



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](mailto:registrar@rdwu.ac.in), Website- [www.rdwuniversity.nic.in](http://www.rdwuniversity.nic.in)**

No. 2951 / Dt. 8.5.23

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

Applications are invited for the position of one Research Assistant (RA) and one Office Assistant (OA) for Maa Rama Devi Chair created for studies on sustainable development of Women in Odisha. The applicants are required to send hard copies of their CV, along with the photocopy of all the Mark sheets and Certificates through Speed/ Regd. post to the following address:

**Maa Rama Devi Chair Professor,  
Rama Devi Women's University,  
Vidya Vihar, Bhubaneswar**

The last date for receipt of applications is **20.05.2023**.

The period of engagement shall be initially for a period of one year, subject to extension/ renewal, annually, based on satisfactory performance, up to a maximum period of five years. However, the University reserves the right to terminate the engagement without assigning any reason thereof.

**Research Assistant(RA):**

- i. Minimum Qualification: Must hold a second class Master's Degree in Social Sciences.
- ii. Age: Must be less than 50 years.
- iii. Proficiency in computer skills, software application, communication skills (Writing Skills), knowledge of application of research methods and data analysis would be desirable.

**Office Assistant (OA):**

- i. Qualification: Graduate in any discipline.
- ii. Age: Must be less than 50 years
- iii. Proficiency in typing computer application and communication skills (Writing Skills).

**Remuneration:**

Research Assistant(RA): Consolidated salary of Rs.25,000/- per month.

Office Assistant(OA): Consolidated salary of Rs.12,000/- per month.

**Procedure for Application:**

1. Application for the post of Research Assistant (RA) for Maa Rama Devi Chair should include:
  - a. Cover letter mentioning post for which the application is submitted with list of enclosed required documents.

- b. Complete Bio data ( Must include valid Phone number and E-Mail ID) with a recent passport size photograph.
  - c. Self-attested copy of certificates from Class –X to the highest degree of qualification.
  - d. Copy of Fellowship/ Scholarships, if any, including research experience.
  - e. Copy of work experience, if any.
2. Application for the post of Office Assistant (OA) for the Maa Rama Devi Chair should include:
- a. Cover letter mentioning post for which the application is submitted with list of enclosed required documents.
  - b. Complete Bio data( Must include valid Phone number and E-Mail ID) with a recent passport size photograph.
  - c. Self-attested copy of certificates form Class-X to the highest degree of qualification.
  - d. Copy of work experience, if any.

Application complete in all respects along with all the requisite documents should reach by Speed/ Regd. Post to the Office of Chair Professor, Rama Devi Women's University, Bhoi Nagar, Bhubaneswar-751022 on or before **20.05.2023**(03:00PM).

Memo No. 2952 /Dt. 8.5.23

*Shapaba*  
Registrar 08/05/2023

Copy to CPGC / OIC, Website /Professor, Maa Rama Devi Chair/ CoF /Dy. Registrar ( Estt./ Admin.) / OSD to V.C. for information and necessary action.

*Shapaba*  
Registrar 08/05/2023

Memo No. 2953 /Dt. 8.5.23

Copy to P.S. to Vice Chancellor for kind information of the Vice Chancellor.

*Shapaba*  
Registrar 08/05/2023