



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/ 811

Dated 15/05/2026

ADVERTISEMENT FOR RECRUITMENT OF ASSISTANT REGISTRAR

Applications in the prescribed format along with relevant documents are invited from eligible candidates for recruitment to the post of Assistant Registrar at Veer Surendra Sai University of Technology, Burla. The service conditions of the post shall be governed by the rules and regulation of the Government of Odisha. The 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.

Sl. No.	Name of the Post	Number of Post	Category				Scale of Pay
			ST	SC	SEBC	UR	
01	Assistant Registrar	02				UR 02 (W-01)	Level-12 Rs.56,100-1,77,500

REGISTRAR

Memo No.VSSUT/Estt/ 815

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.

REGISTRAR



VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY BURLA

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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/ 814

Dated 15/05/2026

RECRUITMENT TO THE POST OF ASSISTANT REGISTRAR AT 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	Assistant Registrar	Level-12 Rs.56,100-1,77,500				02 (W-01)	02

MINIMUM QUALIFICATION AND EXPERIENCE:

For the post of Assistant Registrar, a candidate must possess

- (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 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.

ELIGIBILITY/ INSTRUCTION/INFORMATION FOR CANDIDATES:

1. 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.
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 under this category.

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 Preliminary Examination (Stage-I) will be of multiple choice type and held in CBT/OMR Based Test mode. The Main Examination (Stage-II) will be of descriptive type.
23. The CBT/OMR Based Test/Descriptive Type Test/Computer Skill Test for the posts will be conducted at VSSUT, Burla. If a large number of applications is received against the post, the CBT/OMR Based Test may be conducted at one or more cities in online mode. However, the Descriptive Type Test, Computer Skill Test and interview will be conducted in VSSUT, Burla only.
24. 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.
25. 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.
26. 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.
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 shortlisted 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 may update or revise or elaborate syllabus of Preliminary Written Examination, Main Written Examination.
 32. There will be negative marking of 0.50 mark for wrong answers marked by candidate in the Preliminary Examination (Stage-I) consisting of Multiple Choice Questions. There is no negative marking in Main Examination (Stage-II A) consisting of Descriptive Type Questions.
 33. 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 the number of vacancy may be called for Main Written Examination.
 34. Qualifying marks in Computer Skill Test will be 50% of the maximum marks.
 35. Based on performance of Main Written Examination and Computer Skill Test candidates will be shortlisted for interview.
 36. Based on the performance of interview candidates will 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:

The competitive examination for the posts of **Assistant Registrar** shall consist the following.

(a) Written Test

Stage-I (Preliminary) - 200 Marks

Stage-II (A) (Main) - 100 Marks

Paper	Subject	Total Marks	Time
STAGE – I (Preliminary)	1. General Knowledge and Awareness	200	02 Hours
	2. English Language and Comprehension		
	3. Numerical Ability and Reasoning		
STAGE – II (A) (Main)	1. Translation from English to Odia and vice-versa. 2. General Studies: Indian Constitution, Indian Economy, Indian and World Geography, History of India, History of Odisha, General issues of Environment / Climate change 3. Higher Education System: Governance, Policy and Administration 4. Act, Statute & Regulation 5. Service Rules, Financial Rules and Office Procedure 6. Application of ICT in University System	100	02 Hours

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

Please note that only successful candidates in Stage I can appear for Stage II and the successful candidates in Stage II will be called for interview.

- A. The Written Test of Stage-I (Preliminary) 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. The Written Test of Stage-II A (Main) will be of two hours' duration. The questions shall be of Descriptive Type. There shall be 50 Questions having equal weightage. While for each right answer, 2 marks will be awarded, there will be no negative marking. 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%.
- C. 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

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 & Interview

REGISTRAR
15/10/2022