

**INSTITUTE OF MATHEMATICS
AND APPLICATIONS**
(Established by the Govt. of Odisha)
ANDHARUA, BHUABNESWAR, ODISHA, 751029
www.iomaorissa.ac.in

**ADVERTISEMENT FOR ADMINISTRATIVE/
TEACHING/RESEARCH POSTS**

No. IMA/100/ 518 /2017

Dated: 25/ 09/2017

The Institute of Mathematics and Applications (IMA) is looking for highly motivated officers/scholars with positive attitude and aptitude to augment its administrative set up and enrich its academic activities.

Applications in prescribed format are invited from the eligible Indian nationals for the following posts. For details of the posts, eligibility criteria, qualifications, reservations, experience, scale of pay, application format etc.; please visit the website www.iomaorissa.ac.in

Sl.No	Name of the Post	Number of Posts	Nature of Post	Category
01	Registrar	01	Regular	UR
02	Finance Officer	01	Contractual	UR
03	Assistant Professor	01	Regular	ST
04	Post Doctoral Fellow	02	For one year	UR

N.B.

1. UR and ST stand for Unreserved and Schedule Tribe categories respectively.
2. Last date of receipt of application is **10/11/2017**.

DIRECTOR
Dated:

Memo. No. IMA/100/ /2017

Dated: /09/2017

Copy forwarded to:

1. The Station Director, Doordarshan Kendra, Bhubaneswar for information. He is requested to flash the advertisement **FREE OF COST** for the interest public.
2. The Station Director, All India Radio, Sambalpur/Cuttack/Jeypore with a request to broadcast as a suitable bulletin **FREE OF COST**.
3. The Director, Employment, Odisha, Unit-III, Bhubaneswar-1 with five copies of Advertisement for information and necessary action.
4. The Director, Information and Public Relation, Government of Odisha, Bhubaneswar with a request to arrange for the publication of this advertisement in two English News Paper (All Odisha Edition) and two Oriya daily News Paper (All Odisha Edition) in Government approved rate.
5. Notice Boards of Institute of Mathematics and Applications, Bhubaneswar.
6. The Secretary, University Grants Commission, Bahadurshah Zafar Marg, New Delhi for information.
7. Accounts, Establishment and Diary-Despatch Section of IMA for information and necessary action.
8. The System Analyst, IMA to display the advertisement and other details in the institute website immediately.

DIRECTOR
Dated:

Memo. No. IMA/100/ /2017

Dated: /09/2017

Copy forwarded for information to:

The Commissioner-cum-Secretary to Govt., Science & Technology Department, Govt., of Odisha.

DIRECTOR
Dated:

Memo. No. IMA/100/ /2017

Dated: /09/2017

Copy forwarded to:

The Under Secretary to Govt., Science & Technology Department, Govt., of Odisha with a request to host this advertisement in the Department website and notice boards for general interest of public.

DIRECTOR
Dated:

II-Eligibility, Qualification, Experience and Pay Scales:

1) REGISTRAR(Regular)

Reader / Associate Professor of Government of Odisha OR State Government aided institutions with at least five years of administrative experience / OR OAS officer with minimum ten years of experience / OR Officers of state level service with minimum ten years of administrative experience.

If a suitable candidate from servicing cadre is not available retired persons with the following requirements shall be considered.

Retired Reader/Associate Professor of Government of Odisha or Retired Reader/ Associate Professor of Government of Odisha aided institutions with minimum five years of administrative experience/ OR Retired OAS officers/ OR Retired officers of state level service with minimum of ten years of administrative experience.

Age: Minimum 40 years on the last date of application for persons in service. Retired applicant must be under sixty two years of age on the last date of application. Date of birth entered in the High School Certificate or equivalent issued by board/ council concerned shall be treated as authentic.

Remuneration: For persons in service the pay shall be fixed at the last pay drawn. Other benefits such as HRA, TA, medical allowances etc. will be provided to the above post as per rules and norms of Finance Department, Government of Odisha. For retired persons the remuneration shall be fixed at last pay drawn minus pension drawing at present as per O.M.No.5554/F dated 16/12/2012 of the Finance Department of the Government of Odisha or any other rate of remuneration approved by the Finance Department, Government of Odisha at the time of appointment.

Tenure of retired person: For a period of three years or till the incumbent attains the age of sixty five, whichever is earlier.

2) FINANCE OFFICER (Contractual)

Eligibility: Retired officers of OFS/OTAS cadre.

Age: Applicant must be under sixty two years of age on the last date of application. Date of birth entered in the High School Certificate or equivalent issued by board/ council concerned shall be treated as authentic.

Remuneration: The remuneration shall be fixed as per O.M.No.5554/F dated 16/12/2012 of the Finance Department of the Government of Odisha for contractual appointment or any other rate of remuneration approved by the Finance Department, Government of Odisha at the time of appointment.

Tenure of retired person: For a period of one year extendable year wise or till the incumbent attains the age of sixty five.

3) ASSISTANT PROFESSOR(ST / Regular)

(Scale of Pay-Rs. 15,600/- - Rs. 39,100/- with AGP of Rs. 6,000/-)

- i. Good academic record with at least 50% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level in Mathematics from an Indian University, or an equivalent degree from an accredited foreign university.
- ii. Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) for Lecturer / Assistant Professor conducted by the UGC, CSIR or similar tests accredited by the UGC like SLET/SET.

iii. Notwithstanding anything contained in sub-clauses (i) and (ii) the candidates, who are, or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET for recruitment and appointment of Assistant Professor. Further, the award of degrees to candidates registered for the M. Phil. / Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/ By laws / Regulations of the institution awarding the degrees and the Ph.D. candidates shall be exempted from the requirement of the minimum eligibility condition of “NET / SLET / SET” for recruitment and appointment of Assistant Professor subject to the fulfilment of the following conditions:

- (a) Ph.D. degree of the candidate awarded in the regular mode only.
 - (b) Evaluation of the Ph.D. thesis must have been done by at least two external examiners.
 - (c) Open Ph.D. viva voce of the candidate had been conducted.
 - (d) Candidate has published two research papers from his / her Ph. D. work out of which at least one must be in a refereed journal.
 - (e) The candidate has made at least two presentations in conferences / seminars based on his / her Ph. D. work.
- (a) to (e) as above are to be certified by the Vice-Chancellor / Pro-Vice-Chancellor / Dean (Academic Affairs) / Dean (University Instructions), as the case may be.

For the posts of Assistant Professor the following relaxations are allowed for the purpose of eligibility and for assessing good academic record:

1. A relaxation of 5% of the marks (from 55% to 50%) may be provided to the Ph. D. degree holders, who have passed their Master’s Degree prior to 19 September, 1991. Relevant grade which is regarded as equivalent of 50% wherever the grading system is followed by a recognized university shall also be considered eligible.
2. A relaxation of the minimum marks at the PG level from 55% to 50% for appointment as Assistant Professor may be provided to the candidates who have cleared the JRF Examination conducted by UGC/CSIR only prior to 1989 when the minimum marks required to appear for JRF Examination were 50%.

4) POST DOCTORAL FELLOWS (For one year)

Eligibility:

The candidate should have a Ph. D. Degree in Mathematics from a reputed institute or university. Preference shall be given to candidates in the following areas: Theoretical Computer Science, Number Theory, Complex Analysis, Computational Finance and Algebra. Candidates who have submitted Ph.D. thesis in a reputed institute or university in the above areas and waiting for result shall also be considered.

Fellowship:

Rs. 32,000/- p.m. for those who have submitted Ph. D. thesis and yet to receive their official degree.

Rs. 36,000/- p. m. for those with Ph. D. degree without any PDF experience (Fresh).

Rs. 38,000/- p. m. for PDF with Ph. D. degree and one year of PDF experience in a reputed institute.

House rent at the rate of 20% of the fellowship to all categories of PDFs.

The appointee shall not be entitled to provident fund, pension, gratuity, medical allowance, medical reimbursement, or any other benefit available to the regular employees of the Institute/Government.

Tenure:

The position is purely temporary and is for maximum one year. The appointment can be terminated by the Institute for misconduct or insincerity in research/teaching work. In case the appointee wishes to leave the assignment, he/she will have to give one month's notice or shall be required to deposit one month's Fellowship. The PDF shall be on the whole time of employment of the Institute and shall not accept any other appointment, paid or otherwise, during this period of the contract. There shall be midterm and end term evaluation of the work of the PDF by a suitable panel.

The appointment as PDF will not grant the appointee any right or claim for regular appointment to this post or any other post in the institute.

Undertaking:

At the time of joining; the selected PDF shall submit an Undertaking or Affidavit stating that he /she accept all the terms and conditions as in the advertisement, that the appointment to the post is purely temporary in nature and he /she will have no right to claim for the extension of the tenured appointment, of absorption in to a regular appointment to the post or any other post in the institute.

Nature of Duty:

The PDF shall be expected to do the following duties.

- (i) Do research work in collaboration with a faculty member of the institute identifying areas of mutual interest. Only in very special case he/she shall be allowed to work independently.
- (ii) Teach an assigned course.
- (iii) Associate with the campus life of students.

How to apply: Please use the prescribed form given here with. The candidate is also required to arrange for two letters of recommendation so as to reach the Director, Institute of Mathematics and Applications, P.O. Andharua, Bhubaneswar-29 on or before 6/11/2017 by Speed post or by e-mail in the mail id: hr@iomaorissa.ac.in .

Last Date of Application: 10/11/2017

PROCEDURE FOR APPLICATION FOR ALL POSTS:

1. Separate prescribed **Application Forms** are available in the website www.iomaorissa.ac.in of Institute of Mathematics and Applications. These can be downloaded by aspirant applicants.
2. The prescribed **Application Form** should be filled-in and signed by the applicant. For all posts the application must have supporting enclosure such as self-attested copies of all certificates, mark sheets from matriculation onwards. In addition for teaching posts it should also have evidence of Under Graduate/ Post Graduate teaching, evidence of research experience, list of publications, sample copies of published articles, and such other documents. Application for nonteaching posts must have experience certificate as enclosure. Original certificate should not be sent with application.
3. The filled-in and signed **Application Form** together with all supporting enclosures may be covered in a secured envelope super scribed “**APPLICATION FOR THE POST OF REGISTRAR/FINANCE OFFICER/ASSISTANT PROFESSOR / POST DOCTORAL FELLOW**” (which ever is applicable) and sent by Speed Post / Registered Post to ‘**Director, Institute of Mathematics and Applications, P.O. Andharua, Bhubaneswar, Odisha 751029**’.
4. In service candidates of Government or Government aided organizations should route their application through proper channel. However, in order to avoid delay the candidate may send an advance copy of their application with enclosures directly. Such candidate shall have to produce “**No Objection Certificate and assurance to be relieved on selection from The Employer/ Head of the Institution**” at the time of verification of records prior to interview otherwise he/ she will not be allowed to appear the interview.
5. **The application through Speed post or Regd. Post must reach the Director on or before 10/11/2017. Application received beyond the last date by or in any other mode will not be entertained. Application submitted not in the prescribed format shall also be rejected.**

GENERAL INSTRUCTIONS:

6. Applicants are required to attend the Interview, on their own expenses. No T. A. / D.A. etc. shall be paid for the purpose. They may be required to report one day before for verification of testimonials.
7. Applicants are required to produce their original Certificates and Mark sheets/testimonials/documents for verification.
8. Applicants belonging to SC/ST category must furnish the valid certificate ISSUED BY THE COMPETENT AUTHORITY OF GOVT. OF ODISHA.
9. In-service candidates should ensure that CCR / Performance Appraisal Report of last five years are received by the Director, Institute of Mathematics and Applications confidentially at least **05 days before** the date of interview.
10. Candidate for teaching post should enclose separate certificates from the head of the institution in support of the number of years of P.G Degree / Honours and / or general teaching experience reflecting the period with date and name of the institution.
11. For all the posts certificates in support of experience should be in proper format i.e. it should be on the issuing organizations letter head, bear the date of issue, specific period of work, name and designation of the issuing authority.
12. Selected candidates will be required to join the posts within one month from the dates of issue of the appointment order unless otherwise permitted specifically.

13. The candidate must authenticate each page of the application form and enclosures by his / her **full signature on each page.**
14. Applications received (i) after the last date (ii) incomplete in any respect (iii) not in prescribed format (iv) any fresh paper shall not be considered after closing date.
15. Issue of this advertisement or holding interview does not make it binding on the part of the Institution to call a candidate for the interview or to give appointment.
16. All correspondence relating to the appointment shall be made to the Director by designation and not by name.
17. Marks in a particular item shall be awarded only if supported with relevant certificate from the competent authority and up to the satisfaction of the authority.
18. The Institution reserves the right to shortlist eligible candidates or to cancel the entire process of interview / selection process without assigning any reason thereof.
19. Canvassing in any form will amount to disqualification.
20. Last date of receipt of duly filled in application form by speed Post / Registered Post only is **10/11/ 2017.**

DIRECTOR

APPLICATION FORM

(To be filled in by the Candidate in English)

[Advertisement No.:IMA/100/517/2017, dated:25/09/2017]

INSTITUTE OF MATHEMATICS AND APPLICATIONS

Andharua, Bhubaneswar-751029

www.iomaorissa.ac.in

APPLICATION FOR THE POST **Registrar/ Finance Officer**

(Please fill in relevant portions and strike out whichever is not applicable)

1. Name: _____
(In block letters)
2. Father's Name: _____
3. Date of Birth(DD/MM/YYYY): _____
4. Address for correspondence: _____

5. E-Mail Id: _____
6. Contact Number: **Land Ph No:** _____ **Cell Ph No:** _____
7. Permanent Address: _____

8. Sex: _____
9. Marital Status: _____
10. Religion: _____
11. Nationality: _____
12. Category(ST/SC/OBC/GEN): _____

Paste a self
attested passport
size photograph

13. Educational Qualifications from matriculation onwards:

Degree obtained	Name of the Institution	Name of the Board/University	Year of passing	Discipline in which degree obtained.
1	2	3	4	5

*One can use separate piece of A4 size paper, if required.

14. Service Experience:

Post held	Organization/Institution	Period of service
1	2	3

*One can use separate piece of A4 size paper, if required.

15. Experience in Organization of Workshops/Conferences/Seminars/Training Camps etc. (if any)/ Public Awareness camp etc. (if any).

(Details to be annexed in a separate piece of A4 size paper)

16. Other activities(details to be annexed in a separate piece of A4 size paper/s with signature) :

17. The candidate may enclose documents on some of the following:

- i. List of publications (books/journals) with title and publication/s details, if any.
- ii. Research Supervised (Ph.D, M.Phil, M.Tech etc.), if any.
- iii. Prizes, awards, fellowships etc., if any.
- iv. Reports of public importance
- v. Any other

18. List of enclosures (to be prepared by the candidate with signature in a separate piece of A4 paper and annexed with the application form).

Declaration

Ideclare that the above information furnished by me are true and correct to the best of my knowledge and belief.

Date:

Place:

Signature of the Candidate

APPLICATION FORM

(To be filled in by the Candidate in English)

[Advertisement No.: IMA/100/517/2017, dated: 25/09/2017]

INSTITUTE OF MATHEMATICS AND APPLICATIONS

Andharua, Bhubaneswar-751029

www.iomaorissa.ac.in

APPLICATION FOR THE POST Assistant Professor

(Please fill in relevant portions and strike out whichever is not applicable)

Part A

(Personal Details of the Candidate)

1. Full Name in (BLOCK CAPITAL LETTER) _____
2. (i) Category: ST _____
(ii) Male/Female _____
3. Date of Birth (as per certificate of High School or equivalent Examination) (in Figure)

(in words) _____
4. Postal address for correspondence (in Full) _____

5. Contact Telephone No. : Mobile _____, Land Line _____
6. E-mail Id. _____
7. Nationality : _____
8. Marital Status: (i) Married/Single _____
(ii) Name of the Spouse: _____
9. (i) Father's Name: _____
(ii) Mother's Name: _____
10. Permanent Home Address: _____

Full Signature of Candidate

Part B
(Service Experience)

11. Number of years completed in **Research Posts** (Give details) (Attach copy of certificates).

Name of Post	Organization	Permanent	Temporary	From	To	Total no. of completed years

12. Teaching Experience (Attach copy of certificates from the Employer)

PG/UG	Name of Institution/ Department / Organization where taught	Designation	Subjects taught	Duration	
				DD/MM/YY	DD/MM/YY
PG					
UG (Honours)					
U.G. (Pass)					

13.

(a) Name of Present employer and Designation (if employed): _____

(b) Present employment details : _____

(i) Post held: _____

(ii) Date of appointment: _____

(iii) Whether permanent/ Temporary or on probation: _____

(iv) Whether State/Central Government/PSU/Private/any other: _____

14. (a) Have you ever been subjected to any disciplinary action, as a student and/or as an employee ? _____

(b) Have you ever been dismissed/ suspended from service/ employment, if so please specify: _____

(c) Whether any court case is pending against you? If yes, give full details: _____

15. If appointed, mention when can you join the post: _____

16. Whether employed in any Government or Non-Government office/University/Corporation/Local Body/Industry etc. and if so, full particulars thereof (**Administrative/Other experience**, if any, providing the proof of experience from the authority).

Name of the Institution/Department/ Organization	Designation	Nature of the Post	Nature of the assignment	Period (give data) From To	Remarks, If any

Full Signature of Candidate

Part-C

(Academic & Research Details)

17. Whether qualified in NET/SLET/SET: YES/ NO.
If yes, mention the details (Attach Xerox copy).
18. Area(s) of specialization and present area of research:
19. General Career (Attach self-attested copy of certificates and mark sheets of all examinations passed)

Exam. Passed & Stream.	Board/ University	Year of passing	Total Marks	% of Marks	Division	
High School Certificate						
Higher Secondary /Intermediate/ (+2)						
Degree(Hons.)						
Degree (Pass)						
Distinction						
P.G.Degree						
M.Phil.						
Ph.D.						
D.Sc./D.Litt.						

20. (i) Time period taken by Candidate to acquire M.Phil: From _____ to _____
 (Mention Date, Month & Year) (DD/MM/YY) (DD/MM/YY)

(ii) Time period taken by candidate to acquire Ph.D degree: From _____ to _____
 (DD/MM/YY) (DD/MM/YY)

Full Signature of Candidate

(Please submit supporting documents regarding (i) date of admission into M. Phil. programme and date of Notification of the Result, if any;; (ii) Ph.D. Registration Number and the date effective from along with Ph. D. Award Notification)

21. No. of Ph. D. produced (Attach copies of certificate & /or University Notification of Award)

Sl. No.	Name of the Candidate	Year of Award	University Notification No. & Date of Award	Name of Supervisor	Name of Co-Supervisor
1.					
2.					
3.					
4.					
5.					

22. Research Publications (In journals / Edited Books etc.)

(a) International Publications (Attach copy of Papers)

Sl. No.	Name of Publisher Address & Website	Name of Journal with ISSN/ISBN Number	List of Co authors.	Volume	Page No.	Year.	
1.							
2.							
3.							
4.							

(b) National Publications (In Journal/Edited Books, etc.)

Sl. No.	Name of Publisher Address & Website	Name of Journal with ISSN/ISBN Number	List of Co authors.	Volume	Page No.	Year.	
1.							
2.							
3.							
4.							

(c) Published conference proceedings

(d) Books Published.

Sl. No.	Name of Publisher Address & Website	Name of Journal with ISSN/ISBN Number	List of Co authors.	Volume	Page No.	Year.	
1.							
2.							
3.							
4.							

23. Awards Received (if any) (Attach copies of Certificates) _____

24. Number of Sponsored Projects completed/ongoing(attach copy of the sanction letter)

Sl.No.	Title of Project	Whether completed or in Progress	Duration From..... To.....	Amount of Grant (Rs.)	Sponsoring Agency & Sanction order no. & date	Co-Investigator(s) if any.
1						
2						
3						
4						

25. Special Training (if any), special skill (if any)

26. Any other information. _____

27. List of Documents to be enclosed as Annexures.

(a) Copy of Certificate in support of Reservation category _____

(b) Copy of Certificates and Mark sheets of examination passed: H.S.C., Higher Secondary, Degree, P.G., M.Phil., Ph.D., D.Sc./D.Litt. etc.

(c) Copy of employment certificate/from the present & previous employers (if any).

(d) Teaching Experience certificate from Present and Previous employers(if any).

(e) Copy of NET Examination Certificate (if any.)

(f) Copy of all Research Publications.

(g) Proof in support of Awards Received.

(h) No Objection Certificate from the Present Employer.

(i) Any other

Full Signature of Candidate

DECLARATION

I hereby solemnly declare that the entries made in this application form are true to the best of my knowledge and belief.

Place : _____

Full Signature of the candidate

Date: _____

APPLICATION FORM

(To be filled in by the Candidate in English)

[Advertisement No.: IMA/100/517/2017, dated: 25/09/2017]

INSTITUTE OF MATHEMATICS AND APPLICATIONS

Andharua, Bhubaneswar-751029

www.iomaorissa.ac.in

APPLICATION FOR THE POST **Post Doctoral Fellow**

(Please fill in relevant portions and strike out whichever is not applicable)

Part A

(Personal Details of the Candidate)

1. Full Name in (BLOCK CAPITAL LETTER) _____
2. (i) Category: _____
(ii) Male/Female _____
3. Date of Birth (as per certificate of High School or equivalent Examination) (in Figure)

(in words) _____
4. Postal address for correspondence (in Full) _____

5. Contact Telephone No. : Mobile _____, Land Line _____
6. E-mail Id. _____
7. Nationality : _____
8. Marital Status: (i) Married/Single _____
(ii) Name of the Spouse: _____
9. (i) Father's Name: _____
(ii) Mother's Name: _____
10. Permanent Home Address: _____

Full Signature of Candidate

Part-B

(Academic & Research Details)

11. Whether qualified in NET/SLET/SET: YES/ NO.
If yes, mention the details (Attach Xerox copy).
12. Area(s) of specialization and present area of research:
13. General Career (Attach self-attested copy of certificates and mark sheets of all examinations passed)

Exam. Passed & Stream.	Board/ University	Year of passing	Total Marks	% of Marks	Division	
High School Certificate						
Higher Secondary /Intermediate/ (+2)						
Degree(Hons.)						
Degree (Pass)						
Distinction						
P.G.Degree						
M.Phil.						
Ph.D.						
D.Sc./D.Litt.						

14. (i) Time period taken by Candidate to acquire M.Phil: From _____ to _____
(Mention Date, Month & Year) (DD/MM/YY) (DD/MM/YY)

(ii) Time period taken by candidate to acquire Ph.D degree: From _____ to _____
(DD/MM/YY) (DD/MM/YY)

(iii) Title of M.Phil. thesis:

(v) Name of the M.Phil. supervisor:

(vi) Title of Ph.D. thesis:

(vii) Name of the Ph.D. supervisor:

(Please submit supporting documents regarding (i) date of admission into M. Phil. programme and date of Notification of the Result, if any;; (ii) Ph.D. Registration Number and the date effective from along with Ph. D. Award Notification)

15. Predoctoral courses done:

16. Research Publications: Attach a list of research publications in a separate sheet

17. Awards Received (if any) (Attach copies of Certificates) _____

18. Brief write up on research interest: Attach a write up of about 1000 to 1500 words about your research interest in a separate sheet

19. Special Training (if any), special skill (if any)

20. Letter of recommendation:

The candidate should arrange two letters of recommendations to reach the Director, Institute of Mathematics and Applications, Po: Andharua, Bhubaneswar, Pin-751029 by post or in the e-mail address hr@iomaorissa.ac.in on or before 06/11/2017.

21. List of Documents to be enclosed as Annexures.

- (a) Copy of Certificate in support of Reservation category _____
- (b) Copy of Certificates and Mark sheets of examination passed: H.S.C., Higher Secondary, Degree, P.G., M.Phil., Ph.D., D.Sc./D.Litt. etc.
- (c) Copy of NET Examination Certificate (if any.)
- (d) Copy of Research Publications.
- (e) Proof in support of Awards Received.
- (f) Any other

Full Signature of Candidate

DECLARATION

I hereby solemnly declare that the entries made in this application form are true to the best of my knowledge and belief.

Place : _____

Full Signature of the candidate

Date: _____