



ରମାଦେବୀ ମହିଳା ବିଶ୍ୱବିଦ୍ୟାଳୟ ଭୁବନେଶ୍ୱର, ଓଡ଼ିଶା
RAMA DEVI WOMEN'S UNIVERSITY, BHUBANESWAR, ODISHA
Bhubaneswar, Odisha-751022, Ph.no-0674-2542644,
E-mail-registrar@rdwu.ac.in, Website- www.rdwuniversity.nic.in

No.IDP/ 003

Dt. 14.9.2020

EMPANELMENT OF CONSULTANTS

Temporary Engagement

Applications are invited for Empanelment of Consultants for IDP-PMU Cell by the University for Temporary Engagement as per the following terms and conditions:

Last Date of Application: 05.10.2020.

ELIGIBILITY:

CONSULTANT -1 (for Office Management)

- I. Job responsibilities: Deal with official files, records, preparation of softcopies of office documents, arrangement of online and offline meetings etc.
- II. Minimum Qualification: Graduation in any discipline. Preference will be given to candidates having expertise on MS Office (word, excel, power-point), Pagemaker, Photoshop, Latex and experience on Computerise data preparation, good communication and writing skill.
- III. AGE: Maximum- 35 years

CONSULTANT-2 (for Accounts)

- I. Job responsibilities: Preparing Accounts, auditing financial information, compiling and presenting reports, budgets, plans, commentaries, and financial statements.
- II. Minimum Qualification: Graduation in Commerce. Preference will be given to candidates having prior experience in the areas of accounts / cost accounts. Understanding of accounts and finance related operations and functioning, ability to complete work within prescribed time limit and must be able to work on accounting software.
- III. AGE: Maximum- 40 years

DATE, TIME & VENUE OF INTERVIEW:

Detailed will be intimated through email.

Interview may be conducted Online/Offline considering the COVID 19 rules.

REMUNERATION:

- i) Consultant - 1- Rs. 15,000/- (Rupees Fifteen Thousand) Only per month (Consolidated)
- ii) Consultant - 2- Rs. 15,000/- (Rupees Fifteen Thousands) Only per month (Consolidated)

SELECTION PROCESS:

- i. Written test
- ii. Technical and personal interview.

HOW TO APPLY:

- Download the format of the Application from the University Website (www.rdwuniversity.nic.in).
- Fill in the form and affix a colour photograph (passport size).
- Self attested of all certificates from class X onwards.
- Copy of work experience (if any)

The application form along with all requisite documents should reach by **Speed or Regd. Post** to the office of the **Coordinator, IDP Cell, Room No: 106, New Admin Building, Rama Devi Women's University, P.O. Bhoinagar, Bhubaneswar, 751022, Odisha** on or before **05.10.2020** by **05:00 PM**.

CONDITIONS:

- No TA/DA will be paid to the candidates attending the interview.
- Applications received after due date will not be entertained.
- The engagement is purely temporary. No claims for permanent engagement.
- The University reserves the rights to cancel the advertisement or empanelment or engagement of any or all candidates without any prior notice and without giving any reason thereof.


14/9/2020
IDP Coordinator
RDWU, BBSR


Memo No. 004 /dt./ 14/09/2020
Copy to OIC, University Website with request to upload it with format of application form along with advertisement for public information.


14/9/2020
IDP Coordinator
RDWU, BBSR

Memo No. 005 /dt./ 14/9/2020
Copy to Registrar/CPGC/all notice boards/HC/CoF/Dy. Coordinator IDP for information.


14/9/2020
IDP Coordinator
RDWU, BBSR

Memo No. 006 /dt./ 14/9/2020
Copy to P.S. to V.C. for kind information of the Vice-Chancellor.


14/9/2020
IDP Coordinator
RDWU, BBSR

RAMA DEVI WOMEN'S UNIVERSITY, BHUBANESWAR, ODISHA

(APPLICATION FORM FOR EMPANELMENT OF CONSULTANTS FOR IDP-PMU CELL)

Affix a recent
passport size
colour
photograph

Application for the Post of:

01	NAME OF THE CANDIDATE (In Block letter)					
02	Father's name					
03	Mother's name					
04	Date of Birth					
05	Category					
06	Nationality					
07	Correspondence Address					
08	Contact No. and e-mail					
09	Permanent Address					
10	Academic Qualification					
Examination passed	Name of board/University	Subject taken	Marks secured in English	Total marks secured	Maximum marks	Year of passing
10 th						
+2 (Science/Arts/Comm)						
+3/UG (Science/Arts/Comm)						
P.G. (Science/Arts/Comm)						
Any other						

Experience Details:

DECLARATION

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

FULL SIGNATURE OF THE CANDIDATE

DATE: _____ PLACE: _____

Photo Copies of Self-attested certificates to be attached:

1. Certificates and mark sheets of the qualifying examinations.
2. Certificate regarding proof of date of birth and Experience certificate.
3. One recent passport size photograph