



Ravenshaw University Cuttack (Odisha)

Advertisement No 4647 Dt. 31.10.2015

WALK IN INTERVIEW

With reference to this office Advertisement No-3827 Dated 1.09.2015, Candidates are invited for a Walk-in-Interview for Temporary engagement for Junior Engineer (Civil), Data Entry Operator and attendant in Ravenshaw University. The engagement is purely temporary / Daily wage basis for a period of one year.

1. Date, Time and Venue of the Interview

The interview will be conducted in the Office of the Registrar as per the date and time given below. The candidates are required to bring all their original documents, in support of qualification and experience, for verification. No extension of time for the purpose will be given.

Name of the Position	No. of Post	Date of Interview	Time of Interview	Venue of Interview	Time of Reporting
Junior Engineer (Civil)	01	9.11.2015	10.00 AM	Office of the Registrar	9.00 AM to 10.00 AM
Data Entry Operator	05	9.11.2015		-do-	
Attendant	04	9.11.2015		-do-	

2. Qualification :

Junior Engineer: Diploma in Civil Engineering.

Data Entry Operator: Graduation with PGDCA.

Attendant: 10th Passed

(Preference will be given to candidates having experience in educational institutions.)

3. No age limit.

4. The monthly remuneration for engagement is negotiable.

5. Documents to be brought at the time of interview

- Filled in Application with a passport size photograph affixed on the top of the application (Format enclosed)
- Bank Draft / Banker's Cheque for Rs. 500/- in favour of 'The Comptroller of Finance, Ravenshaw University' payable at Cuttack
- Self-attested photo copies of all certificates and mark sheets of all examinations passed
- Experience Certificate(s), if any, from concerned authorities

Sd/-
Officer-in-Charge, Recruitment
Ravenshaw University, Cuttack



**Ravenshaw University
Cuttack
Application Form**

Affix
Passport
size
Photograph

Engagement of Temporary Junior Engineer / Data Entry Operator / Attendant

Advertisement No. : Date :

Demand Draft / Banker's
Cheque No. & Date :

Name of the Bank and Place :

Amount in Rs. :

1. (i) Name (in Block letters) :

(ii) Father's Name :

(iii) In case of Married women,
Name of the Husband :

(iv) Permanent address :

(v) Address for correspondence :

Name		Tele. No. (O)	
		Tele. No. (R)	
At		Mobile	
PO		Fax	
Dist		Email	
State			
Pin			

2. Date of Birth :

3. Sex : Martial Status

4. Nationality :

5. Mother Tongue :

6. Academic qualifications :

Examinations	Year	Subject	Division / Class	% of marks obtained	Name of the Board / University
High School/ HSC					
Intermediate/ H.S./ +2 / Diploma					
Bachelor's Degree					
Postgraduate					
Other					

7. Experience, if any

Name of the institution	Designation	Period (Give dates)	Length of experiences (years / months)

8. (a) Name of the present Employer and Organisation (If employed) :

(b) Present employment

(i) Post held :

(ii) Salary : Rs.

9. (a) Have you ever been subjected to any disciplinary action? :

(b) Have you ever been dismissed/ suspended from service / employment, if so please specify. :

(c) Do you have any police record? If yes, give details. :

(d) Is any court case pending against you? If yes, give full details. :

10. Any other information :

11. Declaration to be signed by the candidate :

I solemnly declare that the entries made in this form are correct and true to the best of my knowledge and belief. If at any time, I am found to have concealed/ suppressed any material/ information or given any false details, my engagement shall be liable to be summarily terminated without notice or compensation.

Place :
Date:

Signature of the candidate
(in full)



**Ravenshaw University
Cuttack (Odisha)**

Advertisement No 4648 Dt. 31.10.2015

WALK IN INTERVIEW

Candidates are invited for a Walk-in-Interview for the post of Legal Assistant in Ravenshaw University. The engagement is purely temporary for a period of one year which can be terminated at any time giving one months notice on either side.

1. Date, Time and Venue of the Interview

The interview will be conducted in the Office of the Registrar on 9 November 2015 at 3.00 PM (Reporting time 2.30 PM). The candidates are required to bring all their original documents, in support of qualification and experience, for verification. No extension of time for the purpose will be given.

2. Qualification:

Law Graduate with experience of at least 10years.

(Preference will be given to candidates having experience in dealing with Legal matters of institutions.)

3. Retired employee with age not more than 65 years may apply.

4. The monthly remuneration for engagement is negotiable.

5. Documents to be brought at the time of interview

i) Filled in Application with a passport size photograph affixed on the top of the application (Format enclosed).

ii) Bank Draft / Banker's Cheque for Rs. 500/- in favour of 'Comptroller of Finance, Ravenshaw University' payable at Cuttack.

iii) Self-attested photo copies of all certificates and mark sheets of all examinations passed.

iv) Experience Certificate(s), if any, from concerned authorities.

Sd/-
**Officer-in-Charge, Recruitment
Ravenshaw University, Cuttack**



**Ravenshaw University
Cuttack
Application Form**

Affix
Passport
size
Photograph

Engagement of Temporary Legal Assistant

Advertisement No. : Date:

Demand Draft / Banker's
Cheque No. & Date :

Name of the Bank and Place:

Amount in Rs. :

1. (i) Name (in Block letters) :

(ii) Father's Name :

(iii) In case of Married women,
Name of the Husband :

(iv) Permanent address :

(v) Address for correspondence :

Name		Tele. No. (O)	
		Tele. No. (R)	
At		Mobile	
PO		Fax	
Dist		Email	
State			
Pin			

2. Date of Birth :

3. Sex : Martial Status

4. Nationality :

5. Mother Tongue:

6. Academic qualifications :

7. Experience, if any

Name of the institution	Designation	Period (Give dates)	Length of experiences (years / months)

8. (a) Name of the present Employer and Organization (If employed) :

(b) Present employment

(i) Post held :

(ii) Salary : Rs.

9. (a) Have you ever been subjected to any disciplinary action? :

(b) Have you ever been dismissed/ suspended from service / employment, if so please specify. :

(c) Do you have any police record? If yes, give details. :

(d) Is any court case pending against you? If yes, give full details. :

10. Any other information :

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Place :

Date:

**Signature of the candidate
(in full)**