



## **UTKAL UNIVERSITY OF CULTURE**

**Sanskriti Vihar, Madanpur, Bhubaneswar-752 054**

**E-mail: mailboxuuc@gmail.com, Website : uuc.ac.in**

**No 893/UUC Dt. 18-08-2021**

### **WALK-IN-INTERVIEW FOR ENGAGEMENT OF SENIOR OFFICE ASSISTANTS**

Applications in the prescribed format with complete bio-data mentioning age, qualification, experience etc. are invited from intending retired Government/University personnel not below the rank of Section Officer/Desk Officer/Senior Assistant engagement as Senior Office Assistant in this University for a period of one year with a consolidated remuneration of Rs. 15,000/- per month. Persons not above the age of 64 years as on 01-08-2021 having sound knowledge in Establishment, Finance, Legal, University Examination matters and having computer knowledge shall be preferred. **Interested persons are required to apply in the prescribed format to be downloaded from the University website (uuc.ac.in-Engagement of Retired Personnel) along with all enclousers to be scanned and sent through the e-mail ID - registraruuc@gmail.com on or before 31-08-2021.** After scrutiny, short listed candidates shall be called for the interview. The University reserves the right to reject any or all application or cancel the interview without assigning any reason thereof. The details of the eligibility criteria, requirement of documents and Terms and Conditions is available in the University website (uuc.ac.in/Engagement of Retired Personnel).

Sd/-

**REGISTRAR**

## **GENERAL INSTRUCTIONS AND TERMS AND CONDITIONS**

1. The applicant should be a retired person from State/Central Govt. Departments/Subordinate Offices/State Universities/Govt. Colleges not below the rank of Section Officer/Desk Officer/Senior Assistant and not above the age of 64 years as on 1<sup>st</sup> August, 2021.
2. The applicant should be medically fit for performing usual office work.
3. There should be no Departmental Proceedings/Criminal Case/Vigilance Case pending in the name of the candidate inside or outside Odisha.
4. The eligible applicants has to download the application format available in the University website (uuc.ac.in-Engagement of Retired Personnel), fill the same and need to scan along with required enclosures to prepare a soft copy of the application. The said soft copy should be attached and to be sent to the following email ID on or before 31-08-2021.  

[registraruuc@gmail.com](mailto:registraruuc@gmail.com)
5. After scrutiny, the short listed candidates shall be called for a Walk-in-Interview. The date and place of interview shall be intimated later to the candidates over mobile phone/e-mail.
6. The working place shall be the new campus of Utkal University of Culture, Sanskruti Vihar, Madanpur, Bhubaneswar – 752054.



# UTKAL UNIVERSITY OF CULTURE

Sanskriti Vihar, Madanpur, Bhubaneswar-752054

## APPLICATION FORM FOR ENGAGEMENT OF RETIRED PERSONNEL AS SENIOR OFFICE ASSISTANT IN UTKAL UNIVERSITY OF CULTURE

1. Name of the applicant (in block capital) : \_\_\_\_\_
2. Date of Birth (as per HSC certificate) : \_\_\_\_\_
3. Age as on 01-08-2021 : \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ Days
4. Gender : Male / Female
5. Present Address with Mobile No. : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Mobile No. \_\_\_\_\_  
Active E-mail ID \_\_\_\_\_
6. Retirement order No.&Date : \_\_\_\_\_
7. PPO No. : \_\_\_\_\_
8. Name of Department/ Office last attended : \_\_\_\_\_
9. Disciplinary Proceedings/ Criminal/Vigilance Cases Pending, if any : \_\_\_\_\_

10. Field of Proficiency :

Work Field	Years of Experience
Accounts and Finance	
Establishment	
University/College Examinations	
University/College Academics	
Affiliation	
Legal Matters	
Development	
Other (please specify)	
<b>Total Work Experience</b>	

11. Computer Knowledge : Yes / No (if yes, please specify)

12. Academic qualifications:

Examination Passed	Name of the Board/University	Year of Passing
HSC/High School Certificate		
Intermediate/Higher Secondary Examination		
Bachelor Degree		
Post-Graduate		
M.Phil		
Doctorate		
Computer Courses/Training, if any		
Other (please specify)		

Date :

Place :

**Signature of the applicant**

Encl :

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_