



# ओड़िशा केन्द्रीय विश्वविद्यालय, कोरापुट

(केन्द्रीय विश्वविद्यालय अधिनियम 2009 के तहत स्थापित )

## Central University of Odisha, Koraput

(Established Under the Central Universities Act, 2009)

### Employment Notification for Non-Teaching/Academic Positions

Advertisement No. 06/2023

Date: 20.12.2023

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

Candidates are required to be familiar with rules, regulations and functioning of the University with basic knowledge of computer applications. Candidates possessing higher qualification and experience than, that is prescribed for the post may be preferred.

Candidates are required to submit their applications in online mode through the SAMARTH Portal on or before 19.01.2024 through the link: <https://cuont.samarth.edu.in>

For further details please logon to our website [www.cuo.ac.in](http://www.cuo.ac.in)

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

Sd/-  
REGISTRAR

**1. DETAILS OF POSTS, CATEGORY, PAY etc:**

Sl. No	Name of the post	Group	No. of posts/Category	Pay Level in the pay Matrix as per 7 <sup>th</sup> CPC	Pay Band & Grade Pay as per 6 <sup>th</sup> CPC
(1)	(2)	(3)	(4)	(5)	(6)
<b>DIRECT RECRUITMENT</b>					
01	SYSTEM ANALYST	A	01 (UR)	Level 10	PB:3:Rs.15600-39100 GP Rs.5400/-
02	HINDI OFFICER	A	01 (UR)	Level 10	PB: 15600-39100 AGP-5400/-
03	INFORMATION SCIENTIST	A	01 (UR)	Level 10	PB:3:Rs.15600-39100 GP Rs.5400/-
04	ASSISTANT REGISTRAR	A	02 (UR)	Level 10	PB:3:Rs.15600-39100 GP Rs.5400/-
05	MEDICAL OFFICER	A	01 (UR) (Female)	Level 10	PB:3:Rs.15600-39100 GP Rs.5400/-
06	PRIVATE SECRETARY	B	03 (UR-02; OBC-1)	Level 7	PB:2:Rs.9300-34800 GP Rs.4600/-
07	SECTION OFFICER	B	02 (UR)	Level 7	PB:2:Rs.9300-34800 GP Rs.4600/-
08	HINDI TRANSLATOR	B	01 (UR)	Level 6	PB:2:Rs.9300-34800 GP Rs.4200/-
09	JUNIOR ENGINEER (CIVIL/ELECTRICAL)	B	02 (UR)	Level 6	PB:2:Rs.9300-34800 GP Rs.4200/-
10	ASSISTANT	B	04 (UR-03; OBC-1)	Level 6	PB:2:Rs.9300-34800 GP Rs.4200/-
11	PERSONAL ASSISTANT	B	03 (UR)	Level 6	PB:2:Rs.9300-34800 GP Rs.4200/-
12	STATISTICAL ASSISTANT	C	01 (UR)	Level 5	PB:1:Rs.5200-20200 GP Rs.2800/-
13	SEMI-PROFESSIONAL ASSISTANT	C	01 (UR)	Level 5	PB:1:Rs.5200-20200 GP Rs.2800/-
14	PHARMACIST	C	01 (UR)	Level 5	PB:1:Rs.5200-20200 GP Rs.2800/-
15	TECHNICAL ASSISTANT	C	02 (UR)	Level 5	PB:1:Rs.5200-20200 GP Rs.2800/-
16	SECURITY INSPECTOR	C	01 (UR)	Level 5	PB:1:Rs.5200-20200 GP Rs.2800/-

17	UPPER DIVISION CLERK	C	02(UR)	Level 4	PB:1:Rs.5200-20200 GP Rs.2400/-
18	LABORATORY ASSISTANT	C	02 (UR)	Level 4	PB:1:Rs.5200-20200 GP Rs.2400/-
19	LIBRARY ASSISTANT	C	01 (UR)	Level 4	PB:1:Rs.5200-20200 GP Rs.2400/-
20	HINDI TYPIST	C	01 (UR)	Level 2	PB:1:Rs.5200-20200 GP Rs.1900/-
21	LOWER DIVISION CLERK	C	16 (UR-07; ST-04;OBC-02; SC-02; EWS-01)	Level 2	PB:1:Rs.5200-20200 GP Rs.1900/-
22	DRIVER	C	05 (UR-04; ST-01)	Level 2	PB:1:Rs.5200-20200 GP Rs.1900/-
23	COOK	C	03 (UR)	Level 2	PB:1:Rs.5200-20200 GP Rs.1900/-
24	LABORATORY ATTENDANT	C	02 (UR)	Level 1	PB:1:Rs.5200-20200 GP Rs.1800/-
25	LIBRARY ATTENDANT	C	04 (UR-3;ST-1)	Level 1	PB:1:Rs.5200-20200 GP Rs.1800/-
26	MEDICAL ATTENDANT/DRESSER	C	01 (UR)	Level 1	PB:1:Rs.5200-20200 GP Rs.1800/-
27	MTS (MULTI TASKING STAFF)	C	06 (UR-02; SC-01; ST-01; OBC-01; EWS-01)	Level 1	PB:1:Rs.5200-20200 GP Rs.1800/-
28	KITCHEN ATTENDANT	C	02 (UR)	Level 1	PB:1:Rs.5200-20200 GP Rs.1800/-
29	HOSTEL ATTENDANT	C	02 (UR)	Level 1	PB:1:Rs.5200-20200 GP Rs.1800/-
<b>DEPUTATION</b>					
<b>Sl. No</b>	<b>Name of the post</b>	<b>Group</b>	<b>No. of posts/Category</b>	<b>Pay Level in the pay Matrix as per 7<sup>th</sup> CPC</b>	<b>Pay Band &amp; Grade Pay as per 6<sup>th</sup> CPC</b>
(1)	(2)	(3)	(4)	(5)	(6)
01	ASSISTANT ENGINEER (Civil)	B	01	Level 7	PB:2:Rs.9300-34800 GP Rs.4600/-

02	SECTION OFFICER	B	03	Level 7	PB:2:Rs.9300-34800 GP Rs.4600/-
03	PRIVATE SECRETARY	B	02	Level 7	PB:2:Rs.9300-34800 GP Rs.4600/-
04	ASSISTANT	B	03	Level 6	PB:2:Rs.9300-34800 GP Rs.4200/-
05	PERSONNAL ASSISTANT	B	02	Level 6	PB:2:Rs.9300-34800 GP Rs.4200/-
06	TECHNICAL ASSISTANT	C	01	Level 5	PB:1:Rs.5200-20200 GP Rs.2800/-
07	UPPER DIVISION CLERK	C	06	Level 4	PB:1:Rs.5200-20200 GP Rs.2400/-

Abbreviations: UR: Unreserved; OBC: Other Backward Classes; SC: Schedule Caste; ST: Schedule Tribe; EWS: Economically Weaker Section, PwBD: Persons with Benchmark Multiple Disabilities (as defined under OM Dt.15.01.2018 of the Ministry of Personnel & training, Govt. of India)

**NB:**

*I. The reservation is not applicable for posts to be filled in by deputation. However, eligible candidates belonging to SC/ST category may be considered; if the number of posts is fairly substantial, suitable number from SC/ST category shall be considered subject to availability.*

**ELIGIBILITY CRITERIA:**

**DIRECT RECRUITMENT POSTS**

**1. SYSTEM ANALYST**

**Essential qualification and experience:**

1. B.E./B.Tech. in Computer Science & Engineering/Electronics Engineering.  
05 years programming experience in languages like C/C++/JAVA etc. databases: MySQL/ ORACLE with PHP etc. Foundations and practices under WINDOWS/ LINUX/ UNIX platforms from a recognized Public/PUS/Private organization.

**OR**

2. M.E./M.Tech. in Computer Science & Engineering/ Electronics Engineering/M.Sc. Computer Science/ MCA. And, 03 years' programming experience in languages like C/C++/ JAVA etc. databases: MySQL/ ORACLE with PHP etc. Foundations and practices under WINDOWS/ LINUX/ UNIX platforms from a recognized Public/PUS/Private organization.

**Age : Not more than 40 years.**

**2. HINDI OFFICER**

**Essential qualifications and experience:**

Master's Degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level; **OR**

Master's Degree of a recognized University in English with Hindi as a compulsory or elective

subject or as the medium of examination at the degree level; **OR**

Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level; **OR**

Master's degree of a recognized University in any subject other than Hindi or English. With English Medium and Hindi as a compulsory or elective subject or as a medium of a examination at the degree level; **OR**

Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level

**AND**

Three Years experience of using / applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice-versa, preferably of technical or scientific literature under Central / State Govt. / Autonomous Body / Statutory Organization / PSU / Universities or recognized research or educational institutes. **OR**

Three Years experience of teaching in Hindi and English or research in Hindi or English under Central / State Govt./Autonomous Body/ Statutory Organization/ PSUs/ Universities or recognized research or educational institutions.

**Desirable Qualifications:**

Studied one of the languages other than Hindi included in the 8<sup>th</sup> schedule of the Constitution at 10<sup>th</sup> level from a recognised board.

**Age : Not more than 40 year**

**3. INFORMATION SCIENTIST**

**Essential qualifications and experience:**

First Class M.E. / M.Tech. (Computer Science) / Information Technology) Or equivalent. **OR**

First Class B.E. / B.Tech (Computer Science) / Information Technology) or equivalent with two years of relevant experience. **OR**

First Class Master in Computer Applications (MCA) or equivalent with two years of relevant experience. **OR**

First Class M.Sc. (Computer Science/ Information Technology) from a recognized University/ Institute with three years of relevant experience. **OR**

First Class Masters Degree in Library and Information Science (M.Lib. or M.LIS) and Post Graduate Diploma in Computer Applications or MCA or M.Sc. (Computer Science/Information Technology)

**Desirable Qualification:**

Relevant experience in Library/ office automation/ server configuration/ maintenance of e-resource/data base management/ content management/ programming/ development of website/portals/ information systems/ gateway and networking.

**Age: Not more than 40 years.**

#### **4. ASSISTANT REGISTRAR**

**Essential Qualifications:**

Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.

**The appointment under direct recruitment shall be made through an All India open competition by conducting a written test and interview.**

**Age: Not more than 40 years.**

#### **5. MEDICAL OFFICER**

**Essential qualification:** MBBS Degree with 55% Marks from a university/institution recognized by MCI.

**Desirable:** Post Graduate Qualification from a recognized Institution by the MCI. Preference will be given to experienced candidate having work experience in a Hospital attached with a Medical College / Corporate Hospital.

**Age: Not more than 40 years.**

#### **6. PRIVATE SECRETARY**

**Essential qualifications:**

1. A Bachelor's Degree from a recognized University/Institute.
2. English/Hindi Stenography speed: 120 wpm in English or 100 wpm in Hindi
3. English/Hindi Typing speed: 35 w.p.m. in English or 30 w.p.m. in Hindi.
4. At least 03 Years experience as Personal Assistant or 5 years as Stenographer in a University/ Research establishment/ Central/ State Govt. /PSU and other autonomous bodies.
5. Knowledge of computer applications.

**Skill Test Norms on Computer:**

Dictation: 10 minutes @ 120 w.p.m. in English/100 w.p.m. in Hindi  
Transcription: 50 minutes (English)/ 60 minutes (Hindi)

**Desirable:**

Proficiency in English and good communication skills.

**Age: Not more than 35 years.**

#### **7. SECTION OFFICER**

**Essential Qualifications:**

- i) A Bachelor's Degree in any discipline from any recognized Institute/ University.
- ii) Three Years' Experience as Assistant in the Level 6 or eight years as UDC in Level 4 in any Central / State Govt./ University/ PSU and other Central or State Autonomous Institutions or holding equivalent positions in any reputed Private companies/ bank with annual turnover of at least Rs.200/- Crores or more.
- iii) Proficiency in Computer Operation, noting and drafting.

**Age: Not more than 35 years.**

## 8. HINDI TRANSLATOR

### Essential qualifications:

Master's Degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level; **OR**

Master's Degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level; **OR**

Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level; **OR**

Master's degree of a recognized University in any subject other than Hindi or English. With English Medium and Hindi as a compulsory or elective subject or as a medium of a examination at the degree level; **OR**

Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level

### AND

Recognized Diploma or Certificate course in translation from Hindi to English & vice-versa or two years experience of translation work from Hindi to English and vice-versa in Central or State Government office, including Government of India Undertaking.

Studied one of the languages other than Hindi included in the 8<sup>th</sup> schedule of the Constitution at 10<sup>th</sup> level from a recognized board.

**Age: Not more than 35 years.**

## 9. JUNIOR ENGINEER (CIVIL / ELECTRICAL)

### Essential qualifications:

Bachelor's Degree of Engineering/Technology in relevant field from a recognized Institute/ University with one year relevant experience. **OR**

Diploma in Engineering in the relevant field and three years' experience in relevant field in CPWD / State PWD or Similar Organized Services / Statutory or Autonomous Organizations / Central / State Universities / Autonomous Institutions or reputed Private construction company with an annual turnover of at least Rs.200/- Crores or more.

**Age: Not more than 35 years.**

## 10. ASSISTANT

### Essential Qualifications:

Bachelor Degree from a recognized University / Institution.

Three Years of experience as UDC or equivalent in the Level 4 in Central/ State Government/ University/ PSU and other Central / State Autonomous Bodies or equivalent pay package in the reputed private Companies/ corporate banks with a minimum annual turnover of at least Rs.200/- Crores or more.

Proficiency in Typing, Computer applications, noting and drafting.

**Age: Not more than 35 years.**

## 11. PERSONAL ASSISTANT

### Essential qualifications:

1. A Bachelor's Degree in any discipline from any recognized Institute/ University.
2. Proficiency in Stenography in English or Hindi with minimum speed of 100wpm.
3. Proficiency in Typing in English or Hindi with minimum speed of 35 / 30 wpm respectively.
4. Knowledge of Computer Applications.
5. Two years experience as Stenographer or equivalent in Central State Govt. Organizations / University Research Institution or Central / State autonomous Institution/reputed private institutions having a turnover 200 Crores.

**Desirable:** Proficiency in English and good communication skills.

**Skill Test Norms on Computer:** Dictation: 10 minutes @ 100 w.p.m.

Transcription: 40 minutes English/55 minutes Hindi.

**Age: Not more than 35 years.**

## 12. STATISTICAL ASSISTANT

### Essential qualification:

Bachelor's Degree in Statistics. OR

Bachelor's degree in Mathematics with Statistics as one of the subjects. OR

Bachelor's degree in Economics with Statistics as one of the subjects. OR

Bachelor's degree in Commerce with Statistics as one of the subjects.

**Age: Not more than 32 years.**

## 13. SEMI PROFESSIONAL ASSISTANT

### Essential qualifications:

Master's Degree in Library Science and Information Science from any recognized University/Institution. OR

Bachelor's Degree in Library/ Library and Information Science from a recognized Institute/ University with two years relevant experience in a University/ Research Establishment / Central / State Govt./ PSU Autonomous Institutions.

**Age: Not more than 32 years.**

## 14. PHARMACIST

### Essential qualification:

Bachelor's Degree in Pharmacy with at least 50% marks from any recognised Institute/ University recognized by the Pharmacy Council of India. OR

D. Pharma. with at least 50% marks with 5 years of experiences from a hospital or reputed Institution.

Registered as Pharmacist under the Pharmacy Act 1948

**Age: Not more than 32 years.**



## **15. TECHNICAL ASSISTANT**

### **Essential Qualifications:**

Bachelor's degree with minimum three years of working and maintenance/ operation experience of Scientific Instruments in the Laboratory. However, the relevant subject will be as decided by the university as per the functional requirement of the department concerned.

The experience should be in University/ Research establishment / Central / State Govt. / PSU and other autonomous bodies or Private organization of repute with annual turnover of at least Rs.200/- Crores or more.

**Age: Not more than 32 years**

## **16. SECURITY INSPECTOR**

### **Essential Qualifications:**

Bachelor's Degree from a recognized University/ Institution with three years' experience as Security Supervisor / Supervisory Position in Security in a Govt. Office, Educational Institute / Private Organization of repute with an annual turnover of at least Rs.200/- Crores or more. **OR**

Persons who have served in the Army or such Uniformed service with at least Class 10th standard pass or Army Class I examination or an equivalent examination.

**AND**

Holding a valid Driving License (LMV / Motor cycle).

**Age: Not more than 32 years.**

## **17. UPPER DIVISION CLERK**

### **Essential Qualifications:**

1. A Bachelor's Degree from any recognized Institute/University.
2. Two year experience as Lower Division Clerk/ Equivalent posts in University/ Research Establishment / Central State Govt./ PSU/ Autonomous Bodies or equivalent pay package in the reputed private Companies/ corporate banks with a minimum annual turnover of at least Rs.200/- Crores or more.
3. Speed in English Typing @ 35 wpm OR Speed in Hindi Typing @ 30 wpm.
4. Proficiency in Computer Operations.

## **18. LABORATORY ASSISTANT**

### **Essential Qualifications:**

Bachelor's degree with minimum two years of working and maintenance experience of sophisticated scientific Instruments in the Laboratory. However, the relevant subject will be as decided by the university as per the functional requirement of the department concerned.

The experience should be in University/ Research establishment / Central / State Govt. / PSU and other autonomous bodies or Private organization of repute with annual turnover of at least Rs.200/- Crores or more.

**Age: Not more than 32 years.**

## **19. LIBRARY ASSISTANT**

### **Essential Qualifications:**

- i) Bachelor's degree in Library & Information Science or equivalent from a recognized University.
- ii) Typing speed of 30 words per minute in English.
- iii) Knowledge of Computer Applications.

**Age: Not more than 32 years.**

## **20. HINDI TYPIST**

### **Essential Qualifications:**

- i. Bachelor's Degree from a recognized University/ Institute.
- ii. 30 words per minute in Hindi Typing Speed.
- iii. Knowledge of Computer Applications.

**Age: Note more than 32 years.**

## **21. LOWER DIVISION CLERK**

### **Essential Qualifications:**

- (i) A Bachelor's Degree from any recognized Institute/University.
- (ii) English Typing @ 35 wpm OR Hindi Typing @ 30 wpm (35wpm and 30wpm correspond to 10500KDPH/ 9000KDPH on an average of 5 Key depressions for each work).
- (iii) Proficiency in Computer Operations.

**Age: Not more than 32 years.**

## **22. DRIVER**

### **Essential Qualifications:**

- i. Class 10<sup>th</sup> Pass from any recognized Board.
- ii. Possession of a Valid Commercial Driving License for Light/ Medium/ Heavy Vehicles issued by the Competent authority having no adverse endorsement.
- iii. Knowledge of motor mechanism (the candidate should be able to remove minor defects in vehicles).

Experience of driving motor vehicles for at least 05 years in an organization.

**Age: Not more than 32 years.**

## **23. COOK**

### **Essential qualifications:**

- i. 10<sup>th</sup> Class from a recognized Board.
- ii. ITI Trade certificate in Bakery and Confectionery (one year duration).
- iii. 03 years experience in cooking / catering services in educational institutions/ guest houses, at least 3 starred hotels or similar organizations.

**Age: Not more than 32 years.**

## **24. LABORATORY ATTENDANT**

### **Essential qualifications:**

10+2 with Science stream from any recognized Central/ State Board. **OR**

10<sup>th</sup> Pass from any recognized Central/ State Board with Science as one of the subjects and skill certificate programme in Laboratory Technology.

## **25. LIBRARY ATTENDANT**

### **Essential qualifications:**

- i. 10+2 or its equivalent examination from a recognized Board.
- ii. Certificate course in Library Science from a recognized Institution.
- iii. One year experience in a University/ College/ Educational Institution Library.
- iv. Basic knowledge of computer applications.

**Age: Not more than 32 years.**

## **26. MEDICAL ATTENDANT / DRESSER**

### **Essential qualification:**

- i. Matriculation or its equivalent examination from any recognized Board.
- ii. Elementary knowledge of first aid.
- iii. One year experience in hospital work or handling of dressing wounds.

### **Desirable:**

10+2 with Science Biology subject or equivalent from a recognized Board/University.

**Age: Not more than 32 years.**

## **27. MULTI TASKING STAFF**

### **Essential Qualifications:**

10<sup>th</sup> Pass from a recognized Board. **OR** ITI Pass.

**Age: Not more than 32 years.**

## **28. KITCHEN ATTENDANT**

### **Essential Qualifications**

- i. 10<sup>th</sup> Pass from any State/ Central School / Board. **OR**  
ITI Trade Certificate in the relevant trade.
- ii. Two years experience in cooking/ catering services in a Canteen/  
reputed Hotel/ Guest Houses of reputed organizations/ University

**Age: Not more than 32 years.**

## **29. HOSTEL ATTENDANT**

### **Essential Qualifications:**

- i. 10<sup>th</sup> Pass from any State/ Central School / Board. **OR** ITI Pass.
- ii. At least two years of experience in a Hostel / Canteen/ Hotel/ Guest House etc.

**Age: Not more than 32 years.**

## **DEPUTATION POSTS:**

### **01. ASSISTANT ENGINEER (CIVIL)**

**Deputation:** By drawing officers holding analogous posts or one below category with 3 years experience, in the CPWD/State Government PWD services or similar organized services/Semi Government/PSU/Statutory or Autonomous/University system.

### **02. SECTION OFFICER**

**Deputation:** Officers holding analogous post on regular basis or with three years regular service in Level 4 or equivalent in the Central/ State Govt. Universities or autonomous organisations and possess the Bachelor's degree as prescribed for direct recruits.

### **03. PRIVATE SECRETARY**

**Deputation:** Persons holding analogous posts on regular basis or with 3 years regular service as Personal Assistant in the Level 6/Level 7 of any Central/State Govt./ University/ Public Sector Undertaking as other Central or State Autonomous bodies and fulfilling the educational qualifications and other professional requirements as prescribed for direct recruits.

### **04. ASSISTANT**

**Deputation:** Officers holding analogous post on regular basis or with three years regular service in Level 6 or equivalent in the Central/ State Govt. Universities or autonomous organisations and possess Bachelor's degree as prescribed for direct recruits.

### **05. PERSONAL ASSISTANT**

**Deputation:** Officers holding analogous post on regular basis or with two years experience as stenographer in the Central/ State Govt. Universities or autonomous organisations and possess the prescribed qualification for direct recruits.

### **06. TECHNICAL ASSISTANT**

**Deputation:** Officers holding analogous post on regular basis with three years experience of maintenance/ operation of Scientific Instruments in the Laboratory and possess the prescribed qualification for direct recruits.

### **07. UPPER DIVISION CLERK**

**Deputation:** Officers holding analogous post on regular basis with two years experience as Lower Division Clerk/ Equivalent posts in University/ Research Establishment / Central State Govt./ PSU/ Autonomous Bodies and possess the prescribed qualification for direct recruits.

## **GENERAL TERMS & CONDITIONS**

- i) It shall be the responsibility of the candidate to ascertain his/her own eligibility for the post for which he/she is applying in accordance with the prescribed qualifications, experience, etc., and submit his/her application duly filled-in, along with the desired information and documents as per the advertisement.
- ii) Suppression of factual information, supply of fake documents, providing false or misleading information or canvassing in any manner on the part of the candidates shall lead to his/her disqualification. In case, it is detected at any point of time in future, even after appointment, that the candidate was not eligible, his appointment shall be liable to termination forthwith.
- iii) The date of birth is acceptable only as mentioned in the SSC/ Matriculation certificate issued by the concerned educational board / university.
- iv) The date for determining the age of applicants shall be the closing date of applications.
- v) The relaxation in age and qualification shall be applicable to SC, ST, OBC and PwBD as per GoI rules and amendments issued from time to time.
- vi) Applicants belonging to SC/ST/OBC/PwBD categories shall submit respective category and/or medical certificate (pertaining to the determination of degrees of disability in case of PwBD candidates) from the competent authority in the format prescribed by the Government of India. Applicants under OBC category coming under creamy layer will not be entitled to the benefits of reservation and should apply as unreserved category.
- vii) Reservation for Economically Weaker Sections (EWS), shall be governed by DoPT guidelines issued from time to time.

- viii) Candidate who is already in Central / State Government / PSU/ Autonomous Institution services shall submit his/her application through proper channel along with vigilance clearance certificate from the competent authority. However, he/she may send an advance copy of his/her application, and in case his/her application is not forwarded due to whatever reasons, he/she, should produce a "No Objection Certificate along with the Vigilance Clearance Certificate" from the employer in a sealed cover at the time of written test /skill test/interview.
- ix) In case a candidate is applying on deputation basis, the deputation will be governed by the terms and conditions as mentioned in the DoPT OM No. 6/8/2009-Estt. (Pay. II) Dated 17th June, 2010 and amendments issued from time to time.
- x) Moreover, the application for appointment on deputation shall be forwarded by the employer along with the No Objection Certificate, Annual Performance Appraisal Reports (APARs)/ACR for the preceding five years and Vigilance Clearance Certificate, duly certified by the Competent Authority.
- xi) Certificates in support of experience should be in proper format i.e., it should be on the organization's letter head mentioning date of issue, period of experience, pay level/grade pay, and the name and designation of the issuing authority along with signature and date.
- xii) 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 summarily cancelled / terminated.
- 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) In case of any ambiguity pertaining to the eligibility criteria for any post, or during the entire process of recruitment, the decision of the Competent Authority of the University shall be final. No correspondence will be entertained in this connection from any individual (s)/ representatives.
- xv) Applicants intending to apply for more than one post should submit separate application for each post along with requisite fee.
- xvi) The selection will be based on written test / trade test/skill test and / interview, as applicable under Cadre Recruitment Rules of the University.
- xvii) Candidates, conversant with university functioning and possessing higher educational qualification than minimum essential qualification and with hands on experience in computers, will be preferred during screening of applications.
- xviii) The appointment shall be governed by National Pension System (NPS) as applicable to the employees of Central Autonomous Bodies who have joined on or after 01-01-2004. Employees joining Central University of Odisha from pensionable establishments, however, shall be governed by pension scheme of the parent organization only till such time as they retain lien with the parent post.
- xix) No TA/DA will be paid to the candidates for attending Written Test / Skill Test / Interview.
- xx) Any information related to the advertisement shall be displayed in the University Website ([www.cuo.ac.in](http://www.cuo.ac.in)) only. Applicants are advised to visit the website regularly.

- xxi) The University reserves the right to rectify any discrepancy in the advertisement, if found later, as well as to modify / cancel any communication made to the candidate.
- xxii) The University also reserves the right to withdraw any advertisement, either partly or wholly, at any time without assigning any reason.
- xxiii) Any issue not covered in the instruction shall be decided by the Competent Authority of the University and the decision shall be final and binding on all applicants.
- xxiv) Online Application Form is available at : <https://cuont.samarth.edu.in>
- xxv) Candidates are advised to submit their application uploading all supporting documents pertaining to age, category, educational qualifications, experience etc.
- xxvi) The closing date for online application is 19.01.2024 Application window will be closed on 19.01.2024 at 23.59 hrs.
- xxvii) Canvassing in any form by the candidate or on behalf of the candidate shall be treated as a disqualification of candidature.
- xxviii) The University shall hold the written and/or skill test for all Group "B" and Group "C" Non-Teaching posts. The written test may comprise Reasoning Ability, Simple Arithmetic, General Knowledge, Domain Knowledge of the Establishment, Accounts, Examinations, Language proficiency in English and Hindi, etc. wherever applicable, noting and drafting etc. and/or skill test, or any other type of test depending upon the job requirements (such as posts under Technical/Laboratory services, Engineering, Information and Communication Technology, library Services etc.)
- xxix) The written test shall be conducted in two stages (i) objective type test (Paper I) carrying 100 marks, and (ii) descriptive-type test (Paper II) carrying 100 marks. The minimum qualifying marks to be secured in Paper I shall be 40%. The answer scripts of the candidates for the descriptive test shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper I. The candidates who secure 50% marks in Paper I shall be called for the skill test/interview, wherever applicable.
- xxx) The marks allocated for the skill test, wherever applicable, shall be 50 and the minimum qualifying marks in skill test shall be 25. The merit list of the candidates shall be drawn based on the performance in Paper I(Objective type Test) and Paper II(Descriptive Type Test) and Interview (wherever applicable) subject to qualifying the skill test, wherever applicable.
- xxxi) The marks allocated for the interview wherever applicable shall be 20% of the total marks and shall be added to the marks scored in Paper I and Paper II for the preparation of merit list.
- xxxii) Relaxation in qualifying marks or any other relaxation in the test, if any for the reserved category candidates shall be extended as per the Govt. of India guidelines as amended from time to time.
- xxxiii) The university shall notify the examination schedule after the closing date of application.
- xxxiv) Following categories of persons shall not be eligible to apply for any position in the university:
- Who has been convicted by any Court of Law or any criminal proceedings are pending against him.
  - Who is a person of unsound mind and having questionable conduct or not medically fit to perform his duties.
  - Who has entered into or contracted marriage with a person having a living spouse.
  - Who is not a citizen of India.

- e. Any other category of person disqualified for appointment by the Govt. of India/State Govt./UGC from time to time.

#### **4. GUIDELINE FOR PAYMENT OF APPLICATION FEE**

*Applicants shall be required to pay application fee by net-banking / debit / credit cards.*

Post	Category	Fee to be paid
Group –A (All)	General and OBC	Rs. 1000.00
Group –B (All)	General and OBC	Rs. 750.00
Group –C (All)	General and OBC	Rs. 500.00
Female, SC/ST and PwBD category applicants need not pay any Application fee		

*Note: The fee once paid shall not be refunded or adjusted under any circumstance.*

Sd/-  
REGISTRAR