

Application form

ODISHA UNIVERSITY OF AGRICULTURE & TECHNOLOGY
Bhubaneswar-751003, Odisha



APPLICATION FORM

Affix signed
Passport size
recent color
photographs

Advertisement No. /UAT, dated.....

Application for the Post of.....

1. Name of the Bank.....
2. Amount(Rs.).....(Rupees)only
(attached original counterfoil of required amount duly signed by the candidate in support of evidence)

PERSONAL HISTORY

(1) Full Name of the candidate :
(in block capital)

(2) Address for communication (3) Permanent address
.....
.....
.....

Pin-

Telephone:.....

Mobile:.....

E-Mail ID:.....

Pin-

Telephone:.....

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/ 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.....PWD.....Other.....
(Attached authentic Caste Certificate from the competent authority)

(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 (Not essential for Stenographer)							

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

(15) Experience (Employment Record)

a) 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

Total Experience: Year----- Month----- Days-----

(16) Name, address and profession of two (02) referees who should be responsible persons not related to the candidate or connected with his/her school or college but well acquainted with his/ her personal life.

Name of the referees	Full Address and telephone number	Period, he has known the candidate
(1)		
(2)		

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

(18) If appointment is offered, when can the candidate join the post :

(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:

Date:

Full signature of the applicant

FORUSEOFIN-SERVICEAPPLICANT
(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.

No.....

Dated.....

Signature:.....

Designation:.....

Office Stamp:.....

DETAILSOFENCLOSURES

- | | |
|-----|------|
| (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 by Regd. 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 alongwith 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 – Farm Manager / Programme Assistant.

☞ **Rs. 300/-** (Rupees three hundred) only – Stenographer

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 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 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.