

Annexure-A2



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 State: Home Town :

(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) **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

(16) **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			

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

(18) *The format related to selection criteria (scoring) as described at Annexure-A1 with the details be duly filled and submitted as an encloser.*

(19) 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) 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.