

Advertisement for Engagement of OSD on Contractual basis

Applications are invited from eligible candidates for engagement of Officer on Special Duty (OSD) Admin on contractual basis in the Central Agricultural University, Imphal as per details given below:

1. Name of the Post : 1 OSD (Administrative)
2. Number of vacancy : 1 (One)
3. Period of contract : 1 (one) year
The contract can be terminated by either side at any time, by giving one month's notice. The University can terminate the contract immediately by paying one month's agreed remuneration in lieu of the notice period.
4. Job location : Central Agricultural University, Headquarters, Imphal.
5. Qualifications/Essential Criteria : (i) Applicant should be an Indian national
(ii) Applicant's for the above positions must have Bachelor's degree from a recognized university in India or abroad.
(iii) OSD (Administration): Experience of Office administrative and Research Management related to Agriculture and allied field as Head Administration at Pay Level-13 & above. Must have experience in the job of Administration for more than 15 years and above in G.P of Rs.5400/- and above.
6. Remuneration & Entitlements : Remuneration of Rs.82,500/- per month will be paid and other service conditions will be as per existing rules of the University for contract appointment.

How to apply

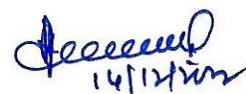
Interested applicants may submit duly filled in application form as per the application form at **Annexure I**. For offline submission the application should be addressed to **The Registrar, Central Agricultural University, Imphal- 795004** and name of the post should be written on the envelope. For online submission, visit to www.cau.ac.in.

The applicant should also submit necessary supporting documents as per the information given in the application form.

Only short-listed candidates will be called for an interview.

1. The date, time and venue of the interview will be conveyed in the Interview call letter/through mail.
 2. Candidates will be required to make their own arrangements to reach the place of interview.
 3. No TA/DA will be payable by the University to attend the interview.
- The decision of the University on selection of candidates will be final and no correspondence on this subject will entertained.

The last date of receiving applications is **4.30 p.m. of 30th December, 2022**. Applications received after the closing date or without the prescribed documents or otherwise found incomplete or not in the prescribed proforma are liable to be rejected.


14/12/22

Annexure-I
Paste your passport
size photo here

**APPLICATION FORM FOR THE POST OF OSD(Admin) ON CONTRACTUAL BASIS AT
CENTRAL AGRICULTURAL UNIVERSITY, IMPHAL**

1. Name :
2. Date Birth :
3. Gender :
4. Educational Qualifications :
5. Address for correspondence including Mobile No. and Email ID:
6. Details of employment in the chronological order, if applicable (*Enclose a separate sheet, if space below is insufficient*)

Department/ Institution/ Organization	Post Held	From	To	Grade Pay for each post	Nature of duties performed

7. Details of courses/training programmes attended, if any:
8. Details of previous Experience, if any :
9. Additional information, if any which you would like to mention in support of your suitability for the post., Enclose a separate sheet, if need be.