September, 2019

TERMS AND CONDITIONS

Following are the Terms and Conditions for engagement of Academic Consultants/ Programme Developer/ System Manager/ Secretary

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 one year. 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 issuance of termination letter.

3. Further extension / renewal may be considered on satisfactory performance of the work assigned and as per the requirement of the University.

4. **Academic Consultant** will be responsible for designing the syllabus, preparation of self-instructional material, imparting instructions, giving guidance or rendering assistance to students for pursuing courses 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, Copy Rights and policies framed by the Government from time to time. Academic Consultants will visit different parts of the State of Odisha for orientation of counsellors and induction of students of open and Distance learning (ODL) System.

   Programme Developer will be responsible for development & maintenance of University website. In carrying out the said work assigned to them by the University he/she will make full use of modern information and communication technology and give due regards to intellectual Property Rights, Copy Rights and policies framed by the Government from time to time.

   System Manager will be responsibility for hardware and software installation and upgrades, implementation and programming of computer networks and software, development of private intranet and public Internet sites, digital securities etc.

Secretary will be responsible for maintaining daily schedules and co-ordination of the Vice-Chancellor's/Registrar's commitments, to arrange and coordinate appointments and meeting, to prepare all correspondences and other documentation, to respond accurately and efficiently to all enquiries for the Vice-Chancellor and Registrar, using own initiative and to liaise effectively with internal and external contacts and to carry out any other duties as assigned by the Vice-Chancellor & Registrar.

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 University 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 at the University headquarters, Sambalpur.

9. 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.

10. Depending on the experience of the applicant and requirement of the University, positions for Academic Consultant will be filled up on full-time /part-time basis.

Posts required to be filled up:

1. Academic Consultant

Discipline:

1) Hindi
2) English
3) Odia
4) Public Policy
5) Sanskrit
6) Computer Science
7) Economics
8) History
9) Sociology
10) Commerce

Eligibility Criteria:

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

Desirable:
  i. Sound knowledge in Open and Distance Learning System with experience in writing self-instructional learning material.
  ii. Sound knowledge in working with computers.

2. Programme Developer

Eligibility Criteria:

Essential: B.E./ B.Tech./ MCA/ B.Sc. (Computer Science)/ M.Sc. (Computer Science) with minimum 55% marks in aggregate

Desirable: Two years' Experience in relevant field.

3. System Manager

Eligibility Criteria:

Essential: B.E./ B.Tech./ MCA/M.Tech.(CS/IT)/ B.Sc. (Computer Science)/ M.Sc. (Computer Science) with minimum 55% marks in aggregate

Desirable: Two years' Experience in relevant field.

4. Secretary to Vice-Chancellor & Secretary to Registrar

Eligibility Criteria:

Essential: Graduate in any Discipline with sound computer knowledge/IT skills with effective command over Communication Skills in English and Odia.

Desirable: Stenography / Shorthand. Experience in Office Management & Related Work.

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

Registrar

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