



VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY  
(A Unitary University Established by Govt. of Odisha)  
PO- ENGINEERING COLLEGE BURLA, DIST-SAMBALPUR,  
ODISHA-768018, [www.vssut.ac.in](http://www.vssut.ac.in)

No. VSSUT/Estt/ 1591

Dated. 10/07/2023

**ADVERTISEMENT FOR RECRUITMENT OF NON-TEACHING POSTS**

Applications in the prescribed format along with relevant documents are invited from eligible candidates for recruitment to the Regular Non-Teaching posts for Veer Surendra Sai University of Technology, Burla. The service conditions of the posts shall be governed by the Government of Odisha. The details of number of posts including required qualifications, eligibility criteria, scale of pay, reservations, application forms and other general information are available in the University website [www.vssut.ac.in](http://www.vssut.ac.in). The qualifications, eligibility criteria, experience and age limit etc. as on 10.08.2023 will be considered as per the terms and conditions mentioned in the advertisement. The authority reserves the right to reject any or all the applications or cancel the entire selection process without assigning any reason thereof.

REGISTRAR

Memo No.VSSUT/Estt/ 1592

Dated. 10/07/2023

1. The Director, I & PR Department, Govt. of Odisha, Bhubaneswar for information with a request to publish the above advertisement in all Odisha daily edition of The SAMBAD, SAMAJ, DHARITRI & The New Indian Express on or before 11.07.2023 at the I&PR approved/lowest rate . The bill may be sent in triplicate along with a copy of the paper in which the publication is made.
2. University Notice Board.
3. The Dean, Faculty & Planning with a request to display the advertisement in the University website [www.vssut.ac.in](http://www.vssut.ac.in).
4. The Principal Secretary to the Hon'ble Chancellor, VSSUT, Burla and Governor of Odisha, Raj Bhawan, Bhubaneswar for kind information of the Hon'ble Chancellor.
5. The Principal Secretary to Government, Skill Development & Technical Education Department, Bhubaneswar for kind information.
6. The Joint Secretary to Government, Skill Development & Technical Education Department, Bhubaneswar for information.
7. The Director, Technical Education & Training, Odisha, Cuttack for kind information.
8. The District Employment Officer, Sambalpur for kind information.
9. The Registrars, all IITs/ NITs/ Technical Universities of Odisha with request to arrange for wide circulation.
10. All Deans/HODs/Professors I/C/Workshop Superintendent for kind information
11. The Comptroller of Finance for information & necessary action.
12. PA to Registrar for kind information of the Registrar.
13. PA to Vice-Chancellor for kind information of the Vice-Chancellor.

REGISTRAR



# VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY : BURLA

(Formerly University College of Engg., Burla-Established by Govt. of Odisha in 1956 & Upgraded in 2009 to A State Govt. University covered under Section 2(f) & 12(B) of UGC Act.)

P.O: Engineering College, Burla (Siddhi Vihar), Dist: Sambalpur  
Odisha- 768018, India

Advertisement No.VSSUT/Estt/ 1591

Dated: 10/07/2023

## RECRUITMENT TO DIFFERENT CATEGORIES OF POSTS FOR VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, BURLA

Applications are invited online through the University Website [www.vssut.ac.in](http://www.vssut.ac.in) from the candidates for recruitment to fill up vacancies.

|   |  |              |
|---|--|--------------|
|   | Starting Date  | Closing Date |
| Online Registration and Submission of Online Application Form                     | 11.07.2023   | 10.08.2023   |
| Last Date of receiving of Hard Copy at University (By Speed/Registered Post only) | 16.08.2023 (5.00 P.M.)   |              |
| Mode of Application   | Online Mode only through the website <a href="https://vssutnt.samarth.edu.in/">https://vssutnt.samarth.edu.in/</a> |              |
| Tentative date of Computer Based Test(CBT)/OMR Based Test                         | Will be announced later  |              |

(VSSUT reserves the right to change the dates on account of administrative exigencies)

Candidates must have a valid e-mail Id and mobile number while applying for the post and should keep the same active till the completion of this recruitment process to receive important messages from the University.

### DETAILS OF VACANCY (NON-TEACHING)

| Category No. | Category of Post     | Scale of Pay                   | Reservation |          |        |           | Total |
|--------------|----------------------|--------------------------------|-------------|----------|--------|-----------|-------|
|              |                      |                                | ST          | SC       | SEBC   | UR        |       |
| 01           | Assistant Registrar  | Level-12<br>Rs.56100-1,77,500  |             |          |        | 01        | 01    |
| 02           | Junior Instructor    | Level-09<br>Rs.35,400-1,12,400 |             |          |        |           |       |
|              | Mechanical Engg.     |                                |             |          | 01 (W) |           | 01    |
|              | Electrical Engg.     |                                | 01 (W)      |          |        |           | 01    |
|              | EI & TCE             |                                |             | 01 (W)   |        | 01 (W)    | 02    |
|              | Computer Sc. & Engg. |                                | 01 (W)      |          |        |           | 01    |
|              | Chemical Engg.       |                                |             |          |        | 01        | 01    |
|              | Central Workshop     |                                |             |          | 01 (W) |           | 01    |
| 03           | Architecture         |                                |             |          |        | 02 (01 W) | 02    |
|              | System Operator      | Level-09<br>Rs.35,400-1,12,400 |             |          |        | 01        | 01    |
| 04           | Mechanic Gr.III      | Level-05<br>Rs.21,700-69,100   |             |          |        |           |       |
|              | Electrical Engg.     |                                | 01          |          |        |           | 01    |
|              | Civil Engg.          |                                |             |          | 01     |           | 01    |
|              | Mechanical Engg.     |                                | 01 (W)      | 01       |        |           | 02    |
|              | Architecture         |                                |             |          |        | 01        | 01    |
| 05           | EI & TCE             |                                | 01 (W)      |          |        |           | 01    |
|              | Store Keeper         | Level-09<br>Rs.35,400-1,12,400 |             |          |        | 01        | 01    |
| 06           | Junior Stenographer  | Level-04<br>Rs.19,900-63,200   |             |          |        | 02 (W-1)  | 02    |
| 07           | Junior Assistant     | Level-04<br>Rs.19,900-63,200   | 02 (W-01)   | 02(W-01) | 01     | 06(W-2)   | 11    |

Note: The number of vacancies, including those under reserved categories is purely provisional.  
Reservation for Person with Disabilities – 4% & Reservation for Ex-Serviceman – 3% (for the post of Junior Instructor only)

## MINIMUM QUALIFICATION AND EXPERIENCE:

- Category-1**                      **Assistant Registrar**
- (i) P.G. Degree in any discipline with at least 55% marks or its equivalent grade from UGC/AICTE recognized Institute with good academic record. **or**  
Employees having experience in Administration, Establishment, Accounts, Store Purchase in Govt. Engineering College/Technical University/University/ Institution/Govt./Semi Govt. Organization as Section Officer in PB-II GP of Rs. 4800/- (6<sup>th</sup> Pay Commission) with at least 05 years of experience with P.G. Degree.
- (ii) Degree in Law/Management/Engineering from a UGC/AICTE recognized Institute is desirable.
- Category-2**                      **Junior Instructor**
- (i) First Class (60% of marks or equivalent CGPA) in Diploma in Engineering/Architecture in respective branch recognized by State Council of Technical Education, Odisha. (55% of marks or equivalent CGPA for SC/ST candidate) and with knowledge of Computer Skill.
- Category-3**                      **System Operator**
- (i) First Class (60% of marks or equivalent CGPA) in Diploma in Computer Science & Engineering/ Information Technology/ Computer Science. (55% of marks or equivalent CGPA for SC/ST candidate).
- Category-4**                      **Mechanic Grade III**
- (i) Matriculation with ITI in respective equivalent trade.
- Category-5**                      **Store Keeper**
- (i) Bachelor's Degree in any discipline or equivalent examination passed from any recognized University with Diploma in store keeping and knowledge of computer skill.
- Category-6**                      **Junior Stenographer**
- (i) Bachelor's Degree in any discipline or equivalent examinations from any recognized University/Institutions with a minimum speed with 40 words per minutes in English Typewriting and 80 words per minutes in Shorthand along with proficiency of data entry in Computer.
- Category-7**                      **Junior Assistant**
- (i) Bachelor's Degree in any discipline or equivalent examinations from any recognized University/Institutions with knowledge in Computer Skill.

## ELIGIBILITY/ INSTRUCTION/INFORMATION FOR CANDIDATES:

- a) Applications can be submitted online at <https://vssutnt.samarth.edu.in/>. However, after submitting the online application form, the candidate must send a printed copy of application form along with supporting documents before the deadline of submitting the application.
- b) No deletion / alteration will be permitted in the application form after submission of applications.
- c) Any change or amendment in this advertisement shall be displayed on the university website only, therefore the aspiring candidates are advised to visit University website regularly and remain updated.
- d) The examination fee has been exempted for all the categories of candidates (G.A. & P.G. Department Notification No. 9897/Gen, dtd.11.04.2022).
- e) The minimum age for all the post is 21 years and the maximum age is 38 years of age as on the date of advertisement. The upper age limit is relaxable by 05 years in case of SC/ST/SEBC and Women candidates, 10 years for candidates belong to the PwD category and for Ex-servicemen as per Government Rules.
- f) **Candidate belongs to transgender community are also eligible to apply.**
- g) He / She must be a citizen of India.
- h) He /She must be a permanent resident of Odisha.
- i) Date of Birth entered in the High School Certificate Examination by the Board of Secondary Education, Odisha or its equivalent certificate issued by a recognized Board/Council/Indian University as equivalent thereto shall be acceptable by the University.
- j) Candidate in order to be eligible for appearing in the competitive examination for the post must possess minimum educational qualification required for the post and have computer knowledge.
- k) He /She must be of good character.
- l) He /She must be of sound health and good habits and free from organic defects, physical and mental infirmity and must qualify in the test.
- m) He /She must not be having more than one spouse living.
- n) He /She must be able to speak, read and write Odia and must have passed the ME School Examination with Odia as a language subject, **or**  
He /She must have passed HSC Examination or equivalent examination as Odia as the medium of examination in the non-language subject, **or**  
He/She must have passed in Odia as a language subject in the final examination of Class-VII and above, **or**  
He/She must pass a test in Odia in ME School standard conducted by Education Department.
- o) He /She is required to produce all the original Certificates at the time of document verification.
- p) Person employed in Govt./Semi Govt. organizations/Universities/Autonomous bodies should submit their applications through proper channel. They must upload a copy of NOC online along with the application.
- q) Qualifications acquired by the candidates, should be strictly in accordance with the qualifications prescribed for the post. Any candidate seeking a claim of equivalence of the qualifications with the notified one will have to furnish documentary evidence in support of their claim and must upload a copy of NOC online along with the application. Otherwise, such cases will be rejected.



- r) The University reserves the right to fill or not to fill or partially fill any of the above vacancies without assigning any reason thereof. The University also reserves the right to cancel/restrict/modify/alter the recruitment process at any stage if required, without assigning any further notice or any reason thereof. The decision of the University in this regard will be final and binding. No correspondence/Interim queries will be entertained in connection with the process of selection.
- s) The University reserves the right to decide the short listing criteria/cut off marks for scrutiny in each stage for every position and they may be different for different post and category. The same will be displayed in the University web site along with the list of short listed candidates.
- t) The University reserves the right to restrict the number of candidates for competitive test.
- u) The CBT/OMR Based Test/Skill Test for the posts will be conducted at VSSUT, Burla. If a large of applications is received against a particular post, the CBT/OMR Based Test may be conducted at one or more cities in online mode. However, the Skill/Trade Test will be conducted in VSSUT only.
- v) Considering the number of applicants, the number & name of the centers will be decided later on, the intimation in this regard will be issued separately.
- w) All the important notification and updates regarding this recruitment shall be notified in the University website. Accordingly, applicants are advised to visit the site regularly. No admission letter at any stage shall be sent to the candidate by post.
- x) If at any stage of recruitment or thereafter, it is found that any information furnished by the candidate in his/her online application is false/incorrect/incomplete or the candidate has suppressed any relevant information or the candidate otherwise does not satisfy the eligibility criteria prescribed for the post, his/her candidature for the examination or appointment may be cancelled. He/she may further be debarred from the future recruitment examination conducted by VSSUT.
- y) Candidates may apply for more than one post according to their eligibility.
- z) The number of vacancies and reservation of vacancies to be filled up on the basis of this recruitment are subject to change without any prior notice as per the discretion of the University.
- aa) The candidates are advised to submit the Online Application Form well in advance without waiting for the closing date to avoid last hour rush.
- bb) No TA/DA will be allowed to attend the competitive examination/recruitment test.
- cc) The candidates must produce the signed hard copy of the online application form, all original Certificates & Mark Sheets/Experience Certificates and other supporting documents along with a set of self attested photo copies of the same.
- dd) The University can update or revise or elaborate syllabus of Preliminary Written Examination, Main Written Examination, Computer Skill Test and Trade Test.
- ee) There may be negative marking for wrong answers marked by candidate in examinations consisting of Multiple Choice Questions. Quantum of penalty or negative marking will be decided by the University.
- ff) The University shall prepare a list of candidates who obtain minimum qualifying marks in the Preliminary Written Examination as fixed by this University as per their discretion for next stage of Main Written Examination. The University may fix different minimum qualifying marks for different category candidates such as UR, SC, ST, SEBC etc. Minimum five times of number of vacancy may be called for Main Written Examination.
- gg) Qualifying marks in Computer Skill Test or and Trade Test/Practical Test or and Short hand Test will be 50% of total.
- hh) Based on performance in Two Papers of Main Written Examination, candidates will be shortlisted for document verification.
- ii) Any dispute regarding the above recruitment process will be subject to the jurisdiction of Sambalpur Court only.

**METHOD OF RECRUITMENT:****(a)** The competitive examination for the posts of **Category-1** shall consist the following.

| Paper                      | Subject  | Total Marks | Time                 |
|----------------------------|--|-------------|----------------------|
| STAGE – I<br>(Preliminary) | 1. General Knowledge and Awareness   | 150         | 2 Hour<br>30 Minutes |
|                            | 2. English Language and Comprehension  |             |                      |
|                            | 3. Numerical Ability and Reasoning   |             |                      |
| STAGE – II (A)<br>(Main)   | Paper-I: Language (Odia, English & General Studies)<br>1. Odia Language Comprehension-10th Standard)<br>2. English Language Comprehension- Plus Two Standard.<br>3. Précis Writing (Odia as well as English)<br>4. Usage and Vocabulary (Odia as well as English)<br>5. Translation from English to Odia and vice-versa.<br>6. General Studies (Indian Constitution, Indian Economy, Indian and World Geography, History of India, History of Odisha, General issues of Environment / Climate change- Plus Two Standard. | 100         | 2 Hour<br>30 Minutes |
|                            | Paper-II:<br>1. Higher Education System: Governance, Policy and Administration<br>2. Act, Statute & Regulation<br>3. Service Rules, Financial Rules and Office Procedure<br>4. Application of ICT in University System   | 100         | 2 Hour<br>30 Minutes |
| (B)                        | Computer Skill Test  |             |                      |

Only successful candidates in Stage I can appear for Stage II.  
The successful candidates in Stage II will be called for interview.

**(b)** The competitive examination for the posts of **Category 2, 3 & 4** shall consist the following.

| Paper                       | Subject   | Total Marks | Time                 |
|-----------------------------|---|-------------|----------------------|
| STAGE – I<br>(Preliminary)  | 1. (Arithmetic – 10th Standard<br>2. Data Interpretation (Chart, Graph, Table, Data Sufficiency etc.) – 10th standard<br>3. Logical Reasoning and Analytical Ability, General Mental Ability<br>4. Current Events of National and International Importance.<br>5. Computer / Internet Awareness | 150         | 2 Hour 30<br>Minutes |
| STAGE – II<br>(A)<br>(Main) | Paper-I: Language (Odia & English)<br>1. Odia Language Comprehension-10th Standard)<br>2. English Language Comprehension- Plus Two Standard.<br>3. Précis Writing (Odia as well as English)<br>4. Usage and Vocabulary (Odia, English)<br>5. Translation from English to Odia and vice-versa.   | 100         | 2 Hour 30<br>Minutes |
|                             | Paper-II:<br>1. Knowledge in respective branch (Question will be as per minimum qualification specified)  | 100         | 2 Hour 30<br>Minutes |
| (B)                         | Trade Test/Practical Test & Computer Skill Test   |             |                      |

Only successful candidates in Stage I can appear for Stage II.

(c) The competitive examination for the post of **Category 5, 6 & 7** shall consist the following.

| Paper                       | Subject  | Total Marks | Time              |
|-----------------------------|--|-------------|-------------------|
| STAGE – I<br>(Preliminary)  | <ol style="list-style-type: none"> <li>1. (Arithmetic – 10th Standard</li> <li>2. Data Interpretation (Chart, Graph, Table, Data Sufficiency etc.) – 10th standard</li> <li>3. Logical Reasoning and Analytical Ability, General Mental Ability</li> <li>4. Current Events of National and International Importance.</li> <li>5. Computer / Internet Awareness</li> </ol>        | 150         | 2 Hour 30 Minutes |
| STAGE – II<br>(A)<br>(Main) | Paper-I: Language (Odia and English) <ol style="list-style-type: none"> <li>1. Odia Language Comprehension-10th Standard)</li> <li>2. English Language Comprehension- Plus Two Standard.</li> <li>3. Precis Writing (Odia as well as English)</li> <li>4. Usage and Vocabulary (Odia as well as English)</li> <li>5. Translation from English to Odia and vice-versa.</li> </ol> | 100         | 2 Hour 30 Minutes |
|                             | Paper-II: <ol style="list-style-type: none"> <li>1. General Studies (Indian Constitution, Indian Economy, Indian and World Geography, History of India, History of Odisha, General issues of Environment / Climate change- Plus Two Standard.</li> </ol>   | 100         | 2 Hour 30 Minutes |
| (B)                         | <ol style="list-style-type: none"> <li>1. Computer Skill Test</li> <li>2. For Category 06 Short hand Test will be done separately</li> </ol>   |             |                   |

Only successful candidates in Stage I can appear for Stage II.

The Syllabus for Computer Skill Test for all categories of Post:

1. Computer Fundamentals
2. MS Windows
3. Office Software
4. Word Processing(MS Word)
5. Spread Sheet (MS Excel)
6. Presentation/Slide ware(MS PowerPoint)
7. Data base(MS Access)
8. Usage of the Internet, Services available on the Internet
9. Basic Networking Concepts, Communication Technology

Note: In pursuance of GA & PG Department Notification No – 29246, Dated 18th October 2022, the Preliminary and Main Examination, shall be conducted both in Odia and English except for paper I of main examination i.e. language. The candidates shall exercise his/her option for medium of examination in the online application form. It may be noted that the option once given cannot be changed.

**Stage - III: Certificate Verification**

REGISTRAR