



केन्द्रीय कृषि विश्वविद्यालय
CENTRAL AGRICULTURAL UNIVERSITY

इम्फाल - ७९५००४, मणिपुर

Imphal - 795 004, Manipur

दुर्वाश न. - ०३८५ - २४१०६४४, फैक्स न. ०३८५ - २४१५१९६,

Phone No. 0385-2410644, Fax No. 0385- 2415196

No. CAU/Reg/126/Apptt-A/98/Pl./1837

Imphal, the 24th March, 2025

Advertisement for Engagement of OSD on contractual basis

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

1. Name of the Post : 1 OSD (Administration) & 1 OSD (Finance)
2. Number of Vacancies/post : 01 OSD(Admin.) & 01 OSD(Finance)
3. Period of Contract : 01 (One) year
(period may be extended for one year or more on review of the task and performance of the contract appointee)
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, Head Quarters, Imphal
5. Qualifications/Essential Criteria : (i) Applicant should be an Indian National
(ii) Applicants for the above positions must have Bachelor's degree from a recognized university in India or abroad.
(iii)
 - a. OSD (Administration) : Experience of Office Administration and Research Management related to Agriculture and allied field as Head of Administration at pay Level - 13 and above. Must have experience in the job of Administration for more than 15 years in GP 5400 and above.
 - b. OSD (Finance) : Experience of handling issues related to Finance & Accounting of an Institution/Office as Head Finance at pay Level - 13 and above.
6. Remuneration & Entitlements : Fixed Remuneration of Rs. 82,500/- per month shall 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 application should be submitted with supporting documents as per the information given in the application form.

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

1. The date, time and venue of the interview will be conveyed in the Interview call letter.
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 in this regard will be entertained.

The last date of receiving applications is 5 p.m. of 30th March, 2025. 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.


(T.R. SITARMA)
Registrar