

# Biju Patnaik University of Technology, Odisha Rourkela

Advt. No. BPUT/22120

Date: 19.07.2017

## Advertisement for Appointment of Jr. Stenographer at BPUT, Odisha

The Biju Patnaik University of Technology (BPUT), Odisha with its headquarters in Rourkela was established through an Act of the Government of Odisha in 2002. There are 158 colleges spreading across the state of Odisha and the present student strength exceeds 1.2 lakhs. The University is now looking for Jr. Stenographer positions:

Sl.	Positions	No. of Posts	Pay	Place of posting
1	Jr. Stenographer	02*	Rs. 5200+ GP	Rourkela

\* Reservation as per ORV will be applicable

Essential Qualification : Any Graduate (Arts/ Science/ Commerce or an equivalent examinations) from any recognized University / institutions with a minimum speed of 40 words per minute in English typewriting, 20 words per minute in Odia typewriting and 80 words per minute in shorthand both in English and odia along with proficiency of data entry in Computer.

Desirable Qualification: P.G Diploma in Computer.

Experience : Minimum 5 years

Preference : Working experience in any University / Educational institution / Government organization

The applications are invited in the prescribed format (available in the official website i.e. [www.bput.ac.in](http://www.bput.ac.in)).

The candidate those have applied earlier pursuant to Advertisement No. BPUT/16364, dated 30.08.2016 need not required to submit the DD. However, they may update their present qualification and experience. Each application completely filled in by the candidate containing (i) two recent passport size colour photographs, (ii) one A/c payee DD for Rs. 500/- (Rs.100/- for SC/ ST candidates) in favour of Biju Patnaik University of Technology, drawn on any Nationalized Bank, payable at Rourkela, (iii) Photocopy of all certificates/documents/testimonials in support of the information provided in the application should be sent to "Registrar, Biju Patnaik University of Technology, Chhend, Rourkela-769015" by SPEED POST so as to reach on or before 19.08.2017. Incomplete applications may be summarily rejected. The applications would be accepted only by Speed Post; No Hand Delivery is acceptable.

### General:

The Odisha Group- 'C' and Group-'D' Posts (Contractual Appointment) Rules, 2013 vide G.A Department Notification No. GAD-SC-RULES-0009-2013/32010/Gen, dated 12.11.2013 and the provisions made thereunder shall apply mutatis and mutandis in respect of above position. The age of the candidate should be within 21 to 32 years as on the closing date of application as indicated in the advertisement. The upper age limit shall be relaxed upto 5 years in case of SC/ ST/ Woman/SEBC candidate and 10 years for Physically handicapped candidates. For candidates presently serving in BPUT, the age relaxation will be as per decisions of the Board of Management. The selection would be based on written test/ Trade test followed by personal interview. In-service candidate from the Government institutions / Universities would have to submit a 'No Objection Certificate' from the employers at the time of interview.

The last date of receipt of application by the undersigned at BPUT, Chhend, Rourkela-769015 is 09.08.2017. Applications received after the last date shall not be considered. Minimum eligibility does not ensure that a candidate will be called for interview and be selected for any post; the decision of the authority is final.

Sd/-  
Registrar

**BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ODISHA  
ROURKELA**

**APPLICATION FORM FOR NON-TEACHING POSITIONS OF BPUT**

(Advt No. \_\_\_\_\_, Dated \_\_\_\_\_ )

<p align="center"><i>Affix one recent passport size color photograph</i></p>
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Post Applied for .....

Draft No. \_\_\_\_\_ Date \_\_\_\_\_ Amount \_\_\_\_\_

1. Name in Full :  
*(in block letters) (as indicated in secondary school certificate)*
2. (a) Date of Birth (DD/MM/YY) :  
(b) Age as on 09.08.2017 :
3. Nationality :
4. Category :  
*(Proof of claim to be attached)*
5. Sex (Male/ Female) :
6. Marital Status :  
*(Married / Unmarried)*
7. Father's Name/ Husband's Name :
8. Address for Correspondence :  
*(with email, fax & phone)*
9. Permanent Address :

10. Educational Qualifications :

Sl	Name of the Exam	Name of the Board/ Univ.	Year of passing	Class/ Div.	% of marks	Specialization if any.	Remarks
a	10 <sup>th</sup>						
b	+2						
c	+3						
d	PGDCA						
e	Any other qualification						

Note : % of marks should be given upto two decimal points.

*Enclose the Xerox copies of all the certificate, testimonials, and one recent color passport size photograph  
Separate sheets / certificate may be attached if, required*

11. Experience (enclose the certificates) :

Organization	From	To

12. Language

Read	Write	Speak

13. Have you been ever convicted by any Court of law ? If Yes then give details in a separate sheet

14. Name of the two referees :  
Address/ Tel/ Email

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### DECLARATION

I declare that the above information is correct to the best of my knowledge & belief and nothing has been concealed / distorted. If any time, I am found to have concealed / distorted any material information, my appointment shall liable to be terminated without any notice.

Date :

Place :

(Full signature of the Applicant)