

INSTITUTE OF MATHEMATICS AND APPLICATIONS

Govt. of Odisha
Andharua, Bhubaneswar-751003

Advertisement No: IMA/100/35/2016, Dated: 03/02/2016

Institute of Mathematics and Applications invites applications, through proper channel, for the post of **REGISTRAR**.

Qualification: Reader in Mathematics having administrative experience or Odisha Administrative Service Officer with Post Graduate in Science.

Age: Minimum 40 years. Maximum age limit 55 years as on 31/03/2016

Remuneration: The remuneration shall be fixed at the last pay drawn. Other benefits like HRA, TA, Medical allowances etc. will be provided to the above post as per rules and norms of Finance Department, Government of Odisha. In case the post is filled up on deputation basis from places like Government/Universities/Scientific Organizations of the State Govt. /Central Govt., the person will carry the pay of the parent organization. Application form and other instructions can be downloaded from the following websites: www.iomaorissa.ac.in or www.odisha.gov.in/sciencetechnology.

Last date for receipt of application: **31/03/2016**.

DIRECTOR

Application Form for filling up of the post of Registrar

Ref: Advertisement No: IMA/100/35/2016, Dated: 03/02/2016

1. Name: _____
(In block letters)
2. Father's Name: _____
3. Date of Birth(DD/MM/YYYY): _____
4. Address for correspondence: _____

5. E-Mail Id: _____
6. Contact Number: **Land Ph No:** _____ **Cell Ph No:** _____
7. Permanent Address: _____

8. Sex: _____
9. Marital Status: _____
10. Religion: _____
11. Nationality: _____
12. Category(ST/SC/OBC/GEN): _____
13. Educational Qualifications:

Paste a self
attested passport
size photograph

Degree obtained	Name of the Institution	Name of the Board/University	Year of passing	Discipline in which degree obtained.
1	2	3	4	5

*One can use separate piece of A4 size paper, if required.

14. Service Experience:

Post held	Organization/Institution	Period of service
1	2	3

*One can use separate piece of A4 size paper, if required.

15. Experience in Organization of Workshops/Conferences/Seminars/Training Camps etc. (if any).

(Details to be annexed in a separate piece of A4 size paper)

16. Other Academic activities(details to be annexed in a separate piece of A4 size paper/s with signature) :

- i. List of publications (books/journals) with title and publication/s details, if any.
- ii. Research Supervised (Ph.D, M.Phil, M.Tech etc.), if any.
- iii. Prizes, awards, fellowships etc., if any.

15. List of enclosures (to be prepared by the candidate with signature in a separate piece of A4 paper and annexed with the application form).

Declaration

Ideclare that the above information furnished by me are true and correct to the best of my knowledge and belief.

Date:

Place:

Signature of the Candidate

GENERAL INSTRUCTIONS TO THE CANDIDATES

1. (i) Application after the last date, (ii) incomplete in any respect and (iii) any fresh paper / enclosures after closing date, shall not be considered.
2. Certificate in support of experience should be in proper format i.e. it should be on the organization's letter head, bear the date of issue, specific period of work, name and designation of the issuing authority.
3. No TA/DA shall be paid to the candidates for attending the interview.
4. Applicants who are in employment should route their applications through **proper channel**.
5. Application forms alongwith all other documents must be enclosed in an envelope super-scribed with "**APPLICATION FOR THE POST OF REGISTRAR, ADV. NO: IMA/100/35/2016, DATED: 03/02/2016** "
6. Candidates should send self-attested copies of certificates and mark-sheets from matriculation onwards in support of their qualifications. Originals should not be sent along with the application but these must be produced at the time of interview.
7. No correspondence will be entertained from candidates regarding postal delays, conduct and result of interview and reasons for not being called for interview.
8. No interim correspondence shall be entertained.
9. Duly filled in application forms complete in all respects should reach at the **Director, Institute of Mathematics and Applications, Andharua, Bhubaneswar-751003, Odisha(India) on or before 31/03/2016.**

DIRECTOR