

Biju Patnaik University of Technology, Odisha Rourkela

Advt. No. BPUT/Estt./24600/2017

Date: 16.12.2017

ADVERTISEMENT

The Biju Patnaik University of Technology (BPUT), Odisha with its headquarters in Rourkela invites applications for the following position:

Sl.	Name of the Post	No. of Post	Pay Band *	Grade Pay *
I.	Dy. Director, Examination (Engineering)	01	Rs.15,600-39,100 (PB3)	Rs. 6,600

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

The post is on Regular (or Tenure basis for a period of 5 years) as per the provisions laid down in the BPUT First Statutes-2006 in the rank of Asst. Professor (Pre-revised) with pre-revised pay scales of Rs. 12,000-18,300.

(a) On appointment the initial pay shall be fixed in the Pay Band of Rs. 15,600-39,100 with Grade Pay of Rs. 6600/-. Subsequent movement to the higher Pay Band shall be as applicable to the Odisha State Government Universities.

(b) The minimum Qualifications & eligibility criteria for the above post 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 or 02 years experience as Dy. Registrar/Dy. Director, Examination in any University as the case may be.

(ii) Good knowledge in computer application.

(iii) Experience in conducting examinations for UG/PG/Ph.D streams.

(c) **Desirable :** Good academic career having adequate administrative experience in e-examination system in any affiliating university.

(d) **Age Limit :** The age of the candidate should be below 45 years for the post as on 10.01.2018.

The applications are invited in the prescribed format (available in the official website i.e. www.bput.ac.in). In service candidates will have to submit the "No Objection Certificate" from the employer at the time of interview.

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) Self attested 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 10.01.2018 during working hours of the University. Incomplete applications shall be summarily rejected.

The applications would be accepted only by Speed Post; No Hand Delivery or in any other mode is acceptable. The last date of receipt of application at **BPUT, BPUT Campus, Chhend, Rourkela-769015 is 10.01.2018**. 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 or qualifications does not ensure that a candidate will be called for interview and be selected for the post; the decision of the university authority is final and binding.

N.B. : The candidates who have applied earlier in response to the Advertisement No. BPUT/22356, dated 29.07.2017 may not apply again. However, they may update their biodata through application. Further, they need not pay the processing fee of Rs. 500/- (Rs. 100/- in case of SC/ST candidates).

Registrar

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

**APPLICATION FORM FOR THE POST OF
DEPUTY DIRECTOR EXAMINATION (ENGINEERING)**

Advt. No.Date

D.D. No. _____ Date _____ Amount _____ Bank _____

1. Name in Full :
(in block letters) (as indicated in secondary school certificate)
2. Date of Birth (DD/MM/YYYY) & :
Age as on 10.01.2018
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 self attested Xerox copies of all the certificate, testimonials, and two recent color passport size photographs

Separate sheets / certificate may be attached if, required.

Full Signature of the Candidate

11. Professional Training :

Organization	Period		Training Area
	From	To	

12. Employment Records :

Name & address of employer/ inst.	Period of service		Designation	Scale of Pay + AGP	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			

Full Signature of the Candidate

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, as and when required, take up duty in the discharge of Government/University assignment anywhere in India.

Place :
Date :

Full Signature of the Candidate