



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 Positions

Advertisement No. **01/2025**

Date: 18/02/2025

The Central University of Odisha invites applications from eligible Indian citizens for the position of Registrar and Controller of Examinations on direct recruitment / deputation basis. The last date for receipt of applications by post is within 30 days from the date of publication of this advertisement in the 'Employment News'.

Details of the post, pay, and category, and age, educational and other required qualifications are given below

1. POST, CATEGORY, PAY etc:

Sl. No	Name of the post	Group	No. of post & Category	Pay Level in the pay Matrix as per 7 th CPC	Pay Band & Grade Pay as per 6 th CPC
RECRUITMENT BY DIRECT / DEPUTATION					
01	REGISTRAR	A	01(UR)	Level 14	PB:4: Rs.37400-67000 GP Rs.10,000/-
02	CONTROLLER OF EXAMINATIONS	A	01 (UR)	Level 14	PB:4: Rs.37400-67000 GP Rs.10,000/-

Abbreviation: UR: Un-reserved

2. AGE, EDUCATIONAL AND OTHER REQUIRED QUALIFICATIONS

01. REGISTRAR

1	Name of Post	Registrar
2	Number of Post	1 (One)
3	Classification	Group 'A'
4	Scale of Pay/Pay Band / Grade Pay	Level 14
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	Preferably below 57 years
7	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>i) Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>ii) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along 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>15 years of administrative experience, of which 8 years as Deputy Registrar or an equivalent Post.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not more than 57 Years
9	Period of probation, if any	Not Applicable
10	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.	<p>Direct/Deputation for a tenure of five years or till attaining the age of superannuation i.e. 62 years, whichever is earlier</p> <p>(Eligible for reappointment after observance of due selection process)</p>
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/ absorption to be made	<p>Deputation:</p> <p>Qualifications & Experience: As indicated at col. 7. Grade: Holding analogous post or eight years' experience at PayLevel-12</p>
12	Composition of DPC or Selection Committee	Selection Committee as per Act/Statutes /Regulation/UGC Notification

02. CONTROLLER OF EXAMINATIONS

1	Name of Post	Controller of Examinations
2	Number of Post	1 (One)
3	Classification	Group 'A'
4	Scale of Pay/Pay Band / Grade Pay	Level 14
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	Preferably below 57 years
7	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>i) Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>ii) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along 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>15 years of administrative experience, of which 8 Years shall be as Deputy Registrar or an equivalent post.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not more than 57 Years
9	Period of probation, if any	Not Applicable
10	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.	<p>Direct/Deputation for a tenure of five years or till attaining the age of superannuation i.e. 62 years, whichever is earlier</p> <p>(Eligible for reappointment after observance of due selection process)</p>
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/ absorption to be made	<p>Deputation:</p> <p>Qualifications & Experience: As indicated at col. 7.</p> <p>Grade: Holding analogous post or eight years' experience at PayLevel-12</p> <p>Selection Committee: As at column 12.</p>
12	Composition of DPC or Selection Committee	As per Act/Statutes /Regulation/UGC Notification

3. 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/her 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 receipt of applications.
- v) The relaxation in age and qualification shall be applicable to SC, ST, OBC and PWD candidates as per GoI rules and amendments issued from time to time.
- vi) Applicants belonging to SC/ST/OBC/PWD 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) Provisions for Economically Weaker Sections (EWS), when applicable, 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 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) In case of any ambiguity pertaining to the eligibility criteria for the 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.

- xiv) Applicants intending to apply for more than one post should submit separate application for each post along with requisite fee
- xv) The selection will be based on interview, as applicable under Cadre Recruitment Rules of the University.
- xvi) 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.
- xvii) No TA/DA will be paid to the candidates for attending Interview.
- xviii) Any information related to the advertisement shall be displayed in the University Website (www.cuo.ac.in) only. Applicants are advised to visit the website regularly.
- xix) 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.
- xx) The University also reserves the right to withdraw the advertisement, either partly or wholly, at any time without assigning any reason.
- xxi) 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.
- xxii) Application Form is available in the website www.cuo.ac.in for download and use.
- xxiii) Candidates are advised to submit their application along with all supporting documents pertaining to age, category, educational qualifications, experience etc to **The Registrar I/C, Central University of Odisha, PO- NAD, Sunabeda, Koraput - 763 004 Odisha** by Speed/Registered post only.
- xxiv) The application along with all serially page-numbered enclosures/documents in support of the candidature must be sent in an envelope of suitable size and quality. The envelop should be superscripted on the top as **APPLICATION FOR THE POST OF _____ AGAINST ADVT. No. 01/2025 DATE – 18/02/2025**
- xxv) The closing date for receiving applications by post is within 30 days from the date of publication of this advertisement in the 'Employment News'.
- xxvi) Application received after the last date will not be entertained. The University shall not be responsible for any postal delay.
- xxvii) Canvassing in any form by the candidate or on behalf of the candidate shall be treated as disqualification of candidature.

4. GUIDELINE FOR MAKING APPLICATION FEE

Applicants shall be required to pay application fee by *net-banking / debit / credit cards only* through **SBI Collect**. Bank charge/commission on transaction is as per rule.

Post	Category	Fee to be paid
Registrar	General and OBC	Rs. 2000.00
Controller of Examinations	General and OBC	Rs. 2000.00
Female, SC/ST and PwBD category applicants need not pay any Application fee.		

Note: *The fee once paid shall not be refunded or re-adjusted under any circumstance. The applicants need to submit SBI e-challan with application form.*

Following steps are to be followed for making payment:

- a. Access <https://www.onlinesbi.com>
- b. Click on State Bank Collect
- c. Click Checkbox to accept 'Terms & conditions'
- d. Click on 'Proceed'
- e. Select State as 'Odisha'
- f. Select Type of Category as 'Educational Institutions'
- g. Click on 'Go'
- h. Select the Name of the institution as "CENTRAL UNIVERSITY OF ODISHA"
- i. Select the payment category as "Non-Teaching Recruitment Application Fee "
- j. On the next screen, enter the Name of Applicant, Post applied for, Group, Pay Level, Category, and Gender and in the bottom portion of the page Enter Name, Date of Birth, and Mobile number for printing receipt
- k. Proceed as instructed and click on 'Submit'
- l. On the next screen, verify the details and click on 'Confirm'. If there is any correction please go back and do the correction
- m. Now you will be taken to the payment gateway
- n. Select appropriate 'Mode of Payment'
- o. Check the charges/commission applicable for selected 'Mode of Payment' and pay 'online' using Internet Banking/Credit Card/Debit Card
- p. Print the receipt for your record

REGISTRAR I/C



ओड़िशा केन्द्रीय विश्वविद्यालय

Central University of Odisha

Recruitment Advertisement No: 01/2025 dated 18/02/2025

Application Form for Recruitment of Non-Teaching Positions
(DIRECT RECRUITMENT / DEPUTATION)

Affix latest self
attested passport size
photograph

Application Fee Details:

SBI i-Collect Ref. No. and Date :

Amount of Fee paid :

1. Personal Details:

Name of the Post applied for	
Whether on Direct Recruitment or on Deputation	
Full Name (in block)	
Date of Birth (DD /MM/ YYYY) Age as on 18 / 02 / 2025	
Name of Father/ Husband	
Mother's Name	
Gender (Male / Female / TG)	
Marital Status	
Nationality	
Category (Gen/SC/ST/OBC/EWS)	
Whether Person with Benchmark Disabilities (PwBD)? If so, furnish relevant certificate	
Address for correspondence with PIN code, E-mail & Contact No.	

2. Educational Qualifications: (enclose certificates)

Name of Examination	Board /University	Passing Year	Class/ Division/ CGPA & % of Mark	Subjects of Exam.

3. Previous relevant, administrative experience, if any: (enclose certificates)

Post/Position	Employer (Name & Address)	From	To	Basic Pay & Pay Level	Nature of appointment (Adhoc/ Temporary/ Contractual/ Permanent)

4. Present Post, if any: (enclose certificates)

Designation	Employer (Name & Address)	Date of Joining	Nature of appointment (Adhoc/ Temporary/ Contractual/ Permanent)	Basic Pay, Pay Level & Gross monthly salary

5. (a) Total job experience (on closing date of application):

(b) Total relevant job experience (on closing date of application):

6. Experience in ICT, if any: (please attach certificates)

7. Research Experience and Guidance, if any: (please attach certificates)

8. Publications, if any: (please attach certificates)

9. Distinction (other than scholarship) including Games and Sports, NCC/NSS, Consultancy or Awards, if any (please attach certificates)

10. Any other relevant information? (Please attach separate sheet, if needed)

11. If selected, how much time you need to join the University:

12. Name and address of two persons to whom reference could be made:

Name, Designation & Address	E-mail	Mobile No.

DECLARATION

- 1) I declare that the entries made in this application form are true and correct to the best of my knowledge and belief. If any part of the information given is found to be false or incorrect at any stage, my candidature shall be cancelled without assigning any reason thereof.
- 2) I have not been convicted by a Court of Law for any offence.
- 3) I have not entered into or contracted a marriage with a person having a living spouse, which is not permissible under the personal law applicable to me.

Signature of the Applicant
(with date)

ENDORSEMENT OF THE FORWARDING OFFICER / AUTHORITY

Certified that Dr./Mr./Mrs./Ms. _____ Designation
_____ has been serving this institution on
permanent/temporary/contractual basis. His /her basic pay is _____ and
the gross emoluments are _____ per month.

It is certified that no disciplinary/ vigilance case has ever been held or contemplated or is pending against the applicant.

There is no objection for his/her application being considered by the Central University of Odisha.

His/ her application is forwarded and he/she will be relieved from this organisation within _____ days after receiving appointment order.

Signature (with official seal)

Date:

Place: