



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-https://rdwu.ac.in

No. ୧୦୧୫ / Dt. ୫.୧୦.୨୬

Walk-in-Interview

A walk-in-interview will be held on 09.10.2026 at 11:00 A.M. in the Controller of Examination- Board Room for engagement of retired Government servants/ University/ Govt. College employees for various sections of the University on contractual basis. Intending eligible candidates are required to attend the walk-in-interview in the scheduled date and 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.	Type of Posts	Minimum Qualification & Experiences	Remarks
1.	Junior Assistant (Three Nos.)	B.A./B.Sc./B.Com. with relevant experience in Finance/Accounts/ Handling University Establishment/ Offices.	Preference will be given to candidates having Computer Literacy and previous work experience in Establishment/ Finance Departments of Universities/ Govt. Colleges.

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 Government 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.

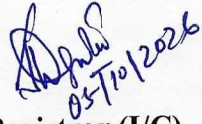
2. Documents to be submitted at the time of walk-in-interview (a set of Xerox copies and original certificate for verification):

- Filled in application form in the given format.
- HSC or equivalent certificate as a proof of age and qualification.
- Recent photograph (02 no.s.)
- Experience certificate (In case of other officers)
- Relieve Order from the last organization on superannuation
- Last Pay Certificate
- 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 dt. 29.09.2022
- 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 reason thereof.


Registrar (I/C)

Memo. No. 9095 / Dt. 5.10.26

Copy to CPGC/ CoF/ OIC, Website for uploading in University website / Dy. Registrar (Establishment) for information and necessary action.


Registrar (I/C)

Memo. No. 9096 / Dt. 5.10.26

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


Registrar (I/C)

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. E-mail ID:
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 proceedings 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/ Daughter/ Wife of Sri _____

Do hereby solemnly declare that the information furnished above is 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