



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/Pt./1603

Imphal, the 16th May, 2025

Advertisement for Engagement of OSD on contractual basis

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

1. Name of the Post : OSD (Estt.)
2. Number of Vacancies/post : 01
3. Period of Contract : 6 (Six) months
(period may be extended for six months 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 Master's degree from a recognized university in India or abroad.
(iii) OSD (Estt.) : Experience of Office Administration in Central/State Government Agricultural Institutes/University. Relevant working experience in e-office. Retired Officer with 5 years regular service in administration with pay Level -10 under the Central/State Government Universities and other autonomous organizations.
6. Remuneration & Entitlements : Fixed Remuneration of Rs. 55,000/- 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 through online mode only. For online submission, visit to www.cau.ac.in. The application should be uploaded with self attested 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.
4. Candidates are required to bring the original documents for verification.

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 23rd May, 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. SHARMA)
Registrar

4.05.25



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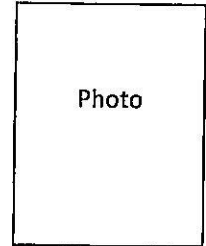
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Annexure - I



APPLICATION FOR THE POST OF OSD(Estt) ON CONTRACTUAL BASIS CENTRAL AGRICULTURAL UNIVERSITY, IMPHAL, MANIPUR

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

Department/Institution/ Organization	Post held	From	To	Emoluments	Nature of duties performed

7. Details of courses/training programmes attended, if any :
8. Details of previous experience, if any
9. APARs of preceding 5 years. :
10. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if needed.

Address:

(Signature of candidate)