



ରମାଦେବୀ ମହିଳା ବିଶ୍ୱବିଦ୍ୟାଳୟ, ବିଦ୍ୟା ବିହାର, ଭୁବନେଶ୍ୱର
Rama Devi Women's University, Vidya Vihar,
Bhubaneswar, Odisha-751022, Ph.no-0674-2542644,
E-mail-registrar@rdwu.ac.in, Website- www.rdwuniversity.nic.in

No. 4811 / Dt. 25.11.19

Walk-in-Interview

A walk-in-interview will be on 06.12.2019 at 11.30 a.m. in the office Chamber of the Registrar for engagement of retired employees of University or Govt. as office assistant on contractual basis for different offices of the University. Intending eligible candidates are required to attend the walk-in-interview in the scheduled date & time. They are requested to download the format of application form from the University website www.rdwuniversity.nic.in and submit the filled in application form along with requisite documents at the time of interview.

1. Eligibility criteria

- i) One must have office assistant experience on works relating to Affiliation/ Examination/Administration/ Accounts etc in the University/ Govt. offices.
- ii) Must have retired on attaining the age of superannuation from University or Govt. and below the age of 65 years.
- iii) The candidates must be in good health.
- iv) There should be no departmental proceedings or criminal cases against the candidates

2. Documents to be submitted at the time of walk-in-interview (a set of Xerox copies and original certificate for verification):

- i) Filled in application form in the given format.
- ii) HSC certificate as a proof of age
- iii) Recent photograph (02 nos.)
- iv) Experience certificate.
- v) Relive order from the last organization on superannuation.

3. Terms and Conditions:

- i) Posts are purely temporary.
- ii) Appointment will be given on contractual basis for a period of one year.
- iii) A consolidated remuneration per month Rs.11,000/-.
- iv) The service can be terminated at any time without assigning any reason thereof.
- v) No TA / DA will be paid for the purpose for attending interview.

The University reserve right to cancel whole or part of the walk-in-interview at any time without assigning the reasons thereof.

Memo No. Dt. 4812 25.11.19

Copy to All notice Board/ University Website/ HC/P.S. to Vice Chancellor for information and necessary action.


Registrar


Registrar

Rama Devi Women's University, Vidya Vihar, Bhubaneswar,
Application form for engagement of retired employees

1. Name:
2. Father's Name / Husband Name:
3. Permanent Address:
4. Present Address:
5. Telephone / Mobile No.:
6. Email Address:
7. Date of Birth:
8. Name Designation of last post held with date and duration:
9. Date of Retirement:
(Copy of Retirement order to be enclosed):
10. Last pay drawn
(Copy of LPC to be enclosed):
11. Educational Qualification:
12. Post held in last 10 years:
13. Whether any criminal case or vigilance inquiry or departmental proceeding was initiated or is pending against the applicant, if yes did it lead to conviction or imposition of punishment or it is still pending give details:
14. Any other relevant information:

Declaration

I, Sri/ Smt. _____ Son/ wife of Sri _____
do hereby solemnly declare that the information furnished above are true to the best of my knowledge. If at any time it is found incorrect I will be liable to be disengaged from re-employment without assigning any reason thereof.

Place:

Date:

Signature