



**Ravenshaw University
Cuttack (Odisha)**

Advertisement No 3072 Date. 12/9/2024

**Engagement of Retired Medical Officers and Paramedical Staff in
Ravenshaw University Dispensary**

Applications are invited from the eligible retired candidates below 65 years of age for engagement of **Medical Officers** (one Male and one Female), **Staff Nurse and Dresser-cum-Bearer** for Dispensary of Ravenshaw University with a monthly consolidated remuneration as per Finance Department, Government of Odisha Office Memorandum No-FIN-CS3-PEN-0001-2018/24533/F Dated 29.09.2022.

A. Educational Qualification:

SL	Name of the Post	No. of Post	Educational Qualification
01	Medical Officers (one Male and one Female)	02	MBBS
02	Nurse	01	+2 Sc. with GNM / B.Sc. Nursing
03	Dresser-cum-Bearer	01	HSC Pass

B. Documents to be attached:

1. Filled in Application Form.
2. Mark sheet and Certificates in support of the qualification.
3. Experience Certificate
4. Valid Registration Number for Sl. No-01 & 02
5. Last three years performance record of ex-employee certified by his / her ex-employer.
6. Should furnish a Certificate from the ex-employer that no Disciplinary Proceedings / Vigilance cases have been drawn against him / her.

C. How to Apply:

1. Before applying, the candidates are advised to ensure their eligibility for the post for which they intend to apply. The candidates are required to send their application in the prescribed format (enclosed) along with supporting documents to "Registrar, Ravenshaw University, College

Square, Cuttack-753003" within the stipulated date i.e. 24.09.2024 by 05.00PM (time) in a sealed envelope By Hand / through Speed Post / Courier.

2. The applications received after the due date i.e. 24.09.2024 will not be entertained and Ravenshaw University shall not be responsible for whatsoever reason for non-receipt / delayed receipt of the application.
3. Incomplete application in any form shall not be considered.

D. Selection Process:

1. The candidate shall be selected based on their performance in the interview, relevant experience.
2. Engagement shall be subject to prescribed medical fitness for the category in which they are engaged.
3. Provisional offer of engagement on temporary basis will be issued to the selected candidates based on their position in the merit list.
4. The Selection Committee will prepare a panel of selected candidates and the panel will remain valid for one year.
5. Canvassing in any form will lead to the disqualification of the candidate.

E. Terms and Conditions:

1. He / She shall not be having police case / Vigilance case against him / her and should give an undertaking in this regard.
2. He / She will be engaged on contractual / temporary basis for a period of 02 years at the initial stage or till the completion of 65 years of age whichever is earlier. His / Her service may be extended based on the satisfactory performance to be determined by the Authority.
3. The Ravenshaw University reserves the right to revise / reschedule / cancel / suspend the selection process including the advertisement, if the need so arises, without issue of further notice or assigning any reason thereof, the decision of the University Authority shall be final and no appeal shall be entertained.

F. Date, Time and Venue of the Interview:

The date, time & venue of Interview and mode of interview will be communicated to candidates through email and by Speed Post.

G. Termination of the Engagement:



1. The engagement of selected employees shall be terminated if the performance of the engaged staffs not found satisfactory during their engagement period.
2. The engagement shall be terminated at any point before the completion of the tenure if the University does not require the services of the engaged staff.
3. The engagement shall be terminated if any educational / experience certificate etc. are found fake/false.
4. The engagement shall be terminated due to malpractice / misconduct etc. at the workplace.
5. The engagement shall be terminated in the event of any legal conviction against the selected candidate by the State/Central Government Authority / Court etc.
6. The engagement will automatically cease to exist on expiry of the tenure and for this, no separate notice would be necessary.
7. The engagement may be terminated by either side by giving one-month prior notice.
8. University reserves the right to terminate the engagement without assigning any reason whatsoever.

By Order of Vice Chancellor

Encl: Prescribed Application form attached.


12/11/2024
Registrar
Ravenshaw University Cuttack



Ravenshaw University
Cuttack
APPLICATION FORM

FOR ENGAGEMENT OF RETIRED MEDICAL OFFICER AND PARAMEDICAL STAFF

IN RAVENSHAW UNIVERSITY DISPENSARY

1. POST APPLIED FOR:

2. Name:

3. Father's Name:

4. Husbands Name:
(if applicable)

5. Gender:

6. Nationality:

7. Date of Birth:

8. SC/ST/OBC:

9. Religion:

10. Date of Retirement/Separation:
(if applicable)

11. Post/Grade at the time of Retirement/Separation:
(if applicable)

12. Registration Number-_____ Issued on -_____ Date of Expiry-_____

13. Address for Communication

House No:

Mobile No:

Street:

Email ID:

Post Office:

PAN Card:

District:

Aadhaar No:

State:

Pincode:

Affix passport
size photo here

signature

14. Educational/Professional Qualification:

S. No.	Exam. Passed	Name of the Institute	Board/ University	Year of Passing	%age of Marks	Div./ Grade

15. Experience Details of the last 03 years (if applicable):

S. No.	Name of organization	Post held	Scale of Pay	From date	Till date

Performance rating of the last 03 years (certificate from Ex-employer to be enclosed with the application)

YEAR 1	YEAR 2	YEAR 3

Details of Punishment, if any, in the last 03 years of service, if any.
(certificate from Ex-employer to be enclosed with the application)

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Details of performance/disciplinary certificate for private sector experience, if any.
(certificate from Ex-employer to be enclosed with the application)

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16. Enclosures required:

The following documents are to be enclosed along with the application form:

- Self-attested copy of the Matriculation/SSC/High School or Equivalent Examination certificate which clearly mentions the date of birth.
- Self-attested copy of the qualification certificates as mentioned in the application.
- Self-attested copy of superannuation/relieving letter from the ex-employer.
- Self-attested copy of the experience certificate, performance rating, disciplinary certificate.
- Self attested copy of the valid registration number issued by the competent authority under Odisha state Govt.

Declaration/Undertaking

I do hereby declare that all statements made in this application are true and correct to the best of my knowledge and belief. I also give undertaking that in the event of any statement or information furnished by me are found false or incorrect, my candidature is liable to be rejected or cancelled and in the event of any statement or information found false even after my engagement as Paramedical Staff on temporary contract basis in Ravenshaw University is liable to be terminated without intimation and will also be liable for prosecution under law. I also declare that I am not facing any charge nor have been convicted in any corruption/illegal gratification/criminal case.

Place:

Date:

Signature of the Applicant