



Fakir Mohan University
VYASA VIHAR, NUAPADHI, BALASORE, ODISHA - 756020

No- Estt:- II-3/ 2018/ 1783

Date : 23.03.2018

Advertisement for the post of Laboratory Technician-Cum-Storekeeper/Guest House Manager/Junior Stenographer/Nurse/ Junior Assistant

Applications in prescribed format are invited from intending candidates for the above posts in Fakir Mohan University, Balasore on contractual/regular basis. For details login to the University website : www.fmuniversity.nic.in.

Candidates are required to download the form from the University Website and submit the filled in forms along with all requisite documents on or before **23.04.2018 by 5.00 PM to the Registrar, F.M University, Nuapadhi, Balasore-756020** along with a Bank Draft of Rs. 1000/- (Rs.500/- for SC/ST/ DA candidates) drawn in favour of **Fakir Mohan University Development Fund II** payable at Balasore towards the cost of application form.

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23/3/18
REGISTRAR

Memo No: 1784

Date: 23.03.2018

Copy communicated to :-

1. The Editor, The Sambad, The Samaja, The Dharitri, The Prameya, Balasore with a request to publish the advertisement in their all Odisha edition confining it to (10 x 8 cm) at the I & PR Rate, Govt. of Odisha.
2. The Addl. Secretary to Chancellor, Governor's Secretariat, Raj Bhawan, BBSR for information.
3. The Addl. Secretary to Government, Department of Higher Education, Govt. of Odisha, BBSR for information and necessary action.
4. The State Commissioner for Persons with Disabilities, Odisha, SIRD Building, Capital Hospital campus, Unit-6, Bhubaneswar for information.
5. The District Employment Officers, Balasore/ Bhadrak for information with request for wider circulation.
6. The Officer In-Charge, University website, Fakir Mohan University to display the advertisement, application form and details of the Advertisement in the University Website for information of all concerned.
6. PA to VC/ COF, F.M. University, Balasore for information.

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23/3/18
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FAKIR MOHAN UNIVERSITY, VYASA VIHAR, BALASORE (ODISHA)

General Instructions for recruitment of 5 categories of posts & details of vacancies, Qualifications etc pertaining to Advertisement No. 1783 Date. 23.03.2018

Applications in prescribed format are invited from intending candidates for the following posts in Fakir Mohan University, Balasore on contractual basis excepting Sl.No.-1 with consolidated remuneration of pay and Grade Pay as detailed below under Group-‘B’ & ‘C’ posts (Contractual Appointment) Rules, 2013 . The Govt. of Odisha in G.A. Department Notification Nos.GAD-SC-RULES-009-2013/32010/Gen dated-12.11.13 & GAD-SC-RULES-009-2013/1147/Gen dated-17.01.2014 shall apply mutatis & mutandis to the posts. The post against Sl.No.-1 in table below is regular in nature which carries pay, grade pay with usual DA & other allowances as admissible from time to time(pre-revised scale of pay).

1. Details of Vacancies:

Sl. No.	Name of the Post	Category				Total No of vacancy	Scale of Pay	Minimum Age & Upper Age limit	Qualifications
		UR	SC	ST	DA				
1	2	3				4	5	6	7
1	Lab Technician-Cum-Storekeeper	-	-	01	-	01	Rs.9,300-34,800/- + GP- Rs.4200/- + Admissible DA	21-32 years	Minimum 2 nd class Master Degree in Botany/ Zoology/ Chemistry/ Environmental Science/ any other disciplines of Life Science
2	Manager, Guest House	02	-	-	-	02	Rs.9,300-34,800/- + GP- Rs. 4,200/-	21-32 years	Any graduate with diploma in Hotel Management/ Hospitality services from any recognized institute.
3	Jr. Stenographer	02	-	-	-	02	Rs.5,200-20,200/- + GP- Rs. 2,400/-	18-32 years	+2 with proficiency in Stenography along with basic computer knowledge
4	Nurse	01	-	-	-	01	Rs.5,200-20,200/- + GP Rs. 2,800/-	18-32 years	+2 Nursing from any institute approved by AICTE/University
5	Junior Assistant	-	-	-	01	01	Rs.5,200-20,200/- + GP Rs. 1,900/-	21-32 years	A graduate in any discipline Desirable: Basic knowledge of computer

Abbreviations: UR-Unreserved, SC-Scheduled Castes, ST- Scheduled Tribes, DA-Differently Abled.

2. **Eligibility Criteria : The candidate must**
- Be a citizen of India.
 - Bear a good moral character and of sound health/physique and mind,
 - Not have more than one spouse living
 - Be able to speak, read & write odia fluently & must have passed either the middle school language test in odia conducted by the BSE(Board of Secondary Education), Odisha or matriculation (class 10th standard) examination with odia as a subject.
 - Furnish "No Objection Certificate" (NOC), if employed in Government sector (temporary or permanent)

3. **Mode of Selection :-**

Post Sl.No.-1: Laboratory Technician-Cum-Store Keeper:

The selection process will consist of following:

Maximum Marks- 100

- | | |
|----------------------------|----------|
| 1- Career : | 30 marks |
| 2- Laboratory/ Skill Test: | 50 marks |
| 3- Personal Interview : | 20 marks |

Post Sl.No.-2: Manager, Guest House:

Maximum Marks- 100

- Career: 30 marks
- Experience weightage: Maximum 10 marks (1 mark per year)
- Skill Test: 40 marks
- Personal Interview: 20 marks

Post Sl.No.-3: Junior Stenographer:

(i)Language Test:

- English : Only working knowledge in English Language shall be tested - 25 marks
- Odia : Only working knowledge in Odia language shall be tested - 25 marks

Note:- The candidate who will appear both the Language test (English & Odia) will be allowed to appear the short hand tests.

(ii)Shorthand Test (English):

- Dictation (English) – 05 Minutes @ 80 words per minute - 50 marks
- Transcription on Computer - 25 Minutes @ 16 words per minute - 50 marks

Note: ½ mark shall be deducted per mistake. Qualifying marks shall be 33 % in case of English shorthand.

(iii)Shorthand Test (Odia):

- Dictation (Odia) – 05 Minutes @ 80 words per minute - 50 marks
- Transcription on Computer - 35 Minutes - 50 marks

Note: There shall be no qualifying marks in Language test & Odia short hand. However the marks secured shall be taken into consideration while preparing the merit list.

Merit list shall be prepared on the basis of total marks secured in shorthand test in English and Odia; and, Language Test. There shall not be any viva voce test.

Post Sl.No.-4: Nurse:

Maximum- 100 marks

- | | |
|--|------------|
| 1- Experience Weightage - Maximum-10 marks (1 mark per year) - | - 20 marks |
| 2- Clinical/Skill Test- | - 60 marks |
| 3- Personal Interview – | - 20 marks |

Post Sl.No.-5: Junior Assistant:

- **Written Test :**
 - English - 100 marks
 - Mathematics - 100 marks
 - General Knowledge - 100 marks
 - Intelligence Test - 100 marks
- Computer Practical Test : - 100 marks
- Personal Interview - 10 marks

Manner of filling of vacancy earmarked for persons with disabilities:-

As per provisions of "the Rights of Persons With Disabilities Act, 2016, 4 categories of persons with disabilities as given below shall be appointed covering following categories **in order**

Sl.No.	Category	Types of disabilities
1	Category I	(a) Blindness & Low Vision
2	Category II	(b) Deaf & hard of hearing
3	Category III	(c) Locomoter disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims & muscular dystrophy
4	Category-IV	(d) Autism, intellectual disability, specific learning disability & mental illness (e) Multiple disabilities from amongst persons under clause (a) to (d) including deaf-blindness in the posts identified for each disability from time to time

4. Age Relaxation:-

The upper age* limit is 32 years as on the last date of application. However, the age limit is relaxable by 5 yrs in case of ST/SC/Women/ SEBC candidates, 10 years in case of *Differently Abled (DA)* candidates and the period of entire admissible service rendered as per Rules in case of Ex-Servicemen. **However, only one type of relaxation in age can be claimed.**

* Upper age limit of the applicants working in F.M. University, Balasore through service provider / temporary employees is relaxable as per the University norm.

5. Documents to be submitted:

- (a) Bank Draft in original
- (b) Two self-attested passport size colour photographs, one should be pasted on the application form
- (c) Two self-addressed envelopes
- (d) Self-attested copies of all certificates and mark sheets in support of qualifications.
- (e) Authentic experience certificate from competent authority with letter No. & date.
- (f) Self-attested copy of Caste Certificate issued by competent authority, where applicable.
- (g) In case of Ex-Serviceman, self-attested copy of Identity Card issued by competent authority and the documents indicating the period of service rendered in armed forces.
- (h) In case of DA candidates, self-attested copies of Disability Certificate issued by competent authority.

