



ओडिशा केन्द्रीय विश्वविद्यालय  
(केन्द्रीय विश्वविद्यालय अधिनियम, 2009 के तहत स्थापित)  
**Central University of Odisha**  
(Established Under the Central Universities Act, 2009)  
Post: - NAD, Sunabeda, Dist. - Koraput, Odisha. PIN - 763 004

**Recruitment to Non-Teaching Positions**

Advertisement No.01/2022

Date: 22-12-2022

The Central University of Odisha invites applications from eligible Indian citizens for the positions of Controller of Examinations, Librarian, Deputy Registrar, Executive Engineer and Internal Audit Officer on direct recruitment / deputation basis. The last date for receipt of applications by post is **23-01-2023**.

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

**1. 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>RECRUITMENT BY DIRECT / DEPUTATION</b>					
01	CONTROLLER OF EXAMINATIONS	A	01 (UR)	Level 14	PB:4:Rs.37400-67000 GP Rs.10,000/-
02	LIBRARIAN	A	01 (UR)	Level 14	PB:4:Rs.37400-67000 AGP Rs.10,000/-
03	DEPUTY REGISTRAR	A	02 ( UR-01, OBC-01)	Level 12	PB:3:Rs.15600-39100 GP Rs.7600/-
04	EXECUTIVE ENGINEER	A	01 (UR)	Level 11	PB:3:Rs.15600-39100 GP Rs.6600/-
<b>RECRUITMENT BY DEPUTATION ONLY</b>					
05	INTERNAL AUDIT OFFICER	A	01 (UR)	Level 12	PB:3:Rs.15600-39100 GP Rs.7600/-

Abbreviation: UR: Un-reserved; OBC: Other Backward Class

**NB:** Candidates who applied earlier for the post of *Librarian, Deputy Registrar* and *Internal Audit Officer* in response to the Advertisement No.02/2020 dated 24-07-2020 and No.01/2021 dated 02-02-2021 need not apply again. However, they may send their updated bio-data providing reference to their earlier application(s) for consideration.

## 2. AGE, EDUCATIONAL AND OTHER REQUIRED QUALIFICATIONS:

### 01. CONTROLLER OF EXAMINATIONS

1	Name of Post	<b>Controller of Examinations</b>
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><b>Essential:</b></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;"><b>or</b></p> <p>Comparable experience in research establishment and/ or other institutions of higher education,</p> <p style="text-align: center;"><b>or</b></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 Applicable
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><b>Deputation:</b></p> <p>Qualifications &amp; Experience: As indicated at col. 7.</p> <p>Grade: Holding analogous post or eight years' experience at Pay Level-12</p> <p>Selection Committee: As at column 12.</p>
12	Composition of DPC or Selection Committee	As per Act/Statutes /Regulation/UGC Notification

## 02. LIBRARIAN

1	Name of Post	<b>Librarian</b>
2	Number of Post	1 (One)
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Academic 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	<b>Essential Qualifications:</b> i) Master's Degree in Library Science/ Information Science/ Documentation Science with at least 55% of marks or an equivalent grade in a point scale wherever the grading system is followed. ii) At least 10 years as a Librarian at any level in University Library or ten years of teaching as Assistant/ Associate Professor in Library Science or ten years' experience as a College Librarian. iii) Evidence of innovative Library services, including the integration of ICT in a library. iv) A Ph.D. Degree in library science/ documentation/ archives and manuscript keeping.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	One Year
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.	Direct recruitment failing which by Deputation.
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	<b>Deputation:</b> Officers of Central/ State Governments, Universities and other Autonomous Organizations holding analogous posts on regular basis subject to possessing educational qualification and experience as prescribed in column 07 above.
12	Composition of DPC or Selection Committee	As per UGC Regulations 2018

### 03. DEPUTY REGISTRAR

1	Name of Post	<b>Deputy Registrar</b>
2	Number of Post (s)	02 (Two)
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Level 12
5	Whether Selection or non-selection post	Selection. Not applicable in case of Direct Recruitment/Deputation
6	Age Limit for Direct Recruits	50 Years
7	Educational and other qualifications required for direct recruits	<b>Essential Qualifications:</b> i. Master’s Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. ii. Five years of experience as Assistant Registrar or in equivalent post in the Pay Level 10 and above.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No <b>Academic Qualification:</b> Must possess at least Bachelor’s degree from a recognized University.
9	Period of probation, if any	One year
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.	75% by Direct Recruitment 25% by promotion, failing which by deputation. (Ref: MHRD Letter No.1-7/2015-.U.II (2) dated 02/11/2017)
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	<b>Promotion:</b> Assistant Registrar with five years regular service in Pay Level 11. <b>Deputation:</b> Officers holding analogous posts on regular basis <b>or</b> with five years regular service in Pay Level 1 <b>or</b> with eight years regular service in Pay Level 10 in the Central/State Government, Universities and other autonomous organisations.
12	Composition of DPC or Selection Committee	As per schedule II of the Cadre Recruitment Rules of the University

#### 04. EXECUTIVE ENGINEER (CIVIL)

1	Name of Post	<b>Executive Engineer (Civil)</b>
2	Number of Post (s)	1 (One)
3	Classification	Group – A
4	Scale of Pay/Pay Band / GradePay	Level 11(after 5 years of service as Executive Engineer with level 11, an incumbent shall be assessed by the Departmental Promotion Committee –DPC for moving to the level 12 in the same designation)
5	Whether or non-Selection post	Not Applicable
6	Age Limit for Direct Recruits	45 Years
7	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <p>a) First Class Bachelor’s Degree in the Civil Engineering from a recognised Institute/ University or equivalent.</p> <p>b) 08 years of experience as Assistant Engineer in the relevant field from CPWD/State Government PWD services or similar organized services/Semi Government/ PSU/ Statutory or Autonomous organization/ University System or reputed private organizations with an annual turnover of at least Rs.200/- Crores or more</p> <p><b>Desirable Qualifications:</b></p> <p>1. Experience in construction of projects of multi-storey buildings and have experience in planning/estimation/measurement/tendering as per the CPWD/ PWD norms. Good knowledge of CPWD manuals, preparations/checking of estimates, drawings, structural details, bill of quantities, substitute/deviation items statements and other associated issues related with building and constructions.</p> <p>2. Knowledge of Computer Aided Design (CAD) and latest Management Technology/other relevant software.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two Years
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.	By promotion failing which deputation/direct recruitment

11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/absorption to be made	<p><b>Promotion:</b> Assistant Engineer having degree relevant branch of engineering with 08 years of regular services in the pay level 7 based on Seniority-cum-fitness from Assistant Engineers subject to fulfillment of academic qualification mentioned at Column 7</p> <p><b>Deputation:</b> Officers holding analogous post 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 Organisation/ University System:</p>
12	Composition of DP or Selection C Committee	As per schedule II of the Cadre Recruitment Rules of the University

## 05. INTERNAL AUDIT OFFICER

1	Name of Post	<b>Internal Audit Officer (On Deputation only)</b>
2	Number of Post (s)	01 (One)
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Level 12
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	56 Years (on deputation)
7	Educational and other qualifications required for direct recruits	Not Applicable
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
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.	Deputation
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	<p><b>Deputation:</b> By drawing officers belonging to Audit and Accounts Services or other similar organised Accounts Services in Central / State Govt., holding analogous posts on regular basis.</p> <p style="text-align: center;"><b>OR</b></p> <p>with three years regular service in Level 11 or equivalent in the area of Audit and Accounts in any Govt. Department/ Autonomous Bodies.</p> <p style="text-align: center;"><b>OR</b></p> <p>with five years regular service in Level 10 or equivalent in the area of Audit and Accounts in any Govt. Department/ Autonomous Bodies.</p>
12	Composition of DPC or Selection Committee	As per schedule II of the Cadre Recruitment Rules of the University

### 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 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 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) 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 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 17<sup>th</sup> 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 organisation'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 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.



- 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 written test / trade test/skill test and / interview, as applicable under Cadre Recruitment Rules of the University.
- xvi) 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.
- xvii) 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 organisation only till such time as they retain lien with the parent post.
- xviii) No TA/DA will be paid to the candidates for attending Written Test / Skill Test / Interview.
- xix) 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.
- xx) 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.
- xxi) The University also reserves the right to withdraw any advertisement, either partly or wholly, at any time without assigning any reason.
- xxii) 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.
- xxiii) Application Form is available in the website [www.cuo.ac.in](http://www.cuo.ac.in) for download and use.
- xxiv) Candidates are advised to submit their application along with all supporting documents pertaining to age, category, educational qualifications, experience etc to **The Registrar, Central University of Odisha, PO- NAD, Sunabeda, Koraput - 763 004 Odisha** by Speed/Registered post only.
- xxv) 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.----- DATE-----
- xxvi) The closing date for receiving applications by post is **23-01-2023**.
- xxvii) Application received after the last date (**23-01-2023**) will not be entertained. The University shall not be responsible for any postal delay.
- xxviii) Canvassing in any form by the candidate or on behalf of the candidate shall be treated as a 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
Group –A (All)	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