



ରମାଦେବୀ ମହିଳା ବିଶ୍ୱବିଦ୍ୟାଳୟ, ବିଦ୍ୟା ବିହାର, ଭୁବନେଶ୍ୱର
Rama Devi Women's University, Vidya Vihar,
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No. 989 /Dt. 16-2-24

Walk-in-Interview

A walk-in-interview will be held on **26.02.2024 at 11.00 A.M.** in the Board Room of Vice Chancellor for engagement of retired Government servants/ University/ Govt. College employees for various offices / Departments of the University on contractual basis. 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 **<https://rdwu.ac.in>** and submit the filled in application form along with requisite documents at the time of interview. The detailed requirement of posts is listed below:

Sl.No.	Types of Posts	Minimum Qualification & Experiences	Remarks
1.	Asst. Librarian	Masters in Library and Information Science with experience of working in Library	Preference will be given to candidates having experience of working as Assistant Librarian in University/ Govt. Colleges
2.	Lab Assistant-cum-Store Keeper (Physics-01 Chemistry-01 Home Science-01)	B.Sc. (Hons) in concerned subjects with relevant experience of Lab Assistant/ Store Keeper/Demonstrator.	Preference will be given to candidates having experience in concerned subjects in University/ Govt. Colleges.
3.	Junior Assistant	B.A./ B.Sc./ B.Com. with relevant experience in Finance/Accounts/ Handling University Establishment /Offices /P.G. Departments	Preference will be given to candidates having previous work experience in Establishment/Finance Departments of Universities/ Govt. Colleges. Note: Computer literacy will be an added advantage.

1. Eligibility criteria

- One must have experience on works relating to Accounts / Establishment/Departments etc in the University/ Govt. Offices/ Govt. Colleges.
- Must have retired on attaining the age of superannuation from University or Govt. 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

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 or equivalent certificate as a proof of age and qualification.

- iii) For Laboratory Assistant-cum-Storekeeper – (Chemistry/Physics/Home Science with Honours in concerned Subject).
- iv) Recent photograph (02 no.s).
- v) Experience certificate (In case of other offices).
- vi) Relieve order from the last organization on superannuation.
- vii) Last Pay Certificate.
- viii) Proof of Computer Proficiency.

3. Terms and Conditions:

- i) Posts are purely temporary.
- ii) Appointment will be given on contractual basis for a period of one year or till joining of regular staff whichever is earlier.
- iii) A consolidated remuneration applicable as per F.D.O.M. No. 24533/F dated 29.09.22
- iv) The service can be terminated at any time without assigning any reason thereof.
- v) No TA / DA will be paid for the purpose of attending interview.

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

Memo No. 990 /Dt. 16-2-24

Shapaba
Registrar 16/02/2024

Copy to CPGC/CoF/ OIC, Website for uploading in website/ HoD, Chemistry/ HoD, Home Science/ Coordinator, Physics/ PIC, Library/ Dy. Registrar (Estt.) for information and necessary action and P.S. to V.C for kind information of the Vice Chancellor.

Shapaba
Registrar 16/02/2024

**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