

Notification No. 238/IDP

Date: 11.11.2019

**WALK-IN-INTERVIEW**

Walk-in interview for engagement of the following contractual positions for the IDP sub project entitled “**Branding the University for Excellence and Equity in Agricultural Education to Produce Skilled Graduates for Enhanced Employment and Entrepreneurship**” under NAHEP will be held in the **Committee Room of Directorate of Research, 2<sup>nd</sup> Floor, OUAT, Bhubaneswar** as per the date and time mentioned below.

Sl. No.	Name of the Position	Nos.	Essential Educational Qualification	Consolidated remuneration (Rs./month)	Date and Time of interview
1	<b>Senior Accountant</b>	<b>01</b>	Commerce graduate with ten years experience in handling/ preparation of book of accounts, balance sheet, receipt & payment accounts, bank reconciliation, exposure of World Bank or similar project, knowledge of computer and Tally, relevant financial laws, rules and regulations. Higher qualification and experience will be preferred. Retired persons can also apply for whom the above qualification may be relaxed keeping in mind their expertise.	<b>20,000/-</b>	<b>27.11.2019 10.30 AM</b>
2	<b>Office Assistant</b>	<b>05</b>	Graduation having basic knowledge in computer with ten years experience in World Bank or similar projects in office management, maintenance of cashbook, preparation of report return. Higher qualification and experience will be preferred. Retired persons can also apply for whom the above qualification may be relaxed keeping in mind their expertise.	<b>16,000/-</b>	<b>28.11.2019 10.30 AM</b>
3	<b>Data Entry Operator</b>	<b>01</b>	Graduation with PGDCA with five years experience in World Bank or similar projects in transferring data from paper format to available electronic mode, good documentation skill, well versed in MS Office (word, excel and power point) and tally ERP and problem solving skills. Retired persons can also apply for	<b>15,000/-</b>	<b>29.11.2019 10.30 AM</b>

			whom the above qualification may be relaxed keeping in mind their expertise.		
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### **Terms and Conditions**

1. The engagement will be on contractual basis and co-terminus with the sub-project. The project is now sanctioned up to 31<sup>st</sup> March 2020. The engagement can be terminated at any time without notice or assigning any reason, thereof.
2. The incumbent may also leave the assignment, on their own volition, by giving one month notice. At the end of the project/contracted period, the incumbent will have no right to claim any employment or engagement in OUAT.
3. Persons having more experience in the relevant field will be preferred.
4. The candidates fulfilling the essential qualification and experience only need to attend the walk-in interview with their CV (five copies), two passport size photographs, one set of attested copies of certificates from matriculation onwards justifying his/her qualifications, age and experience along with all original certificates and testimonials for verification.
5. Written examination may be conducted if the applications are too many.
6. No objection certificate from the present employer, if any, is to be produced at the time of interview.
7. No TA/ DA will be given to the candidates for appearing the interview.
8. The authority reserves the right to cancel the interview, if no suitable candidate is available.
9. Concealing of facts or canvassing in any form will lead to disqualification of the candidature or termination even after engagement.
10. The period of engagement will be initially for a period of one year and is likely to be extended further on yearly basis subject to satisfactory performance of the candidate.
11. Candidates must sign the attendance before **10.00 AM** on the day of interview. Late comers will not be considered for the interview.

**Coordinator/PI  
IDP, NAHEP**

### **Format of Application & CVE to be presented at the time of walk-in interview**

Post applied for

Full Name in Block letters

Father's/ Husband's Name

Gender & Marital Status

Date of Birth, Age as on 01.11.2019

Address for Correspondence Permanent Address

E-Mail and Telephone Number

Whether belongs to SC/ST/OBC/General category

Edu. Qualif. / Division / Percentage from 10<sup>th</sup>/ matriculation onwards including subject specialization

Work Experience in World bank / Research Projects/ or Govt. / Pvt. Org with prd.and name of employer

Name and signature with date