



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. 08 / Dt. 2.1.20

Walk-in-Interview

A **walk-in-interview** will be on **16.01.2020 at 12.30 p.m.** in the office Chamber of the Registrar for engagement of retired employees of University or Govt. or any other educational institute as **P.S. to Vice Chancellor and P.A. to Registrar** on contractual basis 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](http://www.rdwuniversity.nic.in) and submit the filled in application form along with requisite documents at the time of interview.

1. Eligibility criteria

- Must have experience on P.S / P.A works relating to Vice Chancellor / Registrar office in any University / any other in Govt. office /any other educational institutes at the time of retirement on superannuation.
- Must have retired on attaining the age of superannuation from University or Govt. or any others educational institution and below the age of 65 years.
- The candidates must be in good health.
- There should be no departmental proceedings or criminal cases against the candidates
- The P.S. & P.A. must be having any Graduation Qualification. Experience with Computer knowledge is essential.

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

- Filled in application form in the given format.
- HSC certificate as a proof of age
- Recent photograph (02 nos)
- Experience certificate.
- Relive order from the last organization on superannuation and copy of LPC.

3. Terms and Conditions:


- Posts are purely temporary.
- Appointment will be given on contractual basis for a period of one year.
- A consolidated remuneration per month for P.S. & P.A. Rs.13,000/- each.
- The service can be terminated at any time without assigning any reason thereof.
- Minimum 2 nos of candidates are required for each post of selection/interview
- 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.

  
22/01/2020  
Registrar

Memo No. 09 Dt. 2.1.20

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

  
22/01/2020  
Registrar

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

1. Name of the post applied for:
2. Name:
3. Father's Name / Husband Name:
4. Permanent Address:
5. Present Address:
6. Telephone / Mobile No.:
7. Email Address:
8. Date of Birth:
9. Name Designation of last post held with date and duration:
10. Date of Retirement:  
(Copy of Retirement order to be enclosed):
11. Last pay drawn  
(Copy of LPC to be enclosed):
12. Educational Qualification:
13. Post held in last 10 years:
14. 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:
15. 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