

Central University of Odisha

Recruitment of Consultants

The Central University of Odisha invites applications from retired and qualified candidates for rendering service in different sections of the University on payment of consolidated honorarium as per the qualifications and experience.

Name of the post / position	Essential qualifications	Experience	Nature of duties
Consultant AR (04)	Masters degree	Retired officers in the Assistant Registrar cadre in Central / State Universities.	Recruitment of teaching and non teaching, CAS , DPC, Reservation Roaster and matters related SC/ST/OBC/PWD/EWS Legal matters, Assistance in conducting Statutory bodies meeting like EC, RTI, Purchase related including GEM operations, Internal Auditing. Any other work assigned by the authority of the University.
Consultant (SO) (03)	Bachelors degree with typing and Shorthand skills.	Retired officers not below the rank of Private Secretary/ Section Officer in Central / State Universities	Stores & Purchase related activates including GEM operations, Establishment, Academic & Examinations, PFMS, Tally. Experience e-procurements. Any other work assigned by the authority of the University.

1. The honorarium / fee for Consultants shall be fixed based on the qualification and experience.
2. The period of engagement shall be for six months initially, extendable for another six months subject to approval of the Competent Authority.
3. Applicants are expected to have good knowledge of rules and regulation of Establishment and Administrative matters of University System / Central Government.
4. Should be well versed in MS –Office / Excel and internet.
5. The age of candidates should be preferable below 65 years.

Application in the prescribed format must be addressed to the Registrar, Central University of Odisha, Sunabeda Campus, Sunabeda Dist: Koraput Odisha on or before 01.06.2020. **Applicants may send filled in applications along with relevant enclosures to – Registrar@cuo.ac.in.** Incomplete applications / late received applications shall be rejected. Please visit university web site – www.cuo.ac.in

Sd/-
Registrar

CENTRAL UNIVERSITY OF ODISHA

Application for the post of Consultant

**Affix a
recent
passport size
photo and
sing across**

1. Name of the Candidate
2. Date of Birth
3. Address for communication
(including e-mail & Mobile
No.)

4. Educational qualification (s)

Exam passed	Name of the Board / University	Year of Passing	Subjects	% of Marks

5. Employment details in chronological order

University / Organisation	Designation	From	To	Scale of Pay / Grade pay	Nature of duties

6. Additional information, if any (enclose additional sheet, if required)

7. Two References with Postal address and e-mail / Mobile No.

1.

2.

Signature of the applicant with date