



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 : I OSD (Finance) & I OSD (Administration)
2. Number of Vacancies : 02 (Two)
3. Period of Contract : 01 (One) year
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 Masters degree from a recognised university in India or abroad.
(iii)
(a) OSD(Finance): Experience of handling issues related to Finance & Accounting of an Institution/Office as Head Finance at pay Level-13.
(b) OSD (Administration): Experience of Office administration and Research Management related to Agriculture and allied field as Head administration at Pay Level-13.
6. Remuneration &
Entitlements : Remuneration of Rs. 82,500/- per month will 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 dully 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 also submit necessary supporting documents as per the information given in the application form.

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

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

The last date for receiving applications is **5 p.m. of 19th February 2022**. 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.



केन्द्रीय कृषि विश्वविद्यालय
CENTRAL AGRICULTURAL UNIVERSITY
इम्फाल - ७९५००४, मणिपुर
Imphal - 795 004, Manipur
दुर्वाश न.- ०३८५ - २४१०६४४
Phone No. 0385-2410644

ANNEXURE-I

Paste your
passport size
photo here

APPLICATION FORM FOR THE POST OF OSD ON CONTRACTUAL BASIS
CENTRAL AGRICULTURAL UNIVERSITY, IMPHAL

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, if applicable. (*Enclose a separate sheet, if space below is insufficient*)

Department/ Institution/ Organisation	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. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if need be.

(Signature of candidate)

Address: