

**BERHAMPUR UNIVERSITY**  
**BHANJA BIHAR, BERHAMPUR – 760007, GANJAM (ODISHA)**

Letter No. 7034 / Admn-II (NT)

Date 4.10.18

**ADVERTISEMENT**

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

Sj. No.	Name of the post	No. of Vacancies	Category	Scale of Pay (As per Sixth Pay Commission)
2.	Assistant Librarian	02 (Two)	Un-Reserved (UR)-1 Scheduled Caste (SC)-1	Rs.9300-34800/- + GP of Rs.4600 /- Or Revision of pay, if any, by the Govt. from time to time.

The prescribed application form and instructions can be downloaded from the Berhampur University Website [www.buodisha.edu.in](http://www.buodisha.edu.in). The candidates submitting the application must pay the prescribed application fee i.e. Rs. 1000/- (Rs. 750/- for SC/ST) in the form of Bank Draft drawn in favour of Comptroller of Finance, Berhampur University, payable at SBI, Bhanjabihar (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 10<sup>th</sup> November, 2018. The applications received after the above date shall not be considered.

The candidates applied earlier as per Advt. No. 3799/ Admn-II (NT) dated 28.04.2017 need not apply again. However, they may submit the copies of documents, if any, towards additional information in favour of their candidature for the same post.

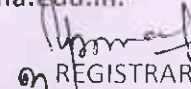
Memo No. 7035<sup>(3)</sup> / Admn-II (NT)

By Order  
  
REGISTRAR  
Date 4.10.18

1. Copy to the Officer-in-Charge (Publication), Berhampur University for information and necessary action. He is requested to make arrangement for advertisement latest by 05.10.2018 in the following newspapers (Enclosed four copies of advertisement) at I & PR rate in 8 pt. fonts in one issue only: (a) Prameya (All Odisha Edition) (b) Dharitri (All Odisha Edition) & (c) New Indian Express (All Odisha Edition).
2. Copy to the Comptroller of Finance, Berhampur University for information and necessary action.
3. 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](http://www.buodisha.edu.in).

Memo No. 7036<sup>(2)</sup> / Admn-II (NT)

**ADVERT POST**

By Order  
  
REGISTRAR  
Date 4.10.18

1. Copy to the Additional Secretary to Government, Department of Higher Education, Odisha, Bhubaneswar for information with reference to Letter No. 7343/HE Dtd. 30.03.2016.
2. Copy to the Special Secretary to Chancellor, Governor's Secretariat, Raj Bhawan, Odisha, Bhubaneswar for information and necessary action. Finance Department, Bhubaneswar for information.

By Order  
  
REGISTRAR  
Date 4.10.18

**BERHAMPUR UNIVERSITY**  
**BHANJA BIHAR, BERHAMPUR – 760007, GANJAM (ODISHA)**

GENERAL INSTRUCTIONS AND DETAILS OF **QUALIFICATIONS, EXPERIENCE, SCALE OF PAY, AGE**  
ETC. PERTAINING TO ADVERTISEMENT NO. 7034 / ADMN-II (NT), DATED 4.10.18

**I. Details of Vacancies:**

Sl. No.	Name of the post	No. of Vacancy	Category	Scale of pay + Grade pay (As per Sixth Pay Commission)
2.	Assistant Librarian	02 (Two)	Un-Reserved (UR) -1 Scheduled Caste (SC)-1	Rs.9300-34800/- + GP of Rs.4600 /- Or Revision of pay, if any, by the Govt. from time to time.

**II. Qualification & Experience:-**

- i. Graduate with 2<sup>nd</sup> Class;
- ii. A Degree in Library Science;
- iii. Preference will be given to the candidates having a degree/ diploma in Computer Applications.

**III. General Conditions:**

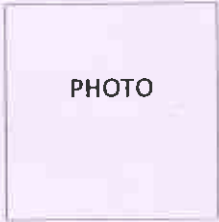
- a) The prescribed application form can be downloaded from the Berhampur University Website: [www.buodisha.edu.in](http://www.buodisha.edu.in). The candidates submitting the application must pay the prescribed application fee (non-refundable) i.e. Rs. 1000/- (Rs. 750/- for SC/ST) in the form of Bank Draft drawn in favour of Comptroller of Finance, Berhampur University, payable at SBI, Bhanjabihar (Code:2107) along with the filled-in application, failing which their application shall not be considered.
- b) Applicants should submit **five copies** of the applications in original duly filled-in along with self- attested copies of academic certificates, mark lists, experience certificates and other relevant documents (five copies each) so as to reach the undersigned on or before **10.11.2018**. Applications received beyond the last date will not be considered under any circumstances.
- c) 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.
- d) **One set** of application may be forwarded through proper channel/ with NOC from the employer those who are already in service. **Four other sets** may be sent as Advance Copy (should be mentioned at the top of the cover). In case the application is not received through proper channel/ with NOC by the time the University decides to issue Call Letters, the candidates shall not be called for interview.
- e) Government servants will not be accepted on deputation or Foreign Service terms and conditions, if selected. Those who retain lien with their parent employer, the leave salary and pension contribution shall be born by the candidate in case they return to their parent service.
- f) 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/DA 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.
- h) Age limit for appointment shall be the same as applicable to State Government services. 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 Odia as a language subject or must have a Odia 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 13.07.2006. However, person selected for the post mentioned above will be covered under the old pension regulations, if already under the old pension rules.
- k) Person coming from other institution/ organization shall have to pay towards *prorate 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 any selected candidates as decided by it for interview. It also reserves the right to fill-up or not to fill-up the above advertisement 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.

*Abhinav*  
4.10.18.  
REGISTRAR



**BERHAMPUR UNIVERSITY**  
BHANJA BIHAR, BERHAMPUR-760007  
GANJAM (ODISHA)



APPLICATION FORM FOR THE POST OF \_\_\_\_\_

(The entries in this form should be made in **English** by the candidate in his/her own handwriting. If the space under the heading 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: \_\_\_\_\_

Named 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: \_\_\_\_\_

4. In case of Married Woman,  
Name of Husband: \_\_\_\_\_

5. Permanent home address: \_\_\_\_\_

6. Present Address in full  
(with PIN Code):  
(Any change should be reported at  
once to the Registrar, Berhampur  
University, Bhanjabihar,  
Berhampur-760007). \_\_\_\_\_

7. Contact Telephone/Mobile No: \_\_\_\_\_

8. Date of Birth  
(as per HSC Certificate or  
equivalent): \_\_\_\_\_

9. Sex (Male/Female): \_\_\_\_\_

10. Nationality: \_\_\_\_\_

P.T.O.

11. a) Candidate's Mother Tongue: \_\_\_\_\_

b) Other Languages Known: \_\_\_\_\_

12. Whether Scheduled Caste/  
Scheduled Tribe  
(If yes, certificate in support thereof  
From the competent authority  
Should be enclosed):

YES/NO  
Put (tick) Mark

SC	ST

13. Academic qualification:  
(Examinations passed from Matriculation/Higher Secondary onwards to Decorate degree etc.  
full and exact details must be given. A copy of the candidate 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.					

14. 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 Post	Nature of assignment	Period (give date)		Remarks
				From	To	

15. a) Name of the present employer and organization (if employed):

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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:

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16. a) Have you ever been subjected to any Disciplinary action, as a student and/or as an employee ?

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b) Have you ever been dismissed/ suspended from service/ employment, if so please specify:

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c) Do you have any police record? If yes, give full details:

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d) Whether any court case pending against you? If yes, give full details:

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17. If appointed, when can you join the post:

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18. Any other information:

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19. 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.

Date:  
Place:

Signature of the Candidate (in full)