

# Biju Patnaik University of Technology, Odisha Rourkela

Advt. No. BPUT/22356

Date: 29.07.2017

## Appointment of Sr. Administrative Positions at BPUT, Odisha

The Biju Patnaik University of Technology (BPUT), Odisha with its headquarters in Rourkela was established through an Act of the Government of Odisha in 2002. The Primary objectives of BPUT are to provide a uniform curriculum, examination and evaluation system for the under-graduate as well as post-graduate degrees in engineering; management; computer application; pharmacy; hotel management and architecture. The university also offers Ph.D programmes in many of these branches. The university is now looking for the following positions:

Sl.	Positions <sup>#</sup>	No. of Posts	Pay Band *	Grade Pay *
I.	Dy. Director, Examinations (Engineering)	01	Rs.15,600-39,100 (PB3)	Rs. 6,600

\* Plus DA and other allowances as admissible as per BPUT norms.

# The posts are on tenure basis for a period of 5 years. The same may be extended for further period as per the conditions laid down in the First Statutes-2006 of BPUT.

Note : (a) The rank be a Asst. Professor (Pre-revised) with pre-revised pay scales of Rs. 16,400-22,400 and Rs. 12,000-18,300 respectively.

### (A) Deputy Director Examination

(a) On appointment as Deputy Director Examination, pay shall be fixed in the Pay Band of Rs. 15600-39100 with Grade pay of Rs. 6600/-. Subsequent movement to the higher Pay Band shall be as applicable to the Orissa state government universities.

(b) The minimum qualifications for the above posts are :

Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in UGC 7 point scale; along with -

- (i) Nine years of experience as an Assistant Professor in the AGP of 6000 or in equivalent designation in the pre-revised scale and above with experience in educational administration; **OR** Comparable experience in research establishment and / or other institutions of higher education **OR** 5 years of administrative experience as Assistant Registrar or Asst. Controller of Examination or in an equivalent post,
- (ii) Good knowledge in computer application.
- (iii) Experience in conducting examinations for UG/PG/Ph.D streams.

(c) Desirable : Having exp. in e-examination system.

The applications are invited in the prescribed format (available in the official website i.e. [www.bput.ac.in](http://www.bput.ac.in)).

**The application completely filled in by the candidate containing (i) two recent passport size colour photographs, (ii) one A/c payee DD for Rs. 500/- (Rs.100/- for SC/ ST candidates) in favour of Biju Patnaik University of Technology, drawn on any Nationalized Bank, payable at Rourkela, (iii) Photostat copies of all certificates/documents/testimonials in support of the information provided in the application should be sent to "Registrar, Biju Patnaik University of Technology, BPUT Campus, Chhend, Rourkela-769015" by SPEED POST so as to reach on or before 19/08/2017. Incomplete applications may be summarily rejected.**

**General:** The age of the candidate should be preferably below 45 years for the posts Dy. Director Examination. In-service candidates (equivalent to the grade of Professor/ Reader) from the Government institutions / Universities would have to submit a 'No Objection Certificate' from the employers at the time of interview.

The applications would be accepted only by Speed Post; No Hand Delivery is acceptable. The last date of receipt of application at **BPUT, BPUT Campus, Chhend, Rourkela-769015 is 19/08/2017**. Applications received after the last date shall not be considered. The applicant must mention the name of the post on the top of the envelope containing the application. Minimum eligibility does not ensure that a candidate will be called for interview and be selected for any post; the decision of the authority is final.

Sd/-  
Registrar

**BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ODISHA  
ROURKELA**

**APPLICATION FORM FOR DEPUTY DIRECTOR EXAMINATION POSITION**

Advt. No. ....Date .....

Draft No. \_\_\_\_\_ Date \_\_\_\_\_ Amount \_\_\_\_\_

1. Name in Full :  
*(in block letters) (as indicated in secondary school certificate)*
2. Date of Birth :  
*(DD/MM/YY)*
3. Nationality :
4. Category *(General/ SC/ST)* :
5. Sex *(Male/ Female)* :
6. Marital Status *(Married / Unmarried)* :
7. Father's Name/ Husband's Name :
8. Address for Correspondence :  
*(with email, fax & phone)*
9. Permanent Address :
10. Academic Qualifications :  
*(from HSC onwards)*

Sl No	Exam passed	University/ Board/ Institution	Month/ Year of passing	Subjects	Specialization	% of Marks/ CGPA*	Division	Rank/ Position
				In which degree awarded	If any			
1								
2								
3								
4								
5								
6								

\* Please specify the percentage of marks upto two decimal place

\* In case of CGPA / CPI, please give marks in percentage along with the conversion formula

\* Enclose the Xerox copies of all the certificate, testimonials, and two recent color passport size photographs  
Separate sheets / certificate may be attached if, required.

11. Professional Training :

Organization	Period		Training Area
	From	To	

## 12. Employment Records :

Name & address of employer/ inst.	Period of service		Designation	Scale of Pay	Work Description	Reason of leaving	Total period of employment
	From	To					

## 13. Experience details pertaining to examination work:

Name & address of employer/ inst.	Period of service		Designation	Scale of Pay	Work Description	Total period of employment
	From	To				

## 14. Awards / Honours received

	No. of Awards/ Honours	Year	Detail
International			
National			
State			
Professional bodies			
Any other			

## 15. Other Academic Activities (Curricular/ co-curricula/ Examination/ Hostel/ Sports/ NSS/ NCC/ Scouts etc) :

Sl. No.	Name of the activities	Date of activities held	Remarks
1			
2			

## 16. Administrative Experience:

Sl. No.	Name of the organization / department	Post held	Remarks
1			
2			
3			

## 17. Have you been interviewed by any University during past year ? give detail

Sl. No.	Name of the post & discipline	Date of interview	Result/ remarks
1			
2			
3			

18. Any other information in support of your candidature :

19. Name of the two referees :  
Address/ Tel/ Email

20. Declaration :

I declare that the foregoing information is correct to the best of my knowledge and belief and nothing has been concealed / distorted. If any time, I am found to have concealed / distorted any material information, my appointment shall be liable to summary termination without notice. I will, if and when required, take up duty in the discharge of Government assignment anywhere in India.

Place :

Date :

Signature of Candidate