



BERHAMPUR UNIVERSITY

BHANJA BIHAR, BERHAMPUR – 760 007, GANJAM (ORISSA)

No. 3799 /Admn-II (NT)

Date: 28.4.17

ADVERTISEMENT

Applications in prescribed format (five copies) are invited for the following posts of Berhampur University:

Sl. No.	Name of the Post	No. of Vacancies	Category	Scale of Pay
1.	Assistant Registrar	01 (One)	Un-Reserved (UR)	Rs. 9,300-34,800/- + GP of Rs. 5,400/-
2.	Assistant Librarian	02 (Two)	Un-Reserved (UR)-1 Scheduled Caste (SC)-1	Rs. 9,300-34,800/- + GP of Rs. 4,600/-

The prescribed application form and the instructions can be downloaded from the Berhampur University Website www.buodisha.edu.in. The candidates submitting the application must pay the prescribed application fee i.e. Rs. 1,000/- (Rs. 750/- for SC/ST) in the form of Bank Draft drawn in favour of **Comptroller of Finance, Berhampur University, payable at SBI, Bhanja Bihar (Code: 2107)** along with the filled-in application, failing which their application shall not be considered. The filled-in application with all enclosures should reach the undersigned on or before **31.05.2017**. The applications received after the above date shall not be considered.

By Order

K. S. S. S.
REGISTRAR
Date: 28.4.17

Memo No. 3800 (S) /Admn-II (NT)

- Copy to the Officer-in-Charge (Publication), Berhampur University for information and necessary action. He is requested to arrange to publish the ordered advertisement **latest by 01.05.2017** in the following newspapers (Enclosed four copies of advertisement) at **I&PR Rate in 8 pt fonts in one issue only**: (a) **The Times of India** (All-Odisha edition); (b) **The Samaj** (All- Odisha edition) and (c) **The Sambad** (All- Odisha edition).
- Copy to the Comptroller of Finance, Berhampur University for information and necessary action.
- Copy to Dr. S.N. Tripathy, Lecturer in Computer Science, Berhampur University (Web-Administrator, University Website) for uploading this advertisement, application form and general instructions, etc. in the University Website www.buodisha.edu.in.
- Copy to NOTICE BOARD for information of all concerned.
- Copy to the Secretary to the Vice-Chancellor, Berhampur University for kind information of the Vice-Chancellor.

BY SPEED POST

Memo No. 3801 (S) /Admn-II (NT)

K. S. S. S.
REGISTRAR
Date: 28.4.17

Copy to the Additional Secretary to Government, Department of Higher Education, Odisha, Bhubaneswar for information with reference to Letter No. 7343/HE dated 30.3.2016.

Copy to the Special Secretary to Chancellor, Raj Bhavan, Odisha, Bhubaneswar for information.

K. S. S. S.
REGISTRAR
K. S. S. S.



BERHAMPUR UNIVERSITY

BHANJA BIHAR

BERHAMPUR – 760 007, GANJAM (ORISSA)

GENERAL INSTRUCTIONS AND DETAILS OF QUALIFICATIONS, EXPERIENCE, SCALE OF PAY, ETC.
PERTAINING TO ADVERTISEMENT NO. 3799/ADMN-II (NT) DATED 28.4.17

I. Details of Vacancies

Sl. No.	Name of the Post	No. of Vacancies	Category	Scale of Pay
1.	Assistant Registrar	01 (One)	Un-Reserved (UR)	Rs. 9,300-34,800/- + GP of Rs. 5,400/-
2.	Assistant Librarian	02 (two)	Un-Reserved (UR) – 1 Scheduled Caste (SC) – 1	Rs. 9,300-34,800/- + GP of Rs. 4,600/-

II. Qualification & Experience:

For the post of Assistant Registrar:

- A Post-Graduate Degree with at least 55% of marks or its equivalent grade;
- 5 (five) years administrative experience in the next lower grade or in a supervisory capacity;
- Preference will be given to the candidates having a degree in Law.

For the post of Assistant Librarian:

- A Graduate with 2nd Class;
- A degree in Library Science;
- Preference shall be given to the candidates having a degree /diploma in Computer Applications.

III. General Instructions:

- The prescribed application form can be downloaded from the Berhampur University Website www.buodisha.edu.in. The candidates submitting the application must pay the prescribed application fee i.e. Rs. 1,000/- (Rs. 750/- for SC/ST) in the form of Bank Draft in favour of **Comptroller of Finance, Berhampur University, payable at SBI, Bhanja Bihar (Code: 2107)** along with the filled-in applications, failing which their application shall not be considered.
- Applicants for the above posts should submit **five copies** of the applications duly filled in along with copies of the academic certificates, mark lists and experience certificates (**five copies each**) so as to reach the undersigned on or before **31.05.2017**. Applications received beyond the last date will not be entertained under any circumstances.
- Those claiming concession of application fee under SC/ST category, should submit the caste certificate or other relevant certificates from the appropriate authority in the form prescribed under the relevant rules of Government along with the application.
- One** set of application may be forwarded through proper channel/with NOC from the employer those who are already in service. **Four** other copies may be sent as Advance Copy. In case the application is not received through proper channel/with NOC by the time the University decides to issue Call Letters, the candidate shall not be called for interview.
- Government servants will not be accepted on deputation or Foreign Service terms and conditions, if selected. Those who retain lien with their parent employer, leave salary and pension contribution shall be borne by the candidate in case they return to their parent service.
- Selected candidates will be required to join within fifteen days from the date of issue of the appointment order unless otherwise specified or permitted. However, under no circumstances extension of time for joining shall exceed 45 days from the date of issue of the appointment order.

(g) No TA will be paid to the candidates for appearing at the interview. However, SC/ST candidates will be paid TA as per ORV (Orissa Reservation of Vacancies of Posts and Services) Rules.

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Registrar
Berhampur University

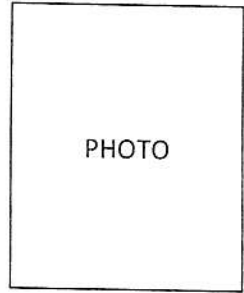
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- (h) Age limit for appointment shall be the same as applicable to State Government servants. For claiming age relaxation, the candidate should submit the Caste Certificate issued by competent authority. However, in case of in-service candidates the upper age limit may be relaxed by the appointing authority in deserving cases.
- (i) Candidates must have passed the High School Certificate or an equivalent or any higher examination with Oriya as a language subject or must have Oriya as a medium of examination in non-language subjects at H.S.C. or equivalent examination.
- (j) The posts will be governed by the New Restructured Defined Contribution Pension Scheme as introduced by the State Government in F.D.O.M. No. 30132/F dated 13.7.2006. However, person selected for the post mentioned above will be covered under the old pension regulations, if already covered under the old pension rules.
- (k) Persons coming from other institution/organization shall have to pay towards *prorata* pension, gratuity and unutilized leave contribution, if the same are not paid by his/her previous employer as per rules.
- (l) The University reserves the right to call only selected candidates as decided by it for interview. It also reserves the right to fill-up or not to fill-up the above advertised posts without assigning any reason thereof.
- (m) The University reserves the right to amend/alter/cancel any or all conditions mentioned above, if necessary, without assigning any reason thereof.

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28/4/2017
REGISTRAR



BERHAMPUR UNIVERSITY
BHANJA BIHAR, BERHAMPUR – 760 007
GANJAM (ODISHA)



APPLICATION FORM FOR THE POST OF _____

(The entries in this form should be made in English by the candidate in his/her best handwriting. If the space under the hearing below is inadequate, information may be given in a separate sheet and attached to the form. Application incomplete in any respect will not be entertained)

Demand Draft No. & Date: _____

Name of the Bank and Place: _____

Advertisement No. & Date: _____

1. Full Name of the Candidate
(in Block Letters) _____

2. Father's Name: _____

3. a) Marital Status: _____

b) If married, whether he has more
than one wife living: _____

5. In case of Married Woman,
Name of Husband: _____

6. Permanent home address: _____

7. Present Address in full
(with PIN Code): _____
(Any change should be reported at
once to the Registrar, Berhampur
University, Bhanja Bihar,
Berhampur – 760007).

8. Contact Telephone/Mobile No: _____

9. Date of Birth
(as per HSC Certificate or
equivalent) _____

10. Sex (Male/Female): _____

Nationality: _____

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Registrar,
Berhampur University
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28/4/2012

12. a) Candidate's Mother Tongue: _____

b) Other Languages Known: _____

13. Whether Scheduled Caste/
Scheduled Tribe
(If yes, certificate in support thereof
from the competent authority
should be enclosed):
- YES/NO
Put a (✓) Mark

SC	ST

14. Academic qualification:

(Examinations passed from Matriculation/Higher Secondary onwards to Doctorate degree), etc. full and exact details must be given. A copy of the certificate and mark sheet of each examination attested by a Gazetted Officer should be attached to this application).

Examination or degree passed	Name of the Board/University	Subjects taken	% of marks obtained	Total marks/ Maximum marks	Year of Passing
High School/HSC					
Intermediate/ Higher Secondary Examination					
Bachelor Degree					
LL.B.					
LL.M.					
Post-Graduate					
Management Course					
M.Phil.					
Ph.D.					

15. Whether employed in any Government or Non-Government Office/University/Corporation/Local Body, and if so, full particulars thereof (Administrative/Other experience, if any, providing the proof of experience from the authority)

Name of the Institution/Department/ Organization	Designation	Nature of the Post	Nature of assignment	Period (give date)		Remarks, if any
				From	To	

Retd.
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Registrar
Uttarakhand University

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16. a) Name of the present employer and organization (if employed): _____
- b) Present employment details: _____
- i) Post held: _____
- ii) Date of appointment: _____
- iii) Whether permanent/Temporary or on probation: _____
- iv) Whether State/Central Government/PSU/Private/any other: _____
17. a) Have you ever been subjected to any disciplinary action, as a student and/ or as an employee? _____
- b) Have you ever been dismissed/suspended from service/employment, if so please specify: _____
- c) Do you have any police record? If yes, give details: _____
- d) Whether any court case pending against you? If yes, give full details: _____
18. If appointed, when can you join the post: _____
19. Any other information: _____
20. Furnish the list of documents enclosed to the application:
- 1)
 - 2)
 - 3)
 - 4)
 - 5)

DECLARATION

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

Signature of the candidate
(in full)

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 Registrar
 your University
 Date:

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 25/4/2017