



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

No- Estt:- II-3/ 2017/1849

Date :06/04/2017

Advertisement

Applications in prescribed format are invited from intending candidates for various Non-Teaching posts in Fakir Mohan University, Balasore on contractual/regular basis. For details log in University **website : www.fmuniversity.nic.in**.

Candidates intending to apply for the post are required to download the form from the University Website and submit the same along with all requisite documents on or before **21.04.2017 by 5 PM to the Registrar, F.M University, Nuapadhi, Balasore-756020** along with a Bank Draft of Rs. 1000/- (Rs. 500/- for SC/ST candidates) drawn in favour of **Development Fund II, Fakir Mohan University** payable at Balasore towards the cost of application form.


REGISTRAR

Memo No: 1850

Date: 06/04/2017

Copy communicated to :-

1. The Editor, The Indian Express, Bhubaneswar (National issue) , The Samaja, Balasore (All Odisha issue) and Nijukti Khabar, Bhubaneswar with a request to publish the advertisement confiding (10 x 8 cm) at the I & PR Rate, Govt. of Odisha.
2. The Addl. Secretary, Higher Education for information
3. The District Employment Officer, Balasore/ Bhadrak for information with request for wider circulation.
4. 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.
5. The Director of Health Services, Bhubaneswar/CDMO, Balasore and Bhadrak for information with request for wider circulation.
6. PA to VC/ COF, F.M. University, Balasore for information.


REGISTRAR



**FAKIR MOHAN UNIVERSITY, VYASA VIHAR, BALASORE-756020
(ODISHA)**

**General Instructions for recruitment of various Non-Teaching posts &
details of vacancies, Qualifications etc pertaining to Advertisement No. 1849**

Date. 06.04.2017

1. Applications in prescribed format are invited from desirous candidates for the following posts in Fakir Mohan University, Balasore on contractual basis with consolidated remuneration of pay and Grade Pay as detailed below under Group-‘B’ , ‘C’ & ‘D’ posts (Contractual appointment) Rules, 2013 notified by Govt. of Odisha in G.A. Deptt. Notification No. GAD-SC-RULES-009-2013/32010/Gen dated-12.11.2013 & G.A. Department Notification No. GAD-SC-RULES-009-2013/1147/Gen dated-17.01.2014 shall apply mutatis and mutandis to the posts. However, the posts at **Sl. Nos. 3 & 6** in Table below are regular in nature and therefore, do not come under the above contractual appointment Rules. The said posts will carry Pay, Grade Pay with usual DA & other allowances as admissible from time to time.

2. Details of Vacancies:

Sl. No.	Name of the Post	Category			Total No of vacancy	Scale of Pay	Qualification	Mode of selection
		UR	SC	ST				
1	2	3			4	5	6	7
1	Laboratory Attendant	02	–	01	03	Rs. 4,930-14,680/- + GP Rs. 1,700/-	+2 Science/equivalent Examinations or 10 th with 5 years experience in a science laboratory in educational institutions	Laboratory based skill test & personal interview
2	Junior Stenographer	02	–	–	02	Rs. 5,200-20,200/- + GP Rs. 2,400/-	+2 with proficiency in Stenography with at least 40 words per minute in typing and 80 words per minute in stenography along with basic computer knowledge	Written, stenography & computer test and personal interview
3	Assistant Librarian	01	–	–	01	Rs. 9,300-34,800/- + GP Rs. 4,200/-	Graduate in any discipline and a Degree in Library Science from a recognized institution with computer knowledge.	Personal Interview
4	Computer Programmer	02	–	–	02	Rs. 9,300-34,800/- + GPRs. 4,200/-	MCA/B.E(CS/IT)/B.Tech (CS/IT) /M.Sc. (IT/CS)	Computer lab test & personal interview

Sl. No.	Name of the Post	Category			Total No of vacancy	Scale of Pay	Qualification	Mode of selection
		UR	SC	ST				
1	2	3			4	5	6	7
5	Physical Education Officer	01	–	–	01	Rs. 9,300-34,800/- + GP- Rs. 4,200/-	Bachelor degree in Physical Education from any recognized University. Preference will be given to experienced candidates having worked at college or university level as PEO.	Physical test & personal interview
6	Medical Officer	01	–	–	01	Rs. 15,600-39,100/- + GP- Rs.5,400/-	MBBS from a recognized University	personal interview
7	Nurse	01	–	–	01	Rs. 5,200-20,200/- + GP- Rs. 2,800/-	B. Sc in Nursing from any institute approved by AICTE/University	personal interview
8	Dresser	01	–	–	01	Rs. 4,750-14,680/- + GP- Rs. 1,775/-	Matriculation with two years experience in any hospital or Medical laboratory	personal interview
9	Pharmacist	01	–	–	01	Rs. 5,200-20,200/- + GP- Rs. 2,400/-	Bachelor in Pharmacy from any of the institution duly approved by the AICTE/University and must have registered with Odisha Pharmacy Council	personal interview
10	System Manager	01	–	–	01	Rs. 9,300-34,800/- + GP- Rs. 4,200/-	MCA/B.E(CS/IT)/ B. Tech (CS/IT)/M.Sc. (CS/IT) Desirable: Five years Experience in related work	Computer lab test & personal interview
11	Junior Assistant	02	01(W)	02 (01-W)	05	Rs. 5,200-20,200/- + GP- Rs. 1,900/-	A graduate in any discipline Desirable : Basic knowledge of computer	Written, computer test and personal interview
12	Matron	02(W)	01(W)	01(W)	04	Rs. 4,750-14,680/- + GP- Rs. 1,700/-	+2 in any discipline	personal interview
13	Caretaker	02(M)	–	–	02	Rs. 4,750-14,680/- + GP- Rs. 1,700/-	+2 in any discipline	personal interview
14	Manager, Guest House	02	–	–	02	Rs. 9,300-34,800/- + GP- Rs. 4,200/-	Any graduate with diploma in Hotel Management from an institute duly approved by AICTE	personal interview
15	Cook	02	–	–	02	Rs. 4,930-14,680/- + GP- Rs. 1,775/-	Matriculation. Preference will be given having certificate in “Food and Beverages/Hotel Management ”	Practical test & personal interview

Abbreviations: UR-Unreserved, SC-Scheduled Caste, ST- Scheduled Tribe, M-Men & W-Woman

3. Eligibility Criteria :

The candidate

- (a) Must be a citizen of India;
- (b) Must have good character, sound health/physique and mind;
- (c) Must not have more than one spouse living; and,
- (d) Must be able to speak, read & write Odia fluently & must have passed either the middle school language test in Odia conducted by the BSE, Odisha or matriculation (class 10th standard) examination with Odia as a subject.

4. Government servants, temporary or permanent, with requisite qualification and age must apply through their Heads of Office after obtaining “No Objection Certificate”(NOC)

5. Age Relaxation:-

The upper age limit is 32 years as on the last date of application. However, the age limit is relaxable by 5yrs in case of ST/SC/Women candidates, 10 years for *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 is permissible.**

* Upper age limit of the applicants working in F.M. University, Balasore through service provider / Contractual basis will be relaxed as per decision of the University Administration.

6. 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 unstamped envelopes;
- (d) Self-attested copies of all certificates and mark sheets in support of qualifications.
- (e) Authentic experience certificate from competent authority as per requirement with letter No. & date.
- (f) Self-attested copy of Caste Certificate issued by competent authority, if 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 Differently Abled candidates, self-attested copies of Identity Card issued by competent authority. This shall be verified by the competent authority.

7. General Instructions:

- (i) The desirous candidates are required to download the prescribed application form from the University website www.fmuniversity.nic.in from **07.04.2017**.
- (ii) A candidate cannot apply for more than **2(two)** posts .Separate applications along with requisite fees, relevant documents should be furnished.
- (iii) Application fees of Rs.1000/- for General Category (Rs. 500/- for SC/ ST categories) in the shape of Bank Draft from any nationalized bank in favour of **Fakir Mohan University Development Fund-II** payable at Balasore/ in case of UCO bank draft it should be payable at Nuapadhi. The Application form without Bank Draft shall not be considered.
- (iv) If at any stage of recruitment, the information submitted by the candidate is found to be false/ incorrect his/her candidature will be cancelled.
- (v) The candidates are required to mention the **POST APPLIED FOR** on the top of the envelope containing their application. The application along with all relevant documents must reach the **Registrar, Fakir Mohan University, Vyasa Vihar, Nuapadhi, Balasore-756020 by Registered/ Speed Post latest by 5.00 PM on 21.04.2017** .The authority shall not be held responsible for any postal delay.

(vi) The number of posts may increase or decrease.

(vii) The University reserves the right to amend/ alter/ cancel any or all conditions mentioned above, if necessary, without assigning any reason thereof.

(viii) Canvassing in any form may lead to cancellation of candidature.

8. **APPLICATION FORM**

Registrar
Fakir Mohan University