

Odisha State Open University, Sambalpur

TERMS AND CONDITIONS FOR CONSULTANTS

The following are Terms and Conditions for the engagement for the post of Consultants /Jr. Consultants:

ACADEMIC

1. The engagement is purely temporary on contractual basis. No claim for any permanent post in the Odisha State Open University will be entertained in future.
2. The engagement is for a period of six months. During this period one may leave the assignment by giving one month notice. In case the University is not satisfied with the performance one month notice will be served before issue of termination letter.
3. Further extension / renewal may be given on satisfactory performance of the academic work assigned and requirement of the University.
4. They will be responsible for designing the syllabus, preparation of self-instructional material, imparting instructions, giving guidance or rendering assistance to students for pursuing course of studies in the University. In carrying out the said work assigned to them by the University they will make full use of modern information and communication technology and give due regards to intellectual Property Rights and policies framed by the Government from time to time.
5. They will perform any other work assigned to them by the University from time to time.
6. They will be paid remunerations as per the Govt. of Odisha Rules.
7. Office timing and holidays, as prescribed by Government of Odisha, shall be applicable to them. However, persons willing to work beyond office hours and on holidays to build up a new University shall be preferred.
8. Their place of posting will be either the University headquarters at Sambalpur or the Regional Centre at Bhubaneswar, Berhampur and Jeypore.
9. For orientation of counselors and induction of students to open and Distance learning (ODL) System they will visit different parts of the State of Odisha.
10. In case of their selection, they have to sign a contract and the contract period will start from the date of their actual joining the University.

NON-ACADEMIC

1. The engagement is purely temporary on contractual basis. No claim for any permanent post in the Odisha State Open University will be entertained in future.
2. The engagement is for a period of six months. During this period may leave the assignment by giving one month notice. In case the University is not satisfied with the performance one month notice will be served before issue of termination letter.
3. Further extension / renewal may be given on satisfactory performance of the academic work assigned and requirement of the University.
4. They will responsible for carrying out managerial / administrative/ Supervisory works related to accounts, establishment/ Administration/ Examination/ICT & Multimedia/ Software development etc.
5. They will perform any other work assigned to them by the University from time to time.
6. They will be paid remunerations as per the Govt. of Odisha Rules.
7. Office timing and holidays, as prescribed by Government of Odisha, shall be applicable to them. However, persons willing to work beyond office hours and on holidays to build up a new University shall be preferred.
8. Their place of posting will be either the University headquarters at Sambalpur or the Regional Centre at Bhubaneswar, Berhampur and Jeypore.
9. Past experience in handling activities referred at para 4 above will be given preference.
10. In case of their selection, they have to sign a contract and the contract period will start from the date of their actual joining the University.

Posts required to be filled up:

Discipline : (Academic Positions)

Journalism & Mass Communication, Rural Development, Management Programme, Computer Application, English (Communication skills & Translation), Disaster Management, Functional Hindi and Translation, Odia language and Communication, Multimedia and Animation, Entrepreneurship Development, Geriatric Care and Accounting.

Eligibility Qualification :

Academic Post

Qualification

Essential:

1. Master Degree in the relevant discipline with minimum 55% marks in aggregate.

Desirable:

1. Sound knowledge in Open and Distance Learning System with experience in writing self instructional material.

2. Sound knowledge in working with computers.

Non-Academic Post

Essential Qualification

1. Master Degree in any discipline, professional degree with sound knowledge in working with computers in office environment.
2. MCA/M. Tech for the post of software developer.
3. Graduation with Diploma in Multimedia (Audio/Video) for Multimedia and Animation
4. Graduation with PG Diploma / Diploma in Accounting for Accounts Staff.

***Note:** No TA & DA will be provided for appearing in the interview.

**Registrar
OSOU**