

## **Eligibility, Qualification, Experience and Pay Scales:**

### **REGISTRAR**

#### **Category: A (Non-Teaching)**

Master's degree in any discipline with at least 55% marks or its equivalent grade in UGC 7-point scale from a recognized University / Institute along with either A or B or C as below:

- A.** Reader/Associate Professor in Mathematics of any Government (State/Central) University/College/Institute with at least five years of administrative experiences.

**OR**

- B.** An OAS officer with minimum ten years of experiences.

**OR**

- B.** An officer of the Government (State/Central) University/ College/ Institute with minimum five years of experiences at the level of Deputy Registrar.

**Age:** Preferably below 57 years

**Remuneration:** Pay Level 14 of Govt. of Odisha (Rs. 78800/- basic).

However, in case the candidate is getting higher remuneration at his/her parent organization, 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.

**Tenure of Deputation:** 3 years or till attaining the age of 60 years whichever is earlier.

### **PROCEDURE FOR APPLICATION**

1. The prescribed **Application Form** and other information can be downloaded from the website [www.iomaorissa.ac.in](http://www.iomaorissa.ac.in) of Institute of Mathematics and Applications.
2. The prescribed **Application Form** need to be filled-in and signed by the candidate. It must have supporting enclosures such as self-attested copies of all certificates, mark sheets, evidences of all types of experiences, certificate containing the record of date of birth and such other documents.

3. The filled-in and signed **Application Form** with all supporting enclosures may be covered in a secured envelope superscribed “**APPLICATION FOR REGISTRAR POST OF IMA**” and sent by Speed Post / Registered Post to ‘**Director, Institute of Mathematics and Applications, P.O. Andharua, Bhubaneswar, Odisha 751029**’.
4. In service candidates of Government or Government aided organizations should route their application through proper channel. However, in order to avoid delay, the candidate may send an advance copy of their application with enclosures directly. Such candidate shall have to produce “**No Objection Certificate from The Employer/ Head of the Institution**” at the time of verification of records prior to interview otherwise he/ she will not be allowed to appear the interview.
5. The application through Speed post/ Regd. Post should reach the Registrar, IMA on or before **18.03.2023**. Applications received beyond the last date by or in any other mode will not be entertained. Application submitted not in the prescribed format shall also be summarily rejected.

**GENERAL INSTRUCTION:**

6. Candidates are required to attend the Interview, on their own expenses. No T. A. / D.A. etc. shall be paid for the purpose.
7. Candidates are required to produce their original Certificates and Mark sheets/testimonials/documents for verification at the time of interview.
8. Candidates belonging to SC/ST category must furnish the valid certificate ISSUED BY THE COMPETENT AUTHORITY OF GOVT. OF ODISHA.
9. In-service candidates should ensure that CCR / Performance Appraisal Report of last five years are received by the Director, Institute of Mathematics and Applications confidentially at least **05 days before** the date of interview.
10. Selected candidates will be required to join the posts within one month from the date of issue of the appointment order unless otherwise permitted specifically.
11. The candidate must authenticate each page of the application form and enclosures by him / her **full signature on each page.**
12. Applications received in incomplete form or not in prescribed format shall be rejected.
13. Issue of this advertisement does not make it binding on the part of the Institution to call a candidate for the interview. Similarly, holding

interview does not make it binding on the part of the Institution to give appointment.

14. All correspondence relating to the appointment shall be made to the Registrar by designation and not by name.
15. The Institution reserves the right to shortlist eligible candidates or to cancel the entire process of interview / selection process without assigning any reason thereof.
16. Canvassing in any form will amount to disqualification.
17. Last date of receipt of duly filled in application form by Speed Post / Registered Post only **18/03/2023**.

**REGISTRAR**

**APPLICATION FORM**

(To be filled in by the Candidate in his/her own handwriting in English)

**[Advertisement No.: IMA/100/176/2023 dated:24/02/2023]**

**INSTITUTE OF MATHEMATICS AND APPLICATIONS**

Andharua, Bhubaneswar-751029

[www.iomaorissa.ac.in](http://www.iomaorissa.ac.in)

**APPLICATION FOR THE POST OF REGISTRAR**

(Please fill in relevant portions and strike out whichever is not applicable)

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: \_\_\_\_\_

7. Permanent Address: \_\_\_\_\_

\_\_\_\_\_

8. Sex: \_\_\_\_\_

9. Marital Status: \_\_\_\_\_

10. Religion: \_\_\_\_\_

11. Nationality: \_\_\_\_\_

12. Category(ST/SC/OBC/GEN): \_\_\_\_\_



13. Educational Qualifications from matriculation onwards:

Sl. No	Degree obtained	Name of the Institution	Name of the Board/University	Year of passing	Discipline in which degree obtained.
1	2	3	4	5	6

14. Service Experience:

Sl. No	Post held	Organization/Institution	Period of service	Nature of job
1	2	3	4	5

15. The candidate may use separate A4 size paper for other Experience, activities, prizes and awards etc. with documentary evidences.

16. List of enclosures (to be prepared by the candidate in separate A4 size papers, signed by the candidate and annexed with the application form)

**Declaration**

I .....declare 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