

Walk-in Interview

RAMA DEVI WOMEN'S UNIVERSITY, BHUBANESWAR

No. 1883 Dt. 20.4.17

A **walk-in-interview** will be on 25.04.2017 at 11.30 a.m. in Room no-36 of the University for engagement of Office Assistants for the University on contractual basis. Intending candidates having following eligibility criteria may apply and face the walk-in-interview in the schedule date and time. They are requested to download the format from the University Website www.rdwuniversity.nic.in and present the filled in format at the time of interview.

A. Eligibility Criteria:

1. One must have experience of atleast Five years in University Affiliation /Examination/ Administration / Accounts (Govt. or University).
2. Age Limit- 63 years
3. The candidates must be in good health.
4. There should be no criminal proceedings against the candidates.

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

1. Bio-data (Given format)
2. HSC certificate as a proof of age
3. Recent photograph(02 nos)
4. Experience certificate

C. Terms and Conditions:

1. Posts are purely temporary.
2. Appointment will be given on contractual basis for a period of one year, which may be further extended.
3. A consolidated salary per month is Rs.9300/-
4. The services can be terminated at any time without assigning any reason thereof.
5. No TA/ DA will be paid for the purpose for attending interview.

Memo. No.

1884 Dt. 20.4.17

Copy to all notice boards/ University Website/ PS to the Vice- Chancellor for information and necessary action.

Registrar

Registrar

BIO - DATA

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