



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

No. VSSUT/Estt/ 816

Dated 15/05/2026

ADVERTISEMENT FOR RECRUITMENT OF NON-TEACHING POSTS (MINISTERIAL)

Applications in the prescribed format along with relevant documents are invited from eligible candidates for recruitment to the regular Non-Teaching posts (Ministerial) of Veer Surendra Sai University of Technology, Burla. The service conditions of the posts shall be governed by the rules and regulation of 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. The qualifications, eligibility criteria, experience and age limit etc. as on 01.01.2026 will be considered. The authority reserves the right to reject any or all the applications or cancel the entire selection process without assigning any reason thereof. The opening date for receiving of the application online is 20.05.2026 and the closing date for submission of the application online is 19.06.2026.

REGISTRAR

Memo No. VSSUT/Estt/ 817

Dated 15/05/2026

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 19.05.2026 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.
4. The Station Director, Doordarshan Kendra, Bhubaneswar for information. He is requested to flash the advertisement free of cost for the interest of public.
5. The Commissioner-cum-Secretary to the Hon'ble Chancellor, VSSUT, Burla and His excellency the Governor of Odisha, Lok Bhavan, Bhubaneswar for kind information of the Hon'ble Chancellor.
6. The Commissioner-cum-Secretary to Government, Skill Development & Technical Education Department, Bhubaneswar for kind information.
7. The Additional Secretary to Government, Skill Development & Technical Education Department, Bhubaneswar for information.
8. The Director, Technical Education & Training, Odisha, Cuttack for kind information.
9. The District Employment Officer, Sambalpur for kind information.
10. The Registrars, all IITs/ NITs/ Technical Universities of Odisha with request to arrange for wide circulation of the advertisement.
11. All Deans/HODs/Professor I/Cs/Workshop Superintendent for kind information
12. The Comptroller of Finance for information & necessary action.
13. PA to Registrar for kind information of the Registrar.
14. PA to Vice-Chancellor for kind information of the Vice-Chancellor. dumb

REGISTRAR

**VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY BURLA****ବୀର ସୁରେନ୍ଦ୍ର ସାଏ ବୈଷୟିକ ବିଶ୍ୱବିଦ୍ୟାଳୟ**

(A UGC Recognized State Government University by an Act of Assembly. Estd. -1956)

P.O. Engineering College, Burla, Dist: Sambalpur, Odisha. (India) -768 018

Advertisement No. VSSUT/Estt/ 816

Dated 15/05/2026

**RECRUITMENT TO DIFFERENT CATEGORIES OF NON TEACHING POSTS (MINISTERIAL)
OF VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, BURLA**

Applications are invited online through the University Website www.vssut.ac.in from the eligible candidates for recruitment to fill up the following vacancies.

	Starting Date	Closing Date
Online Registration and Submission of Online Application Form	20.05.2026	19.06.2026
Last Date of receiving of Hard Copy at University (By Speed/Registered Post only)	25.06.2026 (1.00 PM)	
Mode of Application	Online Mode only through the website https://vssutnt.samarth.edu.in/	
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

Category No.	Category of Post	Scale of Pay	Reservation				Total
			ST	SC	SEBC	UR	
01	Store Keeper	Level-09 Rs.35,400-1,12,400				01	01
02	Junior Stenographer	Level-07 Rs.25,500-81,100				02 (W-01)	02
03	Junior Assistant	Level-04 Rs.19,900-63,200	02 (W-01)	02(W-01)	01	06(W-02)	11

**Note: The number of vacancies, including those under reserved categories are purely provisional.
Reservation for Persons with Disabilities – 4% & Reservation for Ex-Servicemen – 3%**

MINIMUM QUALIFICATION AND EXPERIENCE:

Candidate must possess

Category-1

Store Keeper

- (i) Bachelor's Degree in any discipline or equivalent examination passed from any recognized University/Institution with Diploma in Store Keeping/Certificate in Store Management/Inventory Management/Material Management/Ware house Management with Store Keeping as a subject and adequate knowledge in basic computer skill.

Category-2

Junior Stenographer

- (i) Bachelor's Degree in any discipline or equivalent examinations from any recognized University/Institution with Certificate in Stenography from any recognized reputed Institution (minimum speed of 40 words per minutes in English Typewriting and 80 words per minutes in Shorthand) along with adequate knowledge in basic computer skill.

Category-3

Junior Assistant

- (i) Bachelor's Degree in any discipline or equivalent examinations from any recognized University/Institution with adequate knowledge in basic computer skill.

A handwritten signature in black ink, consisting of a stylized 'S' followed by a horizontal line.

ELIGIBILITY/ INSTRUCTION/INFORMATION FOR CANDIDATES:

1. Applications can be submitted online at <https://vssutit.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.
2. No deletion / alteration will be permitted in the application form after submission of applications.
3. 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.
4. The examination fee has been exempted for all the categories of candidates as per the G.A. & P.G. Department Notification No. 9897/Gen, dtd.11.04.2022.
5. The minimum age limit for all categories of posts is 21 years and the maximum age is 42 years of age as on 01.01.2026. The upper age limit prescribed above is relaxable by 05 (five) years for the candidates belonging to the categories of Scheduled Tribe (ST), Scheduled Caste (SC), Socially and Educationally Backward Classes (SEBC), Women and Ex-Servicemen. Similarly, the upper age limit is relaxable by 10 (ten) years for candidates belonging to the PwD categories whose permanent disability is 40% and more as on 01.01.2026.

(This relaxation in age as required under provisions of the ORV Act, the PwD Act and other relevant rules amended from time to time, may be modified with reference to above said Acts).

Provided further that a candidate who comes under more than one category shall be eligible for only one benefit of relaxation which shall be considered most beneficial to him/her.

Provided further that, Persons with Permanent Disabilities shall be entitled to cumulative age relaxation of ten years over and above the normal age relaxation specified in sub rule-3 (a) and (b) of the Odisha Civil Services (Fixation of upper age limit) Rules, 1989 as amended from time to time.

Persons with Disabilities (PwD) belonging to **ST/SC/SEBC** categories are eligible for cumulative age relaxation benefit of 15 years, provided that, a candidate who comes under more than one category mentioned.

Candidates applying for PwD category with temporary disability will not avail age relaxation and will not be considered for subsequent selection processes.

6. **Candidate belongs to transgender community are also eligible to apply.**
7. Applicant must be a citizen of India.
8. He /She must be a permanent resident of Odisha.
9. 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 towards age proof.
10. 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.
11. He /She must be of good character.
12. 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.
13. He /She must not be having more than one spouse living.



14. 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 have passed a test in Odia in ME School/High School standard conducted by Education Department.
15. He /She is required to produce all the original Certificates along with the NOC at the time of document verification.
16. Persons employed in Govt./Semi Govt. organizations/Universities/Autonomous bodies will produce the NOC at the time of document verification.
17. 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 the same online along with the application. Otherwise, such cases will be rejected.
18. Exchange of reservation between ST and SC will not be considered in case of non-availability of eligible ST and SC candidates.
In case of non-availability of eligible/suitable Women candidates belonging to the respective categories, the unfilled vacancies of that category shall be filled up by eligible/suitable male candidate(s) of the same category.
19. 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.
20. 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 website along with the list of short listed candidates.
21. The University reserves the right to restrict the number of candidates for competitive test.
22. The CBT/OMR Based Test/Skill Test for the posts will be conducted at VSSUT, Burla. If a large number 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 Test will be conducted in VSSUT, Burla only.
23. 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.
24. 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.
25. 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 shall be cancelled. He/she may further be debarred from the future recruitment examination to be conducted by VSSUT, Burla.



26. Candidates may apply for more than one post according to their eligibility.
27. 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.
28. The candidates are advised to submit the Online Application Form well in advance without waiting for the closing date to avoid last hour rush.
29. No TA/DA will be allowed to attend the competitive examination/recruitment test.
30. 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 at the time of document verification.
31. The University can update or revise or elaborate syllabus of Written Examination, Stenography Test & Computer Skill Test.
32. There will be negative marking of 0.50 mark for wrong answers marked by the candidate in the examination consisting of Multiple Choice Questions.
33. The University shall prepare a list of candidates who obtain minimum qualifying marks in the Written Examination as fixed by this University as per their discretion. The University may fix different minimum qualifying marks for different category candidates such as UR, SC, ST, SEBC etc. Minimum five times of the number of vacancy may be called for Computer Skill Test for category 1 & 3 and Stenography Test and Computer Skill Test for category 2.
34. Qualifying marks in Computer Skill Test and Stenography Test will be 50% of the maximum marks.
35. The selection for the post will be based on performance in Written Test & Computer Skill Test for category 1 & 3 and Written Test, Stenography Test & Computer Skill Test for category 2.
36. Candidates those who qualified in both Written Test & Computer Skill Test for category 1 & 3 and Written Test, Stenography Test & Computer Skill Test for category 2 shall be called for document verification.
37. After written test, in case of tie for shortlisting the candidates for the Computer Skill Test, the merit position will be decided basing upon the aggregate percentage of marks (percentage up to 2 decimal) secured by a candidate in Bachelor's degree examination. If there is a further tie, the date of birth will be taken into consideration, thereby a candidate who is born earlier shall be shortlisted against a candidate born later.
38. Any dispute regarding the above recruitment process will be subject to the jurisdiction of Sambalpur Court only.


REGISTRAR

METHOD OF RECRUITMENT:

(a) The competitive examination for the posts of **Category 1, 2 & 3** shall consist the following.

Written Test - 200 Marks

Serial No.	Description of the subjects	Total Marks	Time
1	General English up to Graduation Level	60	02 Hours
2	General Knowledge and Current Affairs	40	
3	General Mathematics up to HSC Standard	40	
4	Reasoning and Mental Ability	60	
Total	100 Questions	200	

(b) Computer Skill Test - 50 Marks (01 hour duration)

(c) Stenography Test - 50 Marks (only for the applicants of category 2)

Syllabus for Written Test**❖ Detailed syllabus in General English**

- i. Verbs: Tenses, Modal, Active and Passive voice, Subject-verb Agreement, non-finite verb forms (infinitives and participles)
- ii. Sentence structure: Connectors, Types of Sentences, Types of phrases and clause, Direct and Indirect speech, Degree: Comparative and Superlative
- iii. Other areas: Articles, Nouns, Adverbs, Adjectives, Prepositions
- iv. Unseen passage (400-450 words in length) with a variety of comprehension questions including vocabulary

❖ Detailed syllabus in General Knowledge and Current Affairs

- i. Matching Historical events with dates, personalities and places
- ii. Geographical facts with places
- iii. States, Countries and Institutions with Headquarters
- iv. Books and authors
- v. Scientific facts and discoveries with dates, persons and uses
- vi. Current events with places and personalities
- vii. Matching questions of miscellaneous type

❖ Detailed syllabus in General Mathematics

- i. Fractions and decimals
- ii. Number System
- iii. HCF, LCM and Remainder
- iv. Squares and Square Roots
- v. Cubes and Cube Roots
- vi. Percentage and Averages
- vii. Simple Interest and Compound Interest
- viii. Profit, Loss and Discount
- ix. Mixtures
- x. Partnership
- xi. Ratio and Proportion
- xii. Rates and Taxes, Insurance
- xiii. Problems on time and work
- xiv. Statistics
- xv. Problems on Time and Distance

❖ **Reasoning and Mental Ability**

- i. Numerical Ability
 - ii. Reasoning
 - iii. Aptitude Test
 - iv. Problem Solving and Decision Making
- A. The Written Test will be of two hours' duration. The questions shall be of Multiple-Choice type. There shall be 100 Questions having equal weightage. While for each right answer, 2 marks will be awarded, for each wrong answer there will be negative marking of 0.50 mark. Qualifying marks in the written examination for candidates under Unreserved category shall be 40% and that for candidates under SC/ST/SEBC & PwD categories shall be 30%.
- B. Scribe facility and compensatory time shall be allowed to PwD candidates having 40% or above having permanent disability. PwD candidate having 40% or with more permanent disability has to arrange their own scribe and shall have to provide the scribe information in the prescribed format which will be available in University website during the period of examination.

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 Written Examination shall be conducted both in Odia and English 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

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Auslos/2026