



2019

Website: www.ouat.nic.in

E-Mail: registrarouat@gmail.com

0674-2397424, Fax: 0674-2397424

ଓଡ଼ିଶା କୃଷି ଓ ଟେକ୍ନୋଲୋଜି ବିଶ୍ୱବିଦ୍ୟାଳୟ
ODISHA UNIVERSITY OF AGRICULTURE & TECHNOLOGY,
Bhubaneswar-751003, Odisha

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E-II-II- 55 / 2007/ 15782 /UAT.,

Dated. 24.09.19

CIRCULAR

Applications are invited from amongst the Professors of University or persons of equivalent rank for the post of **Dean, Students' Welfare, OUAT, Bhubaneswar.**

The prescribed application form, information sheet containing the details of qualification, experience and other required conditions in respect of the above posts as mentioned in **Annexure-A**, general information and instruction to the candidates can be downloaded from University website: ouat.nic.in

The candidate should furnish, holding administrative posts with the supporting documents. The candidate appointed directly to the post of Professor or promoted to the rank of Professor under CAS should furnish his appointment/ promotion order with the application form. The application form of the candidate complete in all respect along with the self attested copies of all certificates, mark sheets of all examination passed, experience certificate, if any full length research publication with a list containing the research publication in National and International Journal with NAAS rating score, addressed to the **Registrar, OUAT** should be routed through proper channel and reach to the **Registrar, OUAT, Bhubaneswar-751003** on or before the last date of receipt of application. The last date of receipt of application is **15.10.2019** up to **5.00 P.M.** Applications received after the last date shall not be entertained. The University shall not be held responsible for any loss or delay in postal transaction. Incomplete application shall be summarily rejected.

Fees for the application for the post.

The application fees of Rs.2,000/- (Rupees Two thousand) only shall be deposited directly through Green Channel Counter (GCC) / Internet Banking / Real Time Gross Settlement (RTGS) in the account number of the Comptroller, OUAT (**A/C No. 10173711536, State Bank of India, OUAT Campus Branch, Bhubaneswar, Branch Code: 03341, Indian Financial System Code (IFSC Code): No.SBIN0003341**). In support of document regarding deposit, the candidate should attach **photo copy of the deposit receipt** duly signed by the candidates for proof of the deposit. Other mode of payment for application fee shall not be considered. Application fee once deposited is non-refundable.

Essential qualification and experience required for the post shall be considered on the last date of receipt of application form. The terms of appointment, eligibility and qualification prescribed for the above position are in the information sheet as **Annexure-A**.

The candidate shall apply through proper channel, failing which his application will not be considered. He/she has to submit advance copy of original application to avoid delay.

Applicants should be prepared to appear an interview at Bhubaneswar on their own cost. The University reserves right to cancel the interview or the entire process of selection, or may not conduct the interview, if so required.

By Order of the Vice-Chancellor,

Sd/-S. Devi,

23.09.19

REGISTRAR

PTO

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Memo No. 15783 /UAT., Dated. 24.09.2019

Copy along with copy of the Annexure forwarded to the All Deans / Directors / Associate Deans, OUAT, Bhubaneswar for information and necessary action with a request to circulate among the faculties of the college for information and encourage for applying the position.

Assistant Registrar (Estt.)

Memo No. 15784 /UAT., Dated. 24.09.2019

Copy along with copy of the Annexure forwarded to the Comptroller, OUAT, Bhubaneswar for information and necessary action.

Assistant Registrar (Estt.)

Memo No. 15785 /UAT., Dated. 24.09.2019

Copy along with copy of the Annexure forwarded to the Director, PME, OUAT, Bhubaneswar for information with a request to display in OUAT website.

Assistant Registrar (Estt.)

Memo No. 15786 /UAT., Dated. 24.09.2019

Copy along with copy of the Annexure forwarded to the Secretary to Vice-Chancellor for kind information of the Hon'ble Vice-Chancellor.

Assistant Registrar (Estt.)

C.C. to: Section Officer (Cash), Accounts Section / Central Store / Establishment-I/
Superintendent (Issue) / Personal Assistant to Registrar.

Annexure-A

INFORMATION SHEET

Last date of receipt of application: 15.10.2019 up to 5.00 P.M

1. Name of the post : **Dean, Student's Welfare**
2. No. of vacancy : **01 (One)**
3. Terms of appointment : He/she shall be appointed for a term of 3 (three) years normally on rotational basis.

Provided that, he/she may hold office for a subsequent term of 3 (three) years, if he/she is selected again for such further term
4. Eligibility & qualification : The Dean, Student's Welfare shall be selected from amongst the Professors of the University or the persons of equivalent rank having experience as such for a minimum period of 5 (five) years.

The Dean, Student's Welfare shall be a person trained in student welfare activities who would be able to shoulder the duties and responsibilities prescribed in the Act and Statutes.
5. Age of retirement : **60 (sixty) years**



Annexure-B

ODISHA UNIVERSITY OF AGRICULTURE & TECHNOLOGY
Bhubaneswar - 751 003, Odisha

APPLICATION FORM

Affix signed
passport size
recent colour
photographs

Circular No. / UAT, Dated.

Application for the post of **Dean**,

DETAILS OF BANK DEPOSIT

1. Name of the Bank Branch
2. Amount (Rs.) (Rupees) only
(attach the Xerox copy of the deposit receipt duly signed in by the candidate for proof of the deposit)

PERSONAL HISTORY

(1) Full Name of the candidate :
(in block capital)

(2) Address for communication (3) Permanent address

.....

.....

Pin-

Pin-

Telephone : Telephone :

Mobile : Mobile :

E-Mail ID : E-Mail ID :

(Any change of address should be reported in writing at once to the Registrar, OUAT, Bhubaneswar)

(4) Date of birth (As recorded in the ICSE/ CBSE/ High School Certificate) :

(5) Birth Place : Home Town :

Home State :

(6) Nationality :

(7) Sex : (Male / Female) (8) Mother tongue :

(9) Marital Status : Single Married Widow (er)
(If Married whether he has got two wives)

(10) Whether belongs to ST SC SEBC..... PH..... Other

(11) Language Known

Language Proficiency	Speak	Read	Write

- (12) Any medical disability (pl. Specify) :
- (13) Father's/ Husband's Name, :
- occupation / and address :

(14) Educational qualification :

	Name of the Examination	Name of Board/ University	Division/ percent/ Final grade/	Field of specialization		Year of joining	Year of passing	Subject taken in Hons/ distinction
				Major	Minor			
(i)	Matriculation							
(ii)	Intermediate							
(iii)	Bachelor Degree							
(iv)	Master Degree							
(v)	M. Phil degree							
(vi)	Ph.D. degree							
(vii)	N.E.T.							
(viii)								

Photo copies of certificates & transcripts must be attached in support of evidence for consideration of candidature.

(15) Publications : (Attach list of Publications)

	Particulars	No. of Articles/ Booklet published with NAAS ratings.
(a)	Research paper published in International Journal :	
(b)	Research Paper published in National Journal :	
(c)	Popular articles and booklets. :	
(d)	Books / manuals. :	

Note: The published articles and duly accepted articles with letter of acceptance and Manuscript are to be included only and not articles sent for publication

(16) Medals / Awards

	Particulars	Name of the Medals/ Awards	Year in which received	Name of the organization
(i)	Awarded on academic achievements			
(ii)	Awarded for scientific contribution			

(17) Seminar / Symposium / Workshop / Summer Institute attended (Attach certificate /documents)

	Particulars	Number attended	Duration (days)
(a)	Seminar		
(b)	Symposium		
(c)	Workshop		
(d)	Summer / winter		

(18) Project (s) conducted and on-going project

Particulars	Details of project/ research scheme
Project/ scientific research scheme conducted : on the basis of personal bio-data through the institution like ICAR/ CSIR/UGC & other agencies.	

Note: If more space is required, please give details in separate sheet giving number

(19) Membership

	Particulars (Members in)	Details
(a)	Scientific/ Govt. Board / Committee / Society	
(b)	Panel on Editorial Board of National Level Journal.	

Note: If more space is required, please give details in separate sheet giving number

(20) Experience (Employment Record)

Experience regarding previous and present employment (Attach the certificate/ orders, if any)

Name and nature of post or appointment of	Date of joining	Date of leaving	Salary drawn (Basic Pay)	Employer's name and address	Reason for leaving service

(21) Abstract of experience

	Particulars	Year	Month	days
(a)	Experience in the cadre of Assistant Professor and its equivalent cadre in research & extension			
(b)	Experience in the cadre of Associate Professor and its equivalent cadre in research & extension			
(c)	Experience in the cadre of Professor and its equivalent cadre in research & extension			

(22) Total teaching experience

Under graduate teaching			
Post graduate teaching			

(22 (a) No. of students guided: (i) P.G. Students: (ii) Ph.D. Students:

(23) Any other work done since leaving College with date.

(24) Extra Activity

	Particulars	Place where you have worked	No. of days
(a)	Chairman / Ex-Officio/ Administrative Head		
(b)	Warden/ Asst. Warden		
(c)	Members of committees of University/ College		
(d)	Student Advisory		
(e)	NCC/ NSS Officer		

(25) Foreign Country visited (if any)

Name of the Country	Period of visit		Purpose of Visit (Give complete details)
	From	To	

(26) Give details

- (a) Distinctions gained in school or college games and sports :
- (b) Present recreation, hobbies and other interest (e.g. in the fine arts or in organizing social and public welfare) :

(27) Name, address and profession of two (02) referees who should be responsible persons not related to the candidate or connected with his/her school or college but well acquainted with his/her private life.

Name of the referees	Full Address and telephone number	Period, he has known the candidate
(1)		
(2)		

(28) Whether, you have been punished/ dismissed or convicted by any institution/ Govt./ Court, if yes please give details on separate sheet : Yes No

(29) If appointment is offered, when can the candidate join the post :

(30) Details of enclosures : :

DECLARATION

I hereby declare that the information furnished above is true and correct to the best of my knowledge and belief

Place :

Full signature of the applicant

Date:

FOR USE OF IN-SERVICE APPLICANT

(Certificate to be given by the Head of Institution / Office or Employer)

Certified that Dr. / Shri./ Smt. / Kumari.

Is working as..... in this
Department/ Office / Institute / Organization. I have no objection to his / her application being considered for
this post. He /She will be relieved as per rules, if he/she is selected for the said post. The information
furnished in the application are verified.

Signature :

No.

Designation :

Dated.

Office Stamp :



DETAILS OF ENCLOSURES

- | | |
|-----|------|
| (1) | (6) |
| (2) | (7) |
| (3) | (8) |
| (4) | (9) |
| (5) | (10) |

GENERAL INFORMATION AND INSTRUCTION TO CANDIDATE

(To be retained by the Candidate)

INSTRUCTIONS (Important)

1. Before filing/submitting the application form, candidates are advised to go through the qualification prescribed for the post and make sure that he/she possesses the same.
2. Please make sure that all the entries in this form are written down neatly and legibly.
3. The application should be :
 - i. Completed in all respect.
 - ii. Supported with self attested copies of all Certificates from H.S.C. onwards.
 - iii. Routed through proper channel (in case of persons already in service).
4. Original counter foil of the fees deposited for the post with duly signed by the candidate.
5. In-complete application shall not be considered.
6. The application must reach the **Registrar, Odisha University of Agriculture and Technology (OUAT), Bhubaneswar-751003, Odisha** on or before the last date and time prescribed for receipt of applications. Application received after the last date and time shall stand rejected automatically.
7. To avoid delay in the receipt of the application through proper channel, the candidate is advised to submit an advance copy of his/her application (Complete in all respect) before the closing date and time.
8. Application without the prescribed fees with original counter foil and other mode of payment, shall be rejected.

GENERAL INSTRUCTIONS / INFORMATION

(A) FILLING THE FORM

- (1) Documentary proof in support of experience and Academic Qualifications indicated in the application form should be attached along with the application form failing which the application shall be treated as in-complete and will be rejected.
- (2) Complete name of the post and discipline for which the candidate is applying should be written clearly.
- (3) The most important entries in this form are details of Academic Qualification, list of Publications, Teaching, Research and Extension Experience record. Please make sure that all the details are given in the form in which, they are required.
- (4) Item No. 15 deals with your publication. Please, give details of title of paper, name of author(s), name of the journal, volume and pages in a separate sheet which have been published or printed. Also you may give reference of papers which have been accepted for publication by a standard journal (Photo copy of the acceptance letter of the Chief Editor/ Editor with the manuscript should be enclosed).

(B) REGARDING FEES :

The application fees of Rs.2,000/-(Rupees Two thousand) only shall be deposited directly through Green Channel Counter (GCC) / Internet Banking / Real Time Gross Settlement (RTGS) in the account number of the Comptroller, OUAT (A/C No. **10173711536, State Bank of India, OUAT Campus Branch, Bhubaneswar, Branch Code: 03341**, Indian Financial System Code (IFSC Code): **No.SBIN0003341**. In support of document regarding deposit, the candidate should attach **photo copy of the deposit receipt** duly signed by the candidates for proof of the deposit. Other mode of payment for application fee shall not be considered. Application fee once deposited is non-refundable.

(C) MAILING THE APPLICATION FORM :

- (1) The application form along with all relevant documents should be sent to the "**Registrar, Odisha University of Agriculture & Technology (OUAT), Bhubaneswar-751003**", Odisha

(D) NOTICE :

- (a) The furnishing of false information or suppression of any factual information in the application would be a dis-qualification and candidate will not be considered for employment under this University. Any such false information comes to the notice of the Authority at any time during service period of person, his service would be liable to be terminated.
- (b) No correspondence will be entertained from the candidates in connection with the process of selection/ test/ interview/ appointment. Canvassing in any form will be a disqualification.