



OMEO KUMAR DAS INSTITUTE OF SOCIAL CHANGE AND DEVELOPMENT

VIP Road, Upper Hengrabari, Guwahati-781036, Assam, India

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Professor Atul Sarma

Chairperson

Circular

OKDISCD is a leading Social Science Research Institute in the North East India funded jointly by the Indian Council of Social Science Research (ICSSR) and the Government of Assam. The Institute is looking for a Director who should be an eminent social scientist with considerable research and administrative experience and should be in a position to provide necessary leadership and attract competent faculty. The Director shall be appointed in the pay scale of Professor of the Institute plus a special allowance for a tenure of three years. The upper age limit of the candidate should be below 57 years on March 31, 2019.

Application in the attached proforma should be sent to the Chairperson at the address given above to reach on or before March 31, 2019.

(Prof. Atul Sarma)
Chairperson
OKDISCD

15. Educational Qualification (Higher Secondary onwards) :

S.No.	Exams Passed	Board / University	Year	Division	Percentage (%)	Subject

(Please attach attested photo copies of the testimonials)

16. Academic Experience :

S.No.	Name of organization with address	Post held & Pay Scale	From	To	Experience			Nature of duties (attach experience Certificate)	Whether regular/ ad-hoc/Full time/Part time
					No. of Years	Months	Total		

(Please use extra sheets if required)

17. Administrative Experience:

S.No.	Name of organization with address	Post held & Pay Scale	From	To	Experience			Nature of duties (attach experience Certificate)	Whether regular/ ad-hoc/Full time/Part time
					No. of Years	Months	Total		

(Please use extra sheets if required)

18. Research Experience:

S.No.	Type	Numbers	Details/Title
1	Papers published		
2	Books Published		
3	PhD Guidance		
4	M.Phil Guidance		

(Please provide list of your best papers and books)

19. Have you ever been imposed any penalty : Yes / No

(If yes please give details)

20. If any departmental inquiry pending or contemplated against you : Yes / No

(If yes please give details)

21. Any other relevant information Which you would like to mention in support of your suitability for the post applied for :

22. References

1.
2.

23. DECLARATION:

- (i) I hereby declare that I fulfil the eligibility conditions as per the advertisement and that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility conditions according to the requirement mentioned in the advertisement, my candidature/ appointment is liable to be cancelled / terminated.
- (ii) I have enclosed the required self-attested copies of the certificate.

(Signature of the applicant)

Place:

Date:

Certificate by the forwarding office in case of application through proper channel.

Forwarded and certified that the information furnished by Shri/Smt. /Ms. _____
In his/her application, has been verified from records and is found to be correct and he/she
is having relevant experience mentioned as per the job description.

It is further certified that no vigilance/ disciplinary case is either pending or contemplated
against Shri/Smt./Ms. _____.

Certified copies to APARs of the last five years is attached in separate sealed dossier.

Signature _____

Name _____

Designation _____
(Office seal)

GENERAL TERMS & CONDITIONS

1. The prescribed qualifications are the minimum and mere possession and fulfilment of the essential and desirable qualifications for a post does not entitle the candidate to be called for interview/ test.
2. Application must be neatly typewritten on A-4 size paper in the prescribed format.
3. One recent passport size photograph should be pasted on the top right hand corner of the application. Application without photograph will be treated as incomplete application.
4. All applicants should submit a brief academic CV, not more than five pages detailing list of five best publications in the form of books/research papers/reports with bibliographical details and details of scholarship received, if any.
5. Envelope containing application should be super-scribed with **"APPLICATION FOR THE POST OF _____."**
6. The candidates short-listed for interview/ test will be informed by post/ e-mail. The OKDISCD will not be responsible for any postal delay.
7. Original certificates should be produced only at the time of interview/test. However, attested photocopies of testimonials may also be attached with the application in support of their educational qualifications and experience etc.
8. Candidates may send an advance copy of application. However, advance application shall be entertained only when application through proper channel (Forwarding Authority) is received. It shall be necessary to furnish "No Objection Certificate" from the parent department/present employer at the time of interview/test.
9. Applications received after expiry of the prescribed period and/or found to be incomplete in any manner or not submitted in prescribed format will not be entertained.
10. The decision of the OKDISCD in respect of selections shall be final and no correspondence in this regard will be entertained. Canvassing in any type from any source will disqualify the candidature of the applicant.

11. The terms and conditions of deputation will be regulated in accordance with OMs/Orders issued by the Department of Personnel & Training and as amended from time to time and also as per the OKDISCD recruitment rules.
12. Forwarding Authority is to ensure that the applications must be accompanied by certified copies of APARs for last five years, Integrity Certificate and Vigilance Certificate.
13. The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of application.
14. Age relaxation to SC/ST/OBC and Physically Handicapped candidates shall be as per the Govt. rules.
15. The application completed in all respect must be sent to the Chairperson, OKD Institute of Social Change and Development (OKDISCD), VIP Road, Upper Hengrabari, Guwahati, Assam – 781036 latest by 31st March, 2019.

CHAIRPERSON