

Department of Business Administration
Sambalpur University
Jyoti Vihar-768019, Sambalpur, Odisha.



No. 826 / MBA


Dt. 03/12/25

WALK-IN-INTERVIEW

Applications are invited from the eligible candidates to appear the Walk-in-Interview for the following temporary teaching posts on Per Class basis in the Department of Business Administration. The Walk-in-Interview will be held in the Dept.of Business Administration, Sambalpur University on **11.12.2025**. The tenure of the post is initially up to 31.05.2026. In no circumstances the appointed contractual teachers shall claim for regular teaching posts and for this they have to give an undertaking on Non-Judicial stamp paper.

Name of the Post	No. of Post	Date & Time of Interview
Assistant Professor (IT Specialization)	01	11.12.2025 at 10.00AM

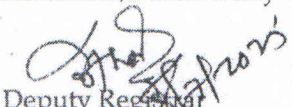
For details please visit University website: www.suniv.ac.in

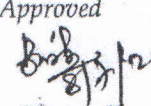

Professor & Head
Dept. of Business Administration
Sambalpur University
Jyotivihar- 768019

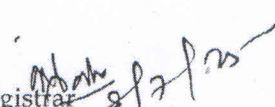
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GUIDELINES & STANDARD OPERATING PROTOCOLS (SOPs) FOR APPOINTMENT OF GUEST
FACULTY IN P.G. DEPARTMENTS OF SAMBALPUR UNIVERSITY.

- 1) Selection of Guest Faculty will be done through Walk in Interview.
- 2) The concerned P.G. Dept. will issue the advertisement and upload the same in the University website.
- 3) Walk-in-interview will be held in the concerned P.G. Department on the date(s) as decided by that P.G. Dept.
- 4) Candidate will report at the scheduled time in the Department. Attendance will be taken by the Department. Candidate will submit an application in the prescribed format as uploaded in the website by the respective Depts. along with the following documents: (original documents to be returned to the candidates after verification and the photocopies to be retained by the concerned Dept.)
 - i) Original Mark sheets and Certificates of all Examinations.
 - ii) Original Evidence of Teaching Experience.
 - iii) Original UGC (NET) Certificate (if passed).
 - iv) Original Ph.D. Degree Certificate. (if passed).
 - v) Original Copies of all Research Publications.
 - vi) One set of Photocopies of all the above documents arranged in ascending order and self attested.
 - vii) One recent colour pass port size photograph.
- 5) Selection of required numbers of candidate as mentioned in the detailed advertisement will be done on the recommendation of a selection committee constituted by the concerned HoDs/Coordinators which will consist of the following members.
 - i) Head of the Department / Coordinator.
 - ii) One external subject expert to be contacted and finalized by the concerned HoD/Coordinator.
 - iii) One faculty member of the Department/Sister Department.
- 6) The selection of candidates for recruitment to the posts of Guest Faculty shall be made on the basis of evaluations as under: (marking scheme/format attached)
 - a. General Career (i.e. HSC, Intermediate, Degree etc.): 30 Marks
(ref: Statute-258, Schedule-'A' of OUPS-1990, page-208)
 - b. Research Degree : 20 Marks
(15 marks for Ph.D. and 05 marks for M.Phil. and 20 marks for Ph.D. with M. Phil)
 - c. Demo Class : 15 Marks
 - d. Research Publication : 15 Marks
(10 marks for International Journals 05 marks for National Journals)
 - e. Viva-Voce : 20 Marks
 - f. Total 100 Marks
- 7) On completion of the interview, HoD/Coordinator will submit the merit list along with the copies of the application forms (only the front page) of the selected candidates (minimum 3 times of the no. of vacancy) in sealed envelope to the Registrar on the same day. *TA and Remuneration bill of the Subject Expert in the prescribed format, duly signed and certified by the respective HoDs/Coordinators should be sent to the CoF for reimbursement.*
- 8) Engagement letters to the selected candidates will be issued by the Estt-III Section which will be sent through e-mail.
- 9) The candidate will directly report to the HoD/Coordinator for joining. The joining order will be issued by the Estt-III section on the basis of the data provided.
- 10) Refreshments/Lunch if any will be arranged by the concerned P.G. Dept.


Deputy Registrar

Approved

Vice-Chancellor


Registrar



Sambalpur University, Jyoti Vihar, Burla, Sambalpur-768019

APPLICATION FORMAT FOR WALK-IN INTERVIEW FOR THE POST OF GUEST FACULTY (ASST. PROFESSOR) IN THE SUBJECT:.....

1. NAME OF THE CANDIDATE :
2. DATE OF BIRTH : GENDER:
3. FATHER'S NAME :
4. E-MAIL ID :
5. MOBILE No. :
6. WHATSAPP No. :
7. CURRENT ADDRESS :

8. EDUCATIONAL QUALIFICATIONS:

Name of the Exam passed	Board/University	Year of Passing	% or CGPA of marks secured	Major Subjects
10 th				
12 th / Diploma				
Graduation			Hons.: Overall: Distinction:	Hons:
Post Graduation				Specialization:
M.Phil/M.Tech/PGDM				
NET				
PhD				

9. PUBLICATION DETAILS :
- I) No. of Publications in International Journals:
 - II) No. of Publications in National Journals :

This is to certify that the information furnished above is true and correct to the best of my knowledge. I have enclosed herewith, the photocopies of all the required documents in support of the credentials mentioned above.

Place:
Date:

(Signature of the Candidate)