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ରମାଦେବୀ ମହିଳା ବିଶ୍ୱବିଦ୍ୟାଳୟ, 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. 1778 Date. 15.3.23

Engagement of Research Assistant (RA) and Office Assistant (OA):

Applications are invited for Research Assistant (RA) And Office Assistant (OA) positions in the Centre of Excellence (COE) for translation and Life writing of Rama Devi Women's University under World Bank-Odisha Higher Education Project for Excellence and Equity (WB-OHEPEE). The applicants are required to send their hard copy of their CV, along with the photocopy of all Mark Sheet & Certificates through Speed post to the following address:

Dr. Snehalata Das
Administrative in-charge,
Centre of Excellence for Translation and Life Writing
Rama Devi Women's University, Bhubaneswar

The last date of receipt of hard copy applications is **25.03.2023**

The period of engagement is coterminous with the tenure of the project, renewable annually with satisfactory progress. However, the University reserves the right to terminate the engagement without assigning any reason thereof.

Research Assistant (RA)

- a. Qualification:
Must hold a second class Master's Degree (Odia/English/Hindi) with at least 55 percent in aggregate.
- b. Age: Must be less than 30 years of age on the last date of advertisement.
- c. Experience with field work, computer, instruments and research or field work would be preferred.

Office Assistant (OA)

- a. Qualification: Minimum 12th Pass with Computer Knowledge.
- b. Age should not exceed 25 years as on the last date of the advertisement.

Remuneration:

Research Assistant (RA) –Consolidated salary of Rs 12,000/-pm

Office Assistant (OA)- Consolidated salary of Rs 8,000/-pm (Appointment to be renewed annually)

Procedure for Application:

1. Application for the post of Research Assistant (RA) for Centre of Excellence for Translation and Life Writing should include:
 - a. Complete bio data with a passport size photograph

- b. Self-attested copy of all certificates from Class-X to the exam last attended.
 - c. Self-attested copy of all extra-curricular activities.
 - d. Copy of translation work, if any
 - e. Copy of fellowships/scholarships if any.
 - f. Copy of work experience, if any.
2. Application for the post of Office Assistant (OA) for Centre of Excellence for Translation and Life Writing should include:
- a. Complete bio-data with passport size photograph.
 - b. Self-Attested copies of all certificates from Class X to the exam last attended.

The Copy of the application along with all requisite documents should reach by Speed/Regd. Post to the office of the **Administrative in-charge, Centre of Excellence for Translation and Life Writing, Rama Devi Women's University, Bhoi Nagar, Bhubaneswar - 751022 on or before 25.03.2023 (05.00 PM).**

Shapaba
Registrar / 15/03/2023
RDWU, BBSR

Memo No. 1779 / Dt. 15.3.23
Copy to Coordinator IDP/OIC Website/COF/CPGC/P.S.to Vice-Chancellor for kind information of Hon'ble ViceChancellor.

Shapaba
Registrar / 15/03/2023
RDWU, BBSR