once paid shall not be refunded or re-adjusted under any circumstances*

Applicants are required to pay applicable application fee by Net-banking / debit / credit cards through **SBI Collect** only. The banks may charge transaction fee. Steps to be followed for making payment are as below:

- i) Access <http://www.onlinesbi.com>
- ii) Click on State Bank Collect
- iii) Click Checkbox to accept 'Terms & conditions'
- iv) Click on 'Proceed'
- v) Select State as 'Odisha'
- vi) Select Type of Category as 'Educational Institutions'
- vii) Click on 'Go'
- viii) Select the Name of the institution as "CENTRAL UNIVERSITY OF ODISHA "
- ix) Select the payment category as “Non-Teaching Recruitment Application Fee ”
- x) On the next screen, Enter Name of Applicant, Post applied for, Group, Pay Level, Category, Gender, and in the bottom portion of the page Enter Name, Date of Birth, and Mobile number for printing receipt.
- xi) Proceed as instructed and Click on 'Submit'
- xii) On the next screen, verify the details and click on 'Confirm'. If there is any correction please go back and do the correction
- xiii) Now you will be taken to the payment gateway
- xiv) Select appropriate 'Mode of Payment'
- xv) Check the charges/commission applicable for selected 'Mode of Payment' and pay 'online' (use Internet Banking/Credit Card/Debit Card)
- xvi) Print the receipt for record.