



Dr. Rajendra Prasad Central Agricultural University

Pusa, Samastipur, Bihar - 848125

Advt. No. 01/OSD (Security) /2022/RPCAU, Pusa

Dated:- 21/02/2022

Advertisement Notice

Applications are invited for OSD (Security) on Contract for a period of 03 years from the date of joining in the Dr Rajendra Prasad Central Agricultural University, Pusa. Eligible and interested candidates should submit the dully filled application form in the prescribed format along with requisite self–attested documents **only in single PDF file** via email at dyregistrar.est@rpcau.ac.in, clearly mentioning in the subject column “Application form for the post of **OSD (Security)** (Ref: Advt. No. _____)” **on or before 20 March 2022 (05:00 PM)** positively:

Note: Application form is attached with this advertisement.

Details of the position for OSD (Security) are as below:

Sl. No	Discipline	No. & Category of Post	Consolidated & Fixed Emoluments	Required Qualification	Age
1	Security	UR - 01	Last Pay drawn at the time of retirement minus Pension receiving	Essential: At least a retired Lt. Colonel or above Rank Officer from any of the three wings of the Indian Armed Forces.	Below 62 Years (on the Last date of the advertisement)

Desirable:

- Basic & Operational Knowledge of Computer
 - Ability to adjust with working hours which can be erratic & often relate to the nature of your role and responsibilities.
 - Having analytical skills.
 - Ability to wear multiple hats like self confidence, tact fullness, ethics and integrity, etc.
 - Ability to plan, organise and priorities work to coordinate the work with students and educators.
- Good health without any Disability.

Score Card:

		Max. Marks
1. Academic Performance : 40 Marks		
(i) High School	Marks in Percentage x 0.025	2.5
(ii) Intermediate	Marks in Percentage x 0.05	5.0
(iii) Graduation	Marks in Percentage x 0.075	7.5
(iv) P G	Marks in Percentage x 0.10	10.0
(v) Any other diplomas /Professional Course	5 Marks for each (Max. 15 Marks)	15.0
		<hr/>
		40.00
2. Experience in Indian Armed Forces. : 25 Marks		
No. of years -10 (Min. requirement) x 2.5		25.00
3. Experience in any other Institution in last 5 years : (Max. Marks 10), No. of years x 2		10.00
4. Awards/Ranks etc.: (Max. Marks 25) No. of Awards x 5		25.00
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		100.00

Total Final Score : [Sum of Score of Points (1 to 4)] for 100

Interview : 100 Marks

Selection Criteria:

The selection will be made on the basis on past Experience, performance and interview. This will be evaluated on the basis of the score card as shown above.

Responsibilities:

The OSD (Security) will be responsible for the following work and will

- be able to proactively identify and respond to the needs of security related to students/staffs/infrastructure/resources of the University including PDDUC H&F, Piprakothi, 16 KVKs and 04 RRS.
- be able to use support technologies.
- be able to understand the dealing with students, teachers, non teaching staffs and labours of RPCAU,Pusa
- be able to work to a professional code of ethics and remain impartial.
- be able to create new ideas and strategies/ plans for overall security of RPCAU,Pusa.
- be expected to understand the security related problems and suggest a suitable solution to the Competent Authority time to time.

Other Term & Conditions:

1. Engagement is purely on a temporary/ contractual basis. Selected candidates will have to sign a contract agreement as per terms & conditions of Dr. Rajendra Prasad Central Agricultural University for the entire tenure. He will be entitled for a suitable accommodation on payment of usual licence fee.
2. Notice period of one month would be required from either side for termination of contractual engagement.
3. Contract tenure will commence from the date of joining.
4. OSD (Security) so engaged on contract basis will not have any right to claim regular appointment in Dr. Rajendra Prasad Central Agricultural University, Pusa Samastipur.
5. Any incomplete application and/or without all documents and applications received after the last date and time will not be entertained under any circumstances.

**Dy. Registrar (Estt.)
DRPCA, Pusa**



**Dr Rajendra Prasad Central Agricultural
University Pusa, Samastipur, Bihar- 848125**

Application Form for OSD (Security)

Advt. No. _____		Dated: _____					
Name of the Post _____		: _____					
(For office use only)		<i>Paste your recent passport size photograph here and sign across the photo so that part of signature should be on form</i>					
Eligible:.....(Yes/No) If not eligible, reason thereof:							
(Signatures of Screening Committee Members)							
1.	Name (In Capital Letters)	First Name			Middle Name	Surname	
2.	Date of Birth	Day	Month	Year	Age as on last date of advertisement	Years	Months
3.	Place of Birth	City/Village			State	Country	
4.	Mother's Name						
5.	Father's Name						
6.	Address	Correspondence			Permanent		
		C/o			C/o		
		City:			City:		
		District:			District:		
		State:			State:		
		Pin Code:			Pin Code:		
		Mobile:			Mobile:		
		Email:			Email:		

7.	Nationality	
8.	Sex	
9.	Community/ Category (Please strike out whichever options are not applicable)	SC/ST/OBC/Other Categories give details: _____
10.	Marital status	Married/Unmarried/Divorced: _____ If married, name of spouse _____

12. Educational Qualifications (Attach additional pages, if required)

	Name of course	Name of the Board / University	Year passed	Division	CGPA (if grading is applicable)	% of Marks	Subjects studied	Sl. No. of proof of enclosures
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
	<i>10th Class / equivalent</i>							
	<i>10+2/Higher Secondary/ equivalent</i>							
	<i>Bachelor's degree</i>							
	<i>Master's degree</i>							
	<i>Any other Diploma/Course</i>							

13. Awards/Rank

Serial No.	Name of Award/Rank	Year	Name of Organization/Institute	Remarks

14. Chronological list of Experience (starting from current position/employment)

Designation	Pay Level & present Basic Pay	Name & address of employer	Period of Experience			Nature of work/duties	Sl. No. of proof of enclosures
			From	To	No. of Years/ Months (As on last date of receipt of applications)		
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)

15. Have you ever been punished during your studies at College/University? (Yes/No):

16. Have you ever been punished during your service or convicted by a court of law? (Yes/No):

17. Were you at any time declared medically unfit or asked to submit your resignation or discharged or dismissed? (Yes/No):

18. Do you have any case pending against you in any court of law? (Yes/No):

19. Any other information/qualification relevant to the post applied for (Attach additional sheet, if required):

20. Declaration

I, _____ son/daughter of _____ hereby declare that all the statements and entries made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information found false or incorrect or ineligibility being detected before or after the Selection Committee Meetings, my candidature/appointment may be cancelled by the Institute.

I have never been convicted or contemplated for any unlawful activity.

Signature of the Applicant

*Name as signed (in BLOCK LETTER)

Date: _____

**Application not signed by the candidate is liable to be rejected*

21. Please tick the enclosures attached:

Sl.	Check List	Sl. No. of enclosures	No. of Sheets
1.	Matric /Secondary/High School (10th Class) Marks Sheet		
2.	Matric /Secondary/High School (10th Class) Certificate		
3.	Sr. Secondary/Intermediate (12th Class) Marks Sheet		
4.	Sr. Secondary/Intermediate (12th Class) High School Certificate		
5.	Bachelor's Degree Final Year Marks Sheet		
6.	Bachelors' Degree		
7.	Master's Degree Final Year Marks Sheet		
8.	Master's Degree		
9.	Any other Diploma/Course		
10.	Experience Certificate(s) from previous employer(s)		
11.	Awards/Rank		
12.	Any other		

Total number of sheets enclosed _____ (please give sequential number to each sheet and signature with date)

Signature of the Applicant

*Name as signed (in BLOCK LETTER)

Date: _____