



# ଓଡିଶା କୃଷି ଓ ବୈଜ୍ଞାନିକ ବିଶ୍ୱବିଦ୍ୟାଳୟ

ODISHA UNIVERSITY OF AGRICULTURE & TECHNOLOGY,  
Bhubaneswar-751003, Odisha

No. E-II-II- 55 /2007-

୫୧୫୧

/UAT.

Dated. 10<sup>th</sup> March, 2025

## C I R C U L A R

Applications are invited from amongst the Professors and persons of equivalent rank of this University for the post of Dean, Student's Welfare under this University.

The prescribed application form, information sheet containing the details of qualification, experience and other required conditions in respect of the above posts as mentioned in Annexure-A, B, C, general information and instruction to the candidates can be downloaded from University website: [ouat.ac.in](http://ouat.ac.in)

The application of the candidate complete in all respect along with the self-attested copies of all certificates, mark sheets of all examination passed, experience certificate, if any full length research publication with a list containing the research publication in National and International Journal with NAAS rating score, addressed to the Registrar, OUAT should be routed through proper channel so as to reach to the Registrar, OUAT, Bhubaneswar-751003 on or before the last date of receipt of application. The last date of receipt of application is up to 10.04.2025 up to 5.00 P.M. All applications should be routed through proper channel, failing which their application will not be considered. However, an advance copy can be sent to the Registrar, OUAT. Applications received after the last date shall not be entertained. The University shall not be held responsible for any loss or delay in postal transaction. Incomplete application shall be summarily rejected.

The candidate appointed directly to the post of Professor or promoted to the rank of Professor under CAS must furnish their appointment/ promotion order along with the application.

### Fees for the application for the post.

The application fees of Rs. 2,000/- (Rupees Two thousand) only shall be deposited directly through Green Channel Counter (GCC) / Internet Banking / Real Time Gross Settlement (RTGS) in the account number of the Comptroller, OUAT (A/C No.10173711536, State Bank of India, OUAT Campus Branch, Bhubaneswar, Branch Code: 03341, Indian Financial System Code (IFSC Code): No. SBIN0003341. In support of document regarding deposit, the candidate should attach photo copy of the deposit receipt duly signed by the candidates for proof of the deposit. Other mode of payment for application fee shall not be considered. Application fee once deposited is non-refundable.

Essential qualification and experience required for the post shall be considered on the last date of receipt of application form. The terms of appointment, eligibility and qualification prescribed for the above position are in the information sheet as *Annexure-A, B, & C.*

Applicants should be prepared to appear an interview at Bhubaneswar on their own cost. The University reserves right to cancel the interview or the entire process of selection, or may not conduct the interview, if so required.

By Order of the Vice-Chancellor

*Mohanty*  
10.3.25  
REGISTRAR

Memo No. 4142 /UAT, Dated. 10.03.2025

Copy along with copy of the Annexure forwarded to the All Deans / Directors, OUAT, Bhubaneswar for information and necessary action with a request to circulate among the faculties of the college for information and encourage to apply for the position.

*Din To 10/3/25*  
Assistant Registrar (Estt.)

Memo No. 4143 /UAT., Dated. 10.03.2025

Copy along with copy of the Annexure forwarded to the Comptroller, OUAT, Bhubaneswar for information and necessary action.

*Din To 10/3/25*  
Assistant Registrar (Estt.)

Memo No. 4144 /UAT., Dated. 10.03.2025

Copy along with copy of the Annexure forwarded to the Secretary to Vice-Chancellor for kind information of the Hon'ble Vice-Chancellor.

*Din To 10/3/25*  
Assistant Registrar (Estt.)

Memo No. 4145 /UAT., Dated. 10.03.2025

Copy along with copy of the Annexure forwarded to the Director, PME, OUAT, Bhubaneswar for information with a request to display in OUAT website.

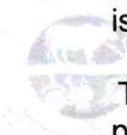
*Din To 10/3/25*  
Assistant Registrar (Estt.)

C.C. to: Section Officer (Cash), Accounts Section / Central Store / Establishment-I/ Superintendent (Issue) / Personal Assistant to Registrar.

**Annexure-A**

**INFORMATION SHEET**

Last date of receipt of application **10.04.2025 up to 5.00 P.M**

1. Name of the post : **Dean, Student's Welfare OUAT**
2. No. of vacancy : **01 (One)**
3. Terms of appointment : He/she shall be appointed for a term of 3 (three) years.
4. Eligibility & qualification : The Dean, Student's Welfare, OUAT, Bhubaneswar shall be selected from amongst the Professors of the University or the persons of equivalent rank having experience as such for a minimum period of 5 (five) years in any faculty. The details of selection criteria is enclosed as Annexure -A1.  
  
  
The Student's Welfare shall be a person trained in student welfare activities who would be able to shoulder the duties and responsibilities prescribed in the Act and Statute.
5. Age of retirement : **60 (sixty) years**



**ODISHA UNIVERSITY OF AGRICULTURE & TECHNOLOGY**  
*Bhubaneswar - 751 003, Odisha*

**APPLICATION FORM**

Circular No. .... /UAT, Dated. ....

Application for the post of **Dean**, .....

Affix signed  
Passport size  
recent colour  
photographs

**DETAILS OF BANK DEPOSIT**

1. Name of the Bank ..... Branch .....
2. Amount (Rs.) ..... (Rupees ..... ) only  
(attach the Xerox copy of the deposit receipt duly signed in by the candidate for proof of the deposit)

**PERSONAL HISTORY**

(1) Full Name of the candidate : .....

(in block capital )

(2) Address for communication ..... (3) Permanent address .....

.....

.....

Pin-

Pin-

Telephone : .....

Telephone : .....

Mobile : .....

Mobile : .....

E-Mail ID : .....

E-Mail ID : .....

(Any change of address should be reported in writing at once to the Registrar, OUAT, Bhubaneswar)

(4) Date of birth (As recorded in the ICSE/ CBSE/ High School Certificate) : .....

(5) Birth Place: .....

Home State: .....

Home Town : .....

(6) Nationality: .....

(7) Sex : (Male / Female) ..... (8) Mother tongue : .....

(9) Marital Status: Single ..... Married ..... Widow (er).....  
(If Married whether he has got two wives)

(10) Whether belongs to ST ..... SC ..... SEBC ..... PH ..... Other .....

(11) Language Known

Language Proficiency	Speak	Read	Write

(12) Any medical disability (pl. Specify) : .....

(13) Father's/Husband's Name, occupation / and address : .....

(14) **Educational qualification:**

	Name of the Examination	Name of Board/ University	Division/ percent/ Final grade/	Field of specialization		Year of joining	Year of passing	Subject taken in Hons/ distinction
				Major	Minor			
(i)	Matriculation/HSCE /10 <sup>th</sup>							
(ii)	Intermediate/+2							
(iii)	Bachelor Degree							
(iv)	Master Degree							
(v)	M. Phil degree							
(vi)	Ph.D. degree							
(vii)	N.E.T.							
(viii)								

Photo copies of certificates & transcripts must be attached in support of evidence for consideration of candidature.

(15) **Experience (Employment Record)**

Experience regarding previous and present employment (Attach the certificate/ orders, if any)

Name and nature of post or appointment of	Date of joining	Date of leaving	Salary drawn (Basic Pay)	Employer's name and address	Reason for leaving service

(16) **Abstract of experience**

	Particulars	Year	Month	days
(a)	Experience in the cadre of Assistant Professor and its equivalent cadre in research &extension			
(b)	Experience in the cadre of Associate Professor and its equivalent cadre in research &extension			
(c)	Experience in the cadre of Professor and its equivalent cadre in research & extension			

(17) Whether, you have punished/ dismissed or convicted by any institution/ Govt./ Court, if yes please give details on separate sheet

: Yes ..... No.....

(18) ***The format (Annex-A2) related to selection criteria (scoring) as described at Annexure-A1 be duly filled and submitted as an enclosure.***

(19) Details of enclosures:

**DECLARATION**

I hereby declare that the information furnished above is true and correct to the best of my knowledge and belief

Place: **Full signature of the applicant**

Date:

## FOR USE OF IN-SERVICE APPLICANT

(Certificate to be given by the Head of Institution / Office or Employer )

Certified that Dr. / Shri./ Smt. / Kumari .....

Is working as ..... in this Department/ Office / Institute / Organization. I have no objection to his / her application being considered for this post. He /She will be relieved as per rules, if he/she is selected for the said post. The information furnished in the application are verified.

Signature : .....

No. .....

Designation : .....

Dated. ....

Office Stamp : .....



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### DETAILS OF ENCLOSURES

(1)	(6)
(2)	(7)
(3)	(8)
(4)	(9)
(5)	(10)

Annexure- C

**GENERAL INFORMATION AND INSTRUCTION TO CANDIDATE**

*(To be retained by the Candidate)*

**INSTRUCTIONS (Important)**

1. Before filing/submitting the application form, candidates are advised to go through the qualification prescribed for the post and make sure that he/she possesses the same.
2. Please make sure that all the entries in this form are written down neatly and legibly.
3. The application should be:
  - i. Completed in all respect.
  - ii. Supported with self attested copies of all Certificates from H.S.C. onwards.
  - iii. Routed through proper channel ( in case of persons already in service).
4. Original counter foil of the fees deposited for the post with duly signed by the candidate.
5. In-complete application shall not be considered.
6. The application must reach the **Registrar, Odisha University of Agriculture and Technology (OUAT), Bhubaneswar-751003, Odisha** on or before the last date and time prescribed for receipt of applications. Application received after the last date and time shall stand rejected automatically.
7. To avoid delay in the receipt of the application through proper channel, the candidate is advised to submit an advance copy of his/her application (Complete in all respect) before the closing date and time.
8. Application without the prescribed fees with original counter foil and other mode of payment, shall be rejected.

**GENERAL INSTRUCTIONS / INFORMATION**

**(A) FILLING THE FORM**

- (1) Documentary proof in support of experience and Academic Qualifications indicated in the application form should be attached along with the application form failing which the application shall be treated as in-complete and will be rejected.
- (2) Complete name of the post and discipline for which the candidate is applying should be written clearly.
- (3) The most important entries in this form are details of Academic Qualification, list of Publications, Teaching, Research and Extension Experience record. Please make sure that all the details are given in the form in which, they are required.
- (4) Please, give details of title of paper, name of author(s), name of the journal, volume and pages in a separate sheet which have been published or printed. Also you may give reference of papers which have been accepted for publication by a standard journal (Photo copy of the acceptance letter of the Chief Editor/ Editor with the manuscript should be enclosed).

**(B) REGARDING FEES:**

The application fees of Rs.2,000/- (Rupees Two thousand) only shall be deposited directly through Green Channel Counter (GCC) / Internet Banking / Real Time Gross Settlement (RTGS) in the account number of the Comptroller, OUAT (A/C No. **10173711536**, **State Bank of India, OUAT Campus Branch, Bhubaneswar, Branch Code: 03341**, Indian Financial System Code (IFSC Code): **No.SBIN0003341**). In support of document regarding deposit, the candidate should attach **photo copy of the deposit receipt** duly signed by the candidates for proof of the deposit. Other mode of payment for application fee shall not be considered. Application fee once deposited is non-refundable.

**(C) MAILING THE APPLICATION FORM:**

- (1) The application form alongwith all relevant documents should be sent to the "Registrar, **Odisha University of Agriculture & Technology(OUAT), Bhubaneswar-751003**", Odisha

**(D) NOTICE:**

- (a) The furnishing of false information or suppression of any factual information in the application would be a dis-qualification and candidate will not be considered for employment under this University. Any such false information comes to the notice of the Authority at any time during service period of person, his service would be liable to be terminated.
- (b) No correspondence will be entertained from the candidates in connection with the process of selection/ test/ interview/ appointment. Canvassing in any form will be a disqualification.

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## Annexure-A1

### **Selection criteria for the post of Dean, Students' Welfare at OUAT**

#### **A. Essential Qualification**

1. Graduation in **Agriculture & Allied Science**.
2. Ph. D. in relevant subject.
3. Minimum 5 years-experience as Professor or Equivalent cadre
4. Minimum Length of 18 years of Service in the cadre of Teacher/ Scientist

#### **B. Desirable Qualification**

1. 3 years' experience should be in a Research/ Teaching Management Position (Dean/ HOD/ / Associate Dean/ADR/ Directors/ Controller of Examination) (one mark will be given for each year, maximum to 3 years).
2. The candidate should have demonstrated teaching/ scientific leadership and skill in teaching and research management in relevant area with a broad vision of National and International Agricultural Research, policy planning and developing national and International linkages/ collaboration.

<b>Sl. No.</b>	<b>Nature of Activity</b>	<b>Marks</b>	<b>Maximum Marks</b>
<b>1.</b>	<b>Teaching</b>		<b>20.0</b>
a.	UG Teaching: 0.25/ semester or 0.5/ year (minimum 14 contact hours)	<b>5.0</b>	
b.	PG/ Ph. D. Teaching: 0.25/ semester or 0.5/ year (minimum 14 contact hours)	<b>5.0</b>	
c.	M. Sc. Students guided with minimum one publication $\geq$ NAAS 5.0/ student: 0.5 Ph. D. Student guided with 2 publications $\geq$ NAAS 5: 1.0 Thesis award at national level (ex. Jawaharlal Nehru Award): 0.5 per thesis (Co-Guide will get 75%)	<b>5.0</b>	
d.	Guided students qualified for SRF of ICAR/ CSIR/ DBT/ DBT/ other similar national tests. 0.5 marks per student	<b>3.0</b>	
e	Supportive role to the College/ University like chairman/ member of different assigned activities, Advisor, Students union, Superintendent or Assistant Superintendent of hostels, OIC, UG/ PG Examination, NCC officer and NSS co-ordinator and NSS program Officer: (0.2 marks per activity per year)	<b>2.0</b>	
<b>2.</b>	<b>Research (RRTTS/S, AICRPS)</b>		<b>20.0</b>
a.	Number of entries submitted to AVT II / Number technologies evaluated in 3 <sup>rd</sup> year in AICRP (0.5 marks/ entry)	<b>10.0</b>	
b.	Number of AICRP trials conducted 0.2 marks per trial Number of multilocational trials conducted 0.2 marks / trial Breeder Seeds produced: $\geq$ 100Q/year (0.5 marks)	<b>10.0</b>	

<b>3.</b>	<b>Publications / Technologies</b>		<b>30.0</b>
<b>A.</b>	<b>Publications</b>	<b>20.0</b>	
a.	Research publications in peer reviewed journals, 25 best publications ≥NAAS 4.0 to 6.0: 0.25 ≥NAAS 6.0 to 8.0: 0.5 ≥NAAS ≥ 8.0: 1.0 (1st author will get 100%, others: 75%)	<b>15.0</b>	
b.	Books (by reputed publishers with ISBN number) 1.0 marks/ book	<b>2.0</b>	
c.	Book chapters/ Technical bulletins/ Technical articles 0.5 marks/ per publication	<b>2.0</b>	
d.	Popular publications/ Radio talk/ TV Talk/ Others 0.5/ publications	<b>1.0</b>	
<b>B.</b>	<b>Technologies</b>	<b>10.0</b>	
a.	* Varieties (2.0 marks for CVRC, 1.0 marks for SVRC, 100% for PI, 75% for Co-PI) Patents awarded and Commercialized: 2 marks Patents awarded: 1 marks Other technologies (supported by documentary evidence, 2.0 marks for nationally relevant technologies, 1.0 marks for state/ regional relevant technologies, 100% for PI, 75% for Co-PI)		
<b>4.</b>	<b>Competitive Research Projects handled</b>	<b>5.0</b>	<b>5.0</b>
	Competitive Research Projects handled Number of Research Projects handled Project worth 10.0 lakhs- 50.0 lakhs: 1.0 Project worth 50.0 lakhs- 100.0 lakhs: 2.0 Project worth ≥100.0 lakhs: 3.0 (PI will get 100%, Co-PIs 50%)		
<b>5.</b>	<b>RMP Experience</b>		<b>10.0</b>
a.	Number of services above the required experience (0.5 marks/ year, maximum 3)	<b>3.0</b>	
	Number of years as regular Dean/ Directors/ Associate Dean/ADR/ Controller of Examination/ HOD/ (1.0 marks/ year, maximum 3) *Marks cannot be twice for the same achievement)	<b>3.0</b>	
b.	Contribution to research management (Not as PI/ Co-PI/ Project leader/ Co-author)		
	Projects earned (1 marks for worth more than Rs 5.0 crores; 2 for more than 10.0 crores)	<b>2.0</b>	
	Publications ≥ 10, NAAS score of ≥ 6.0: 1.0 ≥ 20, NAAS score of ≥ 6.0: 2.0	<b>2.0</b>	
<b>6.</b>	<b>Recognition</b>	<b>5.0</b>	<b>5.0</b>
a.	National level Committees Member: 0.5	<b>2.0</b>	

	Chairman: 1.0		
b.	Question setting/ External etc. National level: 1.0 State/ SAU/ Institutes: 0.5 Support to University management like Chairman, Standing Committees/ University level committees. 0.1 marks for each committee.	<b>2.0</b>	
c.	National level recognition 1.0 marks/ item State level achievements: 0.5 marks /item	<b>1.0</b>	
	<b>Interview</b>		<b>30</b>
			<b>100</b>

- The candidate should have at least one-year service to retire on the day of interview.
- One will choose either Teaching (1) or Research (2), each head has 20.0 marks.
- Credit for any work listed in the table cannot be given twice.
- The interview board will have  $360^0$  evaluation of the candidate, besides the performance in the interview
- Maximum five top candidates, based on the scoring will be invited for interview.
- One need to get minimum 65% marks to qualify for the post of Deans, with minimum 60% in the interview.
- All the conditions mentioned in OUAT Statue 3.3 related to the appointment of Deans will be followed.

\*Varieties may be read as varieties/ Breeds / Technologies/ Equivalent Developed.

## **Annexure A- 2**

#### **Additional Information related to Selection Criteria/ Scoring**

**Post Applied for:**

**Name of the Candidate:**

**Note:**

1. Please do not write anything in the Score column. The scores will be assigned by the designated committee.
2. Scores will be assigned as per Annexure A 1,
3. No score will be assigned without proper documentary evidence.
4. For publications, include the latest NAAS score and the Journal ID and only the first page of the publication as relevant proof.
5. Please add rows wherever necessary
6. Any additional information must be given at the end.

## 1. TEACHING

**1. (a) UG Teaching**

**Maximum marks: 05**

Year	Courses taken	Credit hours	Contact hours	Supporting Document/ Proof placed at Page	Score

**1 (b) PG/ Ph.D. teaching**

**Maximum marks: 05**

**1 c. M. Sc. students guided/ co-guided with minimum one publication with NAAS score  $\geq 5.0$**   
**Ph. D. Student guided/ co-guided with minimum 2 publications with NAAS score  $\geq 5.0$**   
**Thesis Awards at national level** **Maximum marks: 5.0**

Name of the student	Passing year	Title of thesis	Details of publication	NAAS score and Journal NAAS ID	Supporting Document/ Proof placed at Page	Score
<b>M Sc. Students guided with papers having NAAS score <math>\geq 5</math></b>						
<b>Ph.D. Students Guided with at least two papers with NAAS score <math>\geq 5</math></b>						
<b>Thesis Awards at national level (e.g. Jawaharlal Nehru Award)</b>						

(Please attach the relevant page of thesis attested by the HOD/ Dean and first page of the published paper as supporting evidence)

**1 d. Guided students qualified for SRF of ICAR/ CSIR/ DBT/ DST/ other similar national tests** **Maximum marks: 3.0**

Name of the student	Study period	Qualified in	Supporting Document/ Proof placed at Page	Score
1.				
2.				
3.				
4.				

(Please attach the relevant page of thesis attested by the HOD/ Dean and supporting document against the selection of fellowship)

**1. e. Supportive role to the College/ University**

**Maximum Marks: 2.0**

Nature of responsibility / activity	Supporting Document/ Proof placed at Page	Score

## 2. RESEARCH (RRTTS/S, AICRPS)

2(a) Number of entries submitted to AVT II/ Number of technologies evaluated in 3<sup>rd</sup> year in AICRP  
 Maximum marks 10

Information on entries/ technologies	Supporting Document/ Proof placed at Page	Score
<b>Names/ Details of the entries submitted to AVT II</b>		
<b>Names/ Details of technologies evaluated in 3rd year in AICRP</b>		

2(b) Number of AICRP trials conducted / Nos. of multi-location trials conducted/ breeder seeds produced  
 Maximum marks 10

Details of the trials/ breeder seeds produced	Supporting Document/ Proof placed at Page	Score
<b>Details of AICRP trials conducted</b>		
<b>Details of Multi-location trials conducted</b>		
<b>Details Breeder seeds produced more than 100 q/year</b>		

## 3. A. Publications/ Technologies

a. Best 25 Research publications in peer reviewed journals  
 Maximum marks: 15

Citation of the publications	NAAS score and NAAS journal ID	Supporting Document/ Proof placed at Page	Score
<b>Publications with NAAS Score <math>\geq 08</math></b>			
<b>NAAS Score <math>\geq 6</math> and <math>&lt; 8</math></b>			

Citation of the publications	NAAS score and NAAS journal ID	Supporting Document/ Proof placed at Page	Score
NAAS Score ≥4 and < 6			

## b. Books with ISBN number

Maximum marks : 02

Citation of the book	Supporting Document/ Proof placed at Page	Score

(Attach the cover/ relevant pages of book as proof of publication and ISBN)

## c. Book chapters/ technical bulletins, etc.

Maximum marks: 2.0

Citation of the book chapter/ technical bulletins/ technical articles, etc.	Supporting Document/ Proof placed at Page	Score

(Attach the 1<sup>st</sup> page of book chapter and cover/ relevant pages of book/ technical bulletins/ technical articles, as proof of publication)

## d. Popular publications/ radio talk/ TV talks, etc.

Maximum marks : 01

Details of popular publications/ radio talk/ TV talks, etc.	Supporting Document/ Proof placed at Page	Score

(Attach the copy of popular publications (1<sup>st</sup> page) and relevant invitation/ certificate of radio talk/ TV talk, etc. as proof)

## 3 B. Technologies

Maximum marks: 10

Names/ Details of varieties/ patents/ technologies, etc.	Supporting Document/ Proof placed at Page	Score
<b>Varieties released by CVRC</b>		
<b>Varieties released by SVRC</b>		
<b>Patents awarded and commercialised</b>		
<b>Patents awarded</b>		

<b>Other technologies</b>		

(Attach relevant proof for assigning the credit to the applicant)

**4.. Competitive projects handled**

**Max Marks: 5**

Name of the project	PI or Co-PI	Project cost	Supporting Document/ Proof placed at Page	Score

**5. a Experience as Professor/ equivalent**

**Max Marks: 3**

Details of experience/ job	From	To	Duration in years	Supporting Document/ Proof placed at Page	Score

**RMP experience as regular Dean/ Director/ Assoc. Dean/ ADR/ CoE/ HOD Max marks: 3**

Details of experience/ job	From	To	Duration in years	Supporting Document/ Proof placed at Page	Score

**5. b Contributions to research management (not as PI/Co-PI/ Project Leader, etc.)**

**B1. Project earned**

**Max Marks : 2.0**

Project title	Value of project, Rs. in lakhs	Funding agency	Date of sanction	End date	Supporting Document/ Proof placed at Page	Score

**B2. Contributions to research management- Publications** **Maximum Marks: 2.0**

(Publications with NAAS score  $\geq 6.0$  will only be reported. Publications reported earlier under 3 a must not be repeated in this section).

Publication details	NAAS score and journal ID	Your responsibility	Supporting Document/ Proof placed at Page	Score

(Attach the first pages of research papers as proof of publication)

**6.. Recognitions****a. National Level Committees****Maximum Marks : 2**

Details of the Committees and responsibilities as Chairman/ Member, etc.	Supporting Document/ Proof placed at Page	Score

**b. Question setting/ External etc.****Maximum Marks : 2**

Details of the activities/ assignments	Supporting Document/ Proof placed at Page	Score

**c. National Level Recognition****Maximum Marks : 1**

Details of the recognition. achievements	Supporting Document/ Proof placed at Page	Score

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