Advertisement No: 02/2020
Employment Notification for Non-Teaching Positions

Ref: CUO/Admn./Rect./NT/82   Date:24.07.2020

About Central University of Odisha

The Central University of Odisha (CUO), established under the Central University Act 2009 to address the growing educational needs of the Country, is located amidst the lap of Nature in Koraput, a serene and tranquil place with pleasant climate round the year. It has been making steady progress over the years so much so that it has emerged as 'A Happening University' in the country. The University seeks to harness inter-disciplinary research for sustained progress in 'Education for Development'. Attracting outstanding academicians and administrative staff with talent and commitment is on the top of the CUO agenda of recruitment. The new recruits are expected to be familiar with university functioning and with basic knowledge of computer applications to help support academic and research activities, community outreach as well as industry-academia programmes to develop the University into a vibrant world-class centre of excellence. The University is also planning to start full-fledged PG and research programmes in Physics, Chemistry, Life Sciences, Public Health, Social Work, Political Science and Public Administration, Public Policy and Sustainable Development, among others in the next two years. This is the immediate roadmap and in this context the University is looking for talented skilled and dedicated non-teaching staff.

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

Advertisement No: 02/2020

Employment Notification for Non-Teaching Positions

Ref:CUO/Admn./Rect./NT/82   Date: 24.07.2020

Applications in the prescribed Format are invited from eligible Indian citizens for filling in various Non-Teaching positions on direct recruitment/deputation basis in the Central University of Odisha.

Candidates are required to be familiar with university functioning and with basic knowledge of computer applications. Candidates possessing higher qualification and experience than prescribed for the post may be preferred.

Candidates are required to send their applications with all testimonials by Speed Post or Registered Post to reach **The Registrar, Central University of Odisha, PO-NAD, Sunabeda, Koraput - 763 004 Odisha** on or before 31.08.2020**.**

For further details please logon to our website www.cuo.ac.in

Any addendum/corrigendum and further information shall be posted only on the University website.

Sd/-
REGISTRAR

1. DETAILS OF NO. OF POSTS, CATEGORY, REQUIRED QUALIFICATIONS AND EXPERIENCE ARE AS FOLLOWS:

Sl. No	Name of the post	Group	No. of posts/ Category	Pay Level in the pay Matrix as per 7th CPC	Pay Band & Grade Pay as per 6th CPC
(1)	(2)	(3)	(4)	(5)	(6)
DIRECT RECRUTIMENT / DEPUTATION					
01	FINANCE OFFICER	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/-
03	LIBRARIAN	A	01 (UR)	Level 14	PB:4:Rs.37400-67000 AGP Rs.10,000/-
04	SECURITY OFFICER	B	01 (UR)	Level 7	PB:2:Rs.9300-34800 GP Rs.4,600/-
DEPUTATION					
05	INTERNAL AUDIT OFFICER	A	01 (UR)	Level 12	PB:3:Rs.15600-39100 GP Rs.7600/-

Sl. No	Name of the post	Group	No. of posts/ Category	Pay Level in the pay Matrix as per 7th CPC	Pay Band & Grade Pay as per 6th CPC
DIRECT RECRUITMENT					
06	ASSISTANT LIBRARIAN	A	01 (UR)	Level 10	PB:3:Rs.15600-39100 AGP Rs.6000/-
07	ASSISTANT REGISTRAR	A	02 (UR)	Level 10	PB:3:Rs.15600-39100 GP Rs.5400/-
08	MEDICAL OFFICER	A	02 (UR) (Male-01; Female-01)	Level 10	PB:3:Rs.15600-39100 GP Rs.5400/-
09	SYSTEM ANALYST	A	01 (UR)	Level 10	PB:3:Rs.15600-39100 GP Rs.5400/-
10	INFORMATION SCIENTIST	A	01 (UR)	Level 10	PB:3:Rs.15600-39100 GP Rs.5400/-
11	PRIVATE SECRETARY	B	03 (UR-02; OBC-01)	Level 7	PB:2:Rs.9300-34800 GP Rs.4600/-
12	SECTION OFFICER	B	02 (UR-01; OBC-01)	Level 7	PB:2:Rs.9300-34800 GP Rs.4600/-
13	NURSE	B	01 (UR)	Level 6	PB:2:Rs.9300-34800 GP Rs.4200/-
14	PERSONAL ASSISTANT	B	03 (UR)	Level 6	PB:2:Rs.9300-34800 GP Rs.4200/-

15	ASSISTANT	B	03 (UR-01, UR-PwD-Multiple Disability-01, OBC-01)	Level 6	PB:2:Rs.9300-34800 GP Rs.4200/-
16	JUNIOR ENGINEER (ELECTRICAL)	B	01 (UR)	Level 6	PB:2:Rs.9300-34800 GP Rs.4200/-
17	JUNIOR ENGINEER (CIVIL)	B	01 (UR)	Level 6	PB:2:Rs.9300-34800 GP Rs.4200/-
18	HINDI TRANSLATOR	B	01 (UR)	Level 6	PB:2:Rs.9300-34800 GP Rs.4200/-
19	LOWER DIVISION CLERK	C	09 (UR-04; ST-02; OBC-01; SC-01; EWS-01)	Level 2	PB:1:Rs.5200-20200 GP Rs.1900/-
20	HINDI TYPIST	C	01 (UR)	Level 2	PB:1:Rs.5200-20200 GP Rs.1900/-
21	MTS (Multi Tasking Staff)	C	03 (UR-01, SC-01, ST-01)	Level 1	PB:1:Rs.5200-20200 GP Rs.1800/-

Abbreviations: UR: Un-reserved, OBC: Other Backward Classes, SC: Schedule Caste, ST: Schedule Tribe, EWS: Economically Weaker Section, PwD-Multiple Disabilities (as defined under OM Dt.15.01.2018 of Min of Pers. Public Grievances and Pension, DoPT, Govt. of India)

2. METHOD OF RECRUITMENT:

		DIRECT RECRUITMENT / DEPUTATION
1	Name of Post	**FINANCE OFFICER**
	Age Limit for Direct Recruits	Preferably below 57 Years
	Education and other qualifications required for direct recruits	**Essential:** Master Degree with at least 55% of the Marks or its equivalent grade of B in the UGC 7 point scale. 15 years of administrative experience of which 08 years shall be as a Deputy Registrar or an equivalent post. **OR** Comparable experience in a research establishment and/ or other institutions of higher education. **OR** At least 15 years' of experience as Assistant Professor in the AGP of Rs.7000/- and above or with 8 years' of service in the AGP of Rs.8000/- and above including as Associate Professor, along with experience in educational administration.
	Method of recruitment	Direct Recruitment for tenure of five years or till the recruit attains the age of 62 years, whichever is earlier.
	In case of recruitment by deputation	**Deputation:** Appointment preferably by drawing officers belonging to the Indian Audit and Accounts services or other similar organized Services in Central/State Govt. or University System/Other organisation on Deputation for tenure of 5 years or till the recruit attains the age of 62 years, whichever is earlier.
2	Name of Post	**CONTROLLER OF EXAMINATION**
	Age Limit for Direct Recruits	Preferably below 57 Years
	Education and other qualifications required for direct recruits	**Essential:** Master Degree with at least 55% of the Marks or its equivalent grade of B in the UGC 7 point scale. 15 years of administrative experience of which 08 years shall be as a Deputy Registrar or an equivalent post. **OR** Comparable experience in a research establishment and/ or other institutions of higher education. **OR** At least 15 years' of experience as Assistant Professor in the AGP of Rs.7000/- and above or with 8 years' of service in the

		AGP of Rs.8000/- and above including as Associate Professor, along with experience in educational administration.	
	Method of recruitment :	Direct Recruitment for tenure of five years or till the recruit attains the age of 62 years, whichever is earlier. Qualification and experience are same for Direct Recruitment and Deputation	
3	Name of Post	**LIBRARIAN**	
	Age Limit for Direct Recruits	Preferably below 57 Years	
	Education and other qualifications required for direct recruits	**Essential**: A Master Degree in Library Science/ Information Science/ Documentation with at least 55% of marks or its equivalent grade in a point scale where the grading system is followed. At least 10 years as a Librarian at any level in University Library or 10 years of teaching as Assistant/ Associate Professor in Library Science or 10 years experience as a College Librarian. Evidence of innovative Library services including the integration of ICT in a Library. A Ph.D. Degree in Library Science/ Information Science/ Documentation/ Archives and Manuscript Keeping.	
	Method of recruitment	Direct recruitment failing which by Deputation/ Contract.	
	In case of recruitment by deputation	**Deputation:** Officers of Central/ State Governments, Universities and other Autonomous Organizations holding analogous posts on regular basis **OR** Possessing of educational qualification and experience prescribed for the post.	
4	Name of Post	**SECURITY OFFICER**	
	Age Limit for Direct Recruits	35 Years (Relaxable for personnel from armed forces as per Govt of India Rules)	

	Education and other qualifications required for direct recruits	**Essential** : Bachelor's Degree from a recognized University/ Institution with five years experience as Security Supervisor / Supervisory Position in Security in a Govt. Office, Educational Institute / Private Organisation of repute with an annual turnover of Rs.200/- Crores. **OR** Persons who have served in the Army or such Uniformed Service at JCO level or equivalent or above, with 10th standard pass or Army class I Examination or an equivalent examination. **AND** Holding a valid Driving License (LMV/ Motor cycle). **Desirable:** Completion of a course in fire fighting or unarmed combat course in Army or Para-military force. Knowledge in Computer applications. Should able to speak English and Hindi / Odia
	Method of recruitment	Direct Recruitment failing which by deputation.
	Deputation	Officer from the Central/ State Govt./ Universities/ Other autonomous organizations. i. Holding analogous post on regular basis. **OR** ii. With three years regular service in Rs. 9300-34800 (PB-2) + Grade Pay Rs. 4200/-.
	DEPUTATION	
5	Name of Post	**INTERNAL AUDIT OFFICER**
	Age Limit for Direct Recruits	56 Years
	Method of recruitment	Deputation
		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. **OR** With three years regular service in PB-3 (Rs.15600-39100) + Grade Pay Rs.6,600/- in the area of Audit and Accounts in any Govt. Department/ Autonomous Bodies. **OR** With five years regular service in PB-3 (Rs.15600-39100) +

		Grade Pay Rs.5,400/- in the area of Audit and Accounts in any Govt. Department/ Autonomous Bodies.
	DIRECT RECRUITMENT	
6	Name of Post	**ASSISTANT LIBRARIAN**
	Age Limit for Direct Recruits	40 Years
	Education and other qualifications	**Essential:** (i) A Master Degree in Library Science / Information Science / Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) (ii) A consistently Good Academic Record with knowledge of computerization of Library. (iii) Besides fulfilling above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph.D. Degree in accordance with the UGC(Minimum Standards and Procedure for Award of M.Phil./Ph.D./ Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be: Provided that the candidate registered for the Ph.D. Degree prior to July 11, 2019, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institutions awarding the degree, and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities / Colleges / Institutions subject to the fulfilment of the following conditions: a) The Ph. D. Degree of the candidate has been awarded in the regular mode b) The Ph.D. thesis has been evaluated by at least two external examiners c) Open Ph.D. viva voce of the candidate has been conducted d) The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal: e) The candidate has presented at least two papers based on his / her Ph.D. work in conferences/ seminars /sponsored /funded /supported by the

			UGC/ICSSR/CSIR or any similar agency. Note: The fulfilment of these conditions is to be certified by the Registrar or Dean (Academic Affairs) of the University concerned.
7	Name of Post		**ASSISTANT REGISTRAR**
	Age Limit for Direct Recruits		40 Years
	Education and other qualifications		**Essential**: Master Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven-point scale along with a good academic record. Knowledge of Computer Applications. **Desirable:** Experience in Administration/ Establishment/ Finance/ Examination/ Academic of the University. Familiarity with ICT.
8	Name of Post		**MEDICAL OFFICER**
	Age Limit for Direct Recruits		40 Years
	Education and other qualifications required for direct recruits		**Essential:** MBBS Degree with 55% Marks recognised by MCI. **Desirable:** Post Graduate Qualification from a recognized Institution by the MCI. Preference will be given to experienced candidate. Working experience in a Hospital attached with a Medical College / Corporate Hospital.
9	Name of Post		**SYSTEM ANALYST**
	Age Limit for Direct Recruits		40 Years
	Education and other qualifications required for direct recruits		**Essential:** First class M.E. /M. Tech. (Computer Science & Technology/ Artificial Intelligence (AI) / Information Technology) or equivalent **OR** First class B.E./B. Tech. (Computer Science & Technology/ Artificial Intelligence (AI) / Information Technology) or equivalent with two years of relevant experience. **OR** First class Master in Computer Applications (MCA) / Artificial Intelligence (AI) with two years of relevant experience. **OR** First class M.Sc. (Computer Science/Information Technology) /Artificial Intelligence (AI) from a recognized University/Institute with three years of relevant experience.

		Desirable: CCNA/CCNP or equivalent certification.	
10	Name of Post	**INFORMATION SCIENTIST**	
	Age Limit for Direct Recruits	40 Years	
	Education and other qualifications required for direct recruits	**Essential :** First Class M.E. / M. Tech. (Computer Science) and Technology / Artificial Intelligence (AI) / Information Technology) Or equivalent. **OR** First Class B.E. / B. Tech (Computer Science & Technology / Artificial Intelligence (AI) / Information Technology) or equivalent with two years of relevant experience. **OR** First Class Master in Computer Applications (MCA) / Artificial Intelligence (AI) or equivalent with two years of relevant experience. **OR** First Class M.Sc.(Computer Science/ Information Technology) / Artificial Intelligence (AI) from a recognized University/ Institute with three years of relevant experience. **Desirable**: Relevant experience in Library Automation and Networking.	
11	Name of Post	**PRIVATE SECRETARY**	
	Age Limit for Direct Recruits	35 Years	
	Educational and other qualifications required for direct recruits	**Essential:** A Bachelor's Degree from a recognized University/Institute. At least 03 Years experience as Personal Assistant in a University/ Research establishment/ Central/ State Govt. /PSU and other autonomous bodies. English Stenography speed:120/100 wpm English Type-writing speed: 35/30 wpm typing speed. Knowledge of computer applications. **Desirable:** Proficiency in English & good communication skills.	
12	Name of Post	**SECTION OFFICER**	
	Age Limit for Direct Recruits	35 Years	
	Education and other qualifications	**Essential:** A Bachelor Degree in any discipline from any recognised Institute/ University. Three Years Experience as Assistant in the Scale of Rs.9300 – 34800/- with Grade pay Rs.4200/- in any Central / State	

		Govt./ University/ PSU and other Central or State Autonomous Institutions or holding equivalent positions in any reputed Private Institution / corporate bank with annual turnover of Rs.200/- Crores. Proficiency in Computer Operation, noting and drafting.
13	Name of Post	**NURSE**
	Age Limit for Direct Recruits	35 Years
	Education and other qualifications	**Essential:** B.Sc.(Nursing) with at least 50% marks from a recognized institute Registered as Nurse in the Indian Nursing Council or its affiliated State Nursing Council Two years experience in Nursing in a reputed hospital.
14	Name of Post	**PERSONAL ASSISTANT**
	Age Limit for Direct Recruits	35 Years
	Education and other qualifications	**Essential** : A Bachelor Degree in any discipline from any recognised Institute/ University. Proficiency in Stenography in English or Hindi with minimum speed of 100wpm. Proficiency in Typing in English and/or Hindi with minimum speed of 35 / 30 wpm respectively. Knowledge of Computer Applications. Two years experience as Stenographer in Central State Govt. Organisations / University Research Institution or Central / State autonomous Institution. **Desirable:** Proficiency in English and good communication skills.
15	Name of Post	**ASSISTANT**
	Age Limit for Direct Recruits	35 Years
	Education and other qualifications	**Essential**: Bachelor Degree from a recognized University / Institution. Two Years of experience as UDC or equivalent in the Scale of pay of Rs.5200-20200 and Grade pay of Rs.2400/- in Central/ State Government/ University/ PSU and other Central / State Autonomous Bodies or reputed private institutions/ corporate banks with annual turnover of Rs.200/- Crores. Speed in English Typing @ 35 wpm or in Hindi Typing @ 30 wpm.

		Proficiency in Computer Operations, noting and drafting. **Desirable:** Experience in Administrative/ Accounts/ Academic matters. Capacity to work in a fully computerized environment.
16	Name of Post	**JUNIOR ENGINEER (Electrical)**
	Age Limit for Direct Recruits	35 Years
	Education and other qualifications	**Essential:** First Class Bachelor's Degree in Electrical Engineering from any recognised Institute / University **OR** First Class Diploma in Electrical Engineering from a recognised University / Institution with two years experience in relevant field Central CPWD / State PWD or Similar Organised Services / Statutory or Autonomous Organisations / Central / State Universities / Autonomous Institutions or reputed Private Institutions with a turnover of Rs.200/- Crores. **Desirable:** Good knowledge of computer applications and other relevant soft ware.
17	Name of Post	**JUNIOR ENGINEER (Civil)**
	Age Limit for Direct Recruits	35 Years
	Education and other qualifications required for direct recruits	**Essential:** First Class Bachelor's Degree in Civil Engineering from any recognised Institute / University **OR** First Class Diploma in Civil Engineering and two years experience in relevant field Central CPWD / State PWD or Similar Organised Services / Statutory or Autonomous Organisations / Central / State Universities / Autonomous Institutions or reputed Private Institutions with a turnover of Rs.200/- Crores. **Desirable:** Working knowledge of AUTOCAD, other relevant software.
18	Name of Post	**HINDI TRANSLATOR**
	Age Limit for Direct Recruits	35 Years
	Education and other qualifications required for direct recruits	**Essential** : Master Degree from a recognised University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level; **OR** Master Degree from a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;

		OR
		Master degree from a recognised University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level;
		OR
		Master degree from a recognised University in any subject other than Hindi or English. With English Medium and Hindi as a compulsory or elective subject or as a medium of a examination at the degree level;
		OR
		Master Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level AND recognized Diploma or Certificate course in translation from Hindi to English & vice versa or two years experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of India Undertaking.
19	Name of Post	**LOWER DIVISION CLERK**
	Age Limit for Direct Recruits	30 years
	Education and other qualifications	10+2 or equivalent qualification from a recognised Board with at least 50% marks

English Typing @ 35 wpm and/or Hindi Typing @ 30wpm (35 wpm and 30 wpm correspond to 10500KDPH /9000 KDPH on an average of 5 key depressions for each work)

Proficiency in Computer operations

Desirable: Graduation from a recognised University. |
| 20 | Name of Post | **HINDI TYPIST** |
| | Age Limit for Direct Recruits | 30 Years |
| | Education and other qualifications | **Essential** :
Pass in 12th Standard with 50% marks from recognized State/ Central Education Board. 30 words per minute in Hindi Typing Speed. Knowledge of Computer Applications |
| **21** | Name of Post | **MTS** |
| | Age Limit for Direct Recruits | **30 Years** |
| | Education and other qualifications | Essential :

10th Pass from any State/ Central School Board.

OR

ITI Pass. |

A. GENERAL INSTRUCTIONS FOR APPLICANTS

i) Applicants are advised to satisfy themselves before applying that they possess essential qualifications as mentioned in the advertisement. It is the sole responsibility of the candidate to ensure that he/ she possess prescribed eligibility for the post which he/ she is applying.

ii) The date of birth is acceptable as mentioned in the SSC/ Matriculation certificate issued by the concerned educational board / university.

iii) The date of determining the eligibility of applicants in all respects will be the last date of the receipt of applications.

iv) The selection will be based on written test / trade test/skill test and /or interview, as applicable.

v) Candidates conversant with university functioning, possessing higher educational qualification than minimum essential qualification and with hands on experience in computers will be preferred.

vi) Applicants belonging to SC/ST/PWD categories shall submit respective category certificate in prescribed format issued by the Competent Government Authority.

vii) Applicants applying for the posts reserved for OBC must upload certificate of OBC (non- creamy layer) in the prescribed form issued by Competent Authority. The certificate should be of the current financial year, in accordance with instructions issued by the Government of India in this respect from time to time. Applicants should ascertain that they belong to the reserved categories (caste) enlisted in the Central List for the Other Backward Classes.

viii) Reservations for Economically Weaker Sections (EWS) shall be governed by DoPT guidelines issued from time to time.

ix) The relaxation in age, qualification shall be applicable to SC/ST/OBC and PWD as per GoI / UGC rules and amendments issued from time to time.

x) The qualifications should have been obtained from recognised University / Institution.

xi) Certificate in support of experience should be in proper format i.e., it should be on the organisation's letter head, date of issue, period of experience in pay level / grade pay, name and designation of the issuing authority along with signature.

xii) Candidates possessing experience in Academic Administration by extending support for conducting on-line classes in computerised environment in co-ordination with faculty will be preferred.

xiii) Appropriate age relaxation for internal candidates working in the University shall be extended, provided he/she is eligible in all respects at the time of joining the University, whatever may be the nomenclature of the post / designation including outsourcing employees.

xiv) Any information related to the advertisement shall be displayed in the University Website only. Applicants are advised to visit the website regularly. (www.cuo.ac.in)

xv) Persons employed in Central / State Government / PSU/ Autonomous Institutions should send their applications through proper channel. However, they may submit an advance copy to meet the last date set for receiving applications along with an undertaking to produce 'No Objection Certificate' from the employer at the time of written test /skill test/interview in the prescribed format of CUO.

xvi) Applicants desirous of applying for more than one post should submit separate application for each post along with requisite fee.

xvii) The appointment of candidates shall be governed by National Pension system (NPS) applicable to employees of Central Autonomous Bodies who have joined on or after 01.01.2004. Employees joining Central University of Odisha from Pensionable establishments would be governed by pension scheme of the parent organisation only till such time they retain lien with the parent post.

xviii) Additional information for the applicants applying on deputation:

    (i) The deputation will be governed by the terms and conditions mentioned in the DoPT OM No. 6/8/2009-Estt. (Pay. II) dated 17th June, 2010 and amendments issued from time to time, if any.

    (ii) The application should be forwarded by respective forwarding Officer along with the following documents duly singed by an officer not below the rank of Under Secretary

        (a) No Objection certificate,

        (b) Attested copies of APARs of the last five years up to 31.03.2019

        (c) Integrity certificate

        (d) Vigilance clearance certificate stating that no disciplinary / vigilance proceedings are pending or contemplated against the applicant

xix) 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 cancelled / terminated.

xx) The candidates called for Written Test / Skill Test / Interview are required to attend at their own cost. No TA/DA will be paid.

xxi) The University reserves the right to rectify any discrepancy in the advertisement, if found later. The University reserves the right to modify / cancel any communication made to the candidate.

xxii) The number of vacancies mentioned in the advertisement is tentative. The University has the right to withdraw any of the posts advertised or all the posts advertised.

xxiii) The decision of the Competent Authority of the University will be final in the entire process of recruitment. No correspondence will be entertained in this connection from any individual (s)/ representatives.

xxiv) All enclosures should be serially page numbered.

xxv) The application along with copies of certificates related to age, educational qualification and experience along with a copy of Fee Payment Receipt should be sent to "**The Registrar, Central University of Odisha, PO-NAD, Sunabeda, Koraput - 763 004 Odisha**" on or before 31.08.2020 by either Speed Post or Registered Post duly superscripted on the cover as follows: APPLICATION FOR THE POST OF --------------------------------- AGAINST ADVT. No.------- -------------

xxvi) Application received after the due date will not be entertained. The University is not responsible for any postal delay.

B. **INSTRUCTIONS FOR MAKING APPLICATION FEE THROUGH** *SBI Collect*

The applicants shall be required to pay following application fee through the options of net banking and debit/ credit cards through SBI Collect. In addition to the application fee, the banks will also charge transaction fee etc.

Post	Category	Application Fee
Group –A	General and OBC	Rs. 1000.00
Group – B	General and OBC	Rs. 750.00
Group -C	General and OBC	Rs. 500.00
Candidates belonging to SC/ST/PWD and Female category need not pay any Application Fee		

Note*: The fee once paid shall not be refunded or re-adjusted under any circumstances*

Applicants are required to pay applicable application fee by Net-banking / debit / credit cards through *SBI Collect* only. The banks may charge transaction fee. Steps to be followed for making payment are as below:

i)   Access http://www.onlinesbi.com
ii)   Click on State Bank Collect
iii)   Click Checkbox to accept 'Terms & conditions'
iv)   Click on 'Proceed'
v)   Select State as 'Odisha'
vi)   Select Type of Category as 'Educational Institutions'
vii)   Click on 'Go'
viii)   Select the Name of the institution as "CENTRAL UNIVERSITY OF ODISHA"
ix)   Select the payment category as "Non-Teaching Recruitment Application Fee"
x)   On the next screen, Enter Name of Applicant, Post applied for, Group, Pay Level, Category, Gender, and in the bottom portion of the page Enter Name, Date of Birth, and Mobile number for printing receipt.
xi)   Proceed as instructed and Click on 'Submit'
xii)   On the next screen, verify the details and click on 'Confirm'. If there is any correction please go back and do the correction
xiii)   Now you will be taken to the payment gateway
xiv)   Select appropriate 'Mode of Payment'
xv)   Check the charges/commission applicable for selected 'Mode of Payment' and pay 'online' (use Internet Banking/Credit Card/Debit Card)
xvi)   Print the receipt for record.

Sd/-

REGISTRAR