



UTKAL UNIVERSITY
VANI VIHAR: BHUBANESWAR - 4

A D V E R T I S E M E N T

No. Estt-II / 28 / 19459

/ 2013

Dated:19.07.13

Applications in the prescribed form (5 copies) are invited from the eligible Indian citizens for the following posts under the Utkal University under Foreign Service terms and conditions. The applications complete in all respect should reach in the office of the undersigned on or before **20.08.2013 by 05.00 PM**. Applications received after due date will be rejected.

Sl. No	Name of post	Scale of pay	Nature of appointment	No of post
1.	Deputy Registrar	Rs.15,600-39,100/- & G.P. Rs.6600/-.	On Foreign Service terms and conditions	01
2.	Director, Students' Welfare	-do-	-do-	01
3.	Programme Coordinator, NSS	Scale of pay in the parent post	-do-	01

Details of qualification, experience and other terms and conditions for the above posts are given in the Utkal University website- www.utkaluniversity.ac.in . Reservation will be given as per Government rules. The prescribed Application Form can be downloaded from the University website for use.

Sd/-
REGISTRAR

Affix stamp
size recent
photograph
here

UTKAL UNIVERSITY
APPLICATION FORM

(ALL ENTRIES IN THE FORM SHOULD BE MADE BY THE CANDIDATE
WITH HIS OWN HANDWRITING IN BLOCK CAPITAL LETTERS)

1. a) Post applied for: **b) Adv. No. & date:**

2. Full Name of the Candidate

4. Address for correspondence:

Plot At:

Post: Via:

Dist.

PIN Phone/Mob. No

4. Permanent Address :

Plot No. At:

Post: Via:

Police Station: Dist:

P.I.N: Phone / Mob. No:

5. Date of Birth: (as recorded in H.S.C.E)

b) Gender: **c) Married / Unmarried:**

6. Whether belong to: S.C. / S.T. / SEBC:
(Attach certificate from competent authority)

7. Father's Name:

8. a) Candidate's Mother Tongue

b) Any other language he / she can read, write and speak

9. Qualification of the candidate starting from H.S.C in ascending order:

Exams Passed / Year	Name of the Board/University	Division / Class	% of Marks	Subject taken

10. Particulars of employment / appointments:

Name of posts & Institution	Date of Joining	Date of Leaving	Salary	Name Employer

11. Bank Draft No.**Date:-****Amount Rs.****12. List of enclosures sent with the application:**

- | | |
|----|----|
| 1. | 4. |
| 2. | 5. |
| 3 | 6. |

DECLARATION

I solemnly declare that the entries made in this application are true to the best of my knowledge and belief, if any information supplied above is found false or incorrect my candidature is liable to be rejected without assigning reason there of.

Date:

Place:

Signature of the candidate (in full)

ANNEXURE-II

GUIDELINES & TERMS AND CONDITIONS FOR DIFFERENT NON-TEACHING POSITIONS

1. The minimum qualification requires for different posts is furnished in the table below:

Post code	Post Name	Minimum Qualification	Nature of appointment
1.	Deputy Registrar (General)	i. Post Graduate degree with at least 55% of marks or equivalent grade. ii. 8 years administrative experience in supervisory capacity. Or 5 years experience as Assistant Registrar or its equivalent post or in a similar cadre post of the University	On foreign service terms and conditions
2.	Director, Students' Welfare	i. Post Graduate degree with at least 55% of marks or equivalent grade. ii. 8 Years administrative experience in supervisory capacity iii. Experience in NSS and NCC Or similar activities are preferred.	On foreign service terms and conditions
3.	Programme Coordinator, NSS	i. Reader / Sr. Lecturer in University or affiliated college. ii. Experience as Programme Officer (NSS) at least 3 years. iii. Must have undergone NSS orientation in a TOC/TORC. iv. Age must not be above 50 years at the time of selection.	On foreign service terms and conditions

2. Last date for receipt of application is 20.08.2013, applications received after the due date will be rejected and no correspondence will be entertained in this regard.
3. The application (in 5 copies) should be submitted in the replica of the prescribed format. No alteration and addition should be made.
4. Applications should be submit through proper channel.
5. Reserved category applicants should attach Caste Certificate from the Tahasildar / District Welfare Officer to avail reservation facilities.
6. Each applicant have to pay a non-refundable fee of Rs.500/- in shape of Bank Draft / Bankers' Cheque drawn in favour of the 'Comptroller of Finance, Utkal University' payable at SBI, Utkal University Campus Branch, Vani Vihar, Bhubaneswar.
7. TA/DA will not be paid to the candidates to attend the interview / selection test.
8. Applicants should attach self attested Xerox copies of the certificates and documents in support of the information supplied in the application.
9. The applicant should affix one recent stamp size photograph in the specified place of the application form and another along with the application.
10. Each post carry the scale of pay as specified and other allowances as admissible to University Employees as per State Government terms and conditions of service.
11. Canvassing in any form by or on behalf of the candidate will be considered as disqualification.
12. The University reserves the right to amend / alter / cancel any or all conditions mentioned above, if necessary, without assigning any reason thereof.

Sd/-

REGISTRAR