

Application form for the post of **Assistant** on Contractual Project staff
Of Krishi Vigyan Kendras under OUAT



OUAT

ODISHA UNIVERSITY OF AGRICULTURE & TECHNOLOGY

Bhubaneswar-751003, Odisha

**APPLICATION FORM**

Advertisement No. _____ /UAT _____ dated _____

Application for the post of.....

Affix signed
Passport size
recent color
photographs

DETAILS OF BANK DEPOSIT

1. Name of the Bank.....
2. Amount(Rs.)...../-(Rupees.....)
only

(attach original receipt of required amount duly signed by the candidate in support of evidence)

PERSONAL HISTORY

- (1) Full Name of the candidate (in block capital) :
- (2) Name of father :
- (3) Address for communication (3) Permanent address
.....
.....
.....
Pin- Pin-
Mobile
Alternate Mobile:.....
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/HSC) :
- (5) Birth Place:
Home State: Home town:
- (6) Nationality:
- (7) Sex :Male /Female:..... (8) Mother tongue:.....
- (9) Marital Status: Unmarried / Married/ Widow(er).....
(Attached declaration that not more than one spouse living in case of married)
- (10) Whether belongs to SC/ST/SEBC (exclusion of annual creamy layer).....
(Attached self attested copy of Caste Certificate from the competent authority)

- (11) Whether PWD: (Candidates should mention which category he/she belongs to):(Attach Certificate of P.H.)

- (12) Any medical disability (Pl. Specify) :
 (Attach self attested copy of disability certificate from competent authority)
- (13) Father's/ Husband's Name,
 :Occupation & address:
- (14) **Language Known:**

Language Proficiency	Speak	Read	Write

- (15) **Educational qualification:**

	Name of the Examination	Name of Board/University	Aggregate marks secured	Grade/Div	% of marks	Year of joining & passing
(i)	Matriculation					
(ii)	Intermediate					
(iii)	Bachelor Degree					
(iv)	PGDCA or Equivalent/Computer					
(v)	Any other					
(vi)						

Photocopies of certificates & transcripts must be attached in support of evidence for consideration of candidature.

- (16) **Experience in relevant field(if any)**(Employment Record)
Experience regarding previous and present employment(Attach the certificate/orders, if any)

Name of the post	Nature of post	Date of joining	Date of leaving	Salary drawn (Basic Pay)	Employer's name and address	Reason for leaving service

DECLARATION

I hereby declare that all the statements furnished above are true to the best of my knowledge and belief.

Place:

Date:

(Full signature of the candidate)

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 by Regd. Post/speed post.
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 for which the candidate is applying should be written clearly.
- (3) Two recent passport size color photograph should be pasted on the application form in the space provided for the purpose.

(B) REGARDING FEES :

☞ **Rs 500/-**-(Rupees five hundred) only

☞ **Mode of payment**

The application fees shall be deposited directly through Green Channel Counter (GCC)/ internet banking / real time gross settlement (RTGS) in the **Account No.** of the Comptroller, OUAT (A/C No. **10173711536** of State Bank of India, OUAT Campus Branch, Bhubaneswar, Branch code 03341, Indian Financial System Code (**IFSC Code No. SBIN 0003341**). In support of documents regarding deposit, the candidate should attach duly signed photo copy of the deposit receipt along with the application form. **Other mode of payment for application fee shall not be considered.**

(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
- (2) The application form should be sent under Speed Post/ Registered Post.

(D) NOTICE :

- (a) The furnishing of false information or suppression of any factual information in the application would be a disqualification and candidate will not be considered for employment under this University. Any such false information comes to the notice of the Authority at anytime 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.

