



UTKAL UNIVERSITY OF CULTURE

Sanskriti Vihar, At/Po. Madanpur, Bhubaneswar- 752054

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

NO.128/UUC DATED :03.02.2026

WALK-IN-INTERVIEW FOR **ENGAGEMENT OF SENIOR OFFICE ASSISTANT**

Applications in the prescribed format are invited from intending retired Government servant / University non-teaching officials not below the rank of Section Officer / Desk Officer / Senior Assistant to engage as Senior Office Assistant in this University for a period of one year or till filling of the regular post which ever is earlier with a consolidated remuneration of Rs. 22,000/- per month. Persons not above the age of 64 years of as on 01.01.2026 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 www.uuc.ac.in** and submit their documents alongwith prescribed format so as to reach the undersigned on the above address latest by **13.02.2026** by **SPEED POST** or by **Courier Service**. After scrutiny, shortlisted candidates shall be called for the interview on 16.02.2026 at 11.00 A.M. The University reserves the right to reject any or all applications and 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 (www.uuc.ac.in / Engagement of Retired Personnel).

Sd/-
Registrar

APPLICATION FORM
FOR ENGAGEMENT OF RETIRED GOVERNMENT SERVANTS
ON CONTRACTUAL BASIS AT UTKAL UNIVERSITY OF CULTURE,
MADANPUR, BHUBANESWAR AS SENIOR OFFICE ASSISTANT

1. Name of the applicant : _____

2. Father's / Husband's Name : _____

3. Permanent Address: At : _____ PO : _____

PS : _____ District : _____

State : _____ Pin : _____

4. Present Address: At : _____ PO : _____

PS : _____ District : _____

State : _____ Pin : _____

Affix Stamp
Size Colour
Photograph

5.	Date of Birth (Self attested copy of 1 st Page of Service Book / e-Service Book must be attached).	:	
6.	Age (as on 1 st January, 2026)	:	
7.	Date of entry into Government service	:	
8.	Date of retirement from Government service	:	
9.	Designation at the time of retirement from Government service.	:	
10.	Sex (Male/ Female)	:	
11.	Category (Gen / SC / ST / OBC) (Attach Photocopy of Certificate issued by the competent authority)	:	
12.	E-mail ID	:	
13.	Mobile No.	:	
14.	Posting details of last five years of Government Service:		In the manner as detailed below:

From	To	Designation	Name of office

15.	Any special achievement in the Service career	:	
16.	P.P.O. No. / Provisional Pension Sanction order detail: (Self attested copy of the sanction order)	:	
17.	Last pay drawn with the appropriate Cell & Level of the Pay Matrix under ORSP Rules-2017: (Self attested copy of Last Pay Slip)	:	
18.	Whether any Vigilance case / Departmental Proceedings / Criminal Prosecution is contemplated or pending against the applicant during the last five years of retirement	:	
19.	Whether penalized for misconduct during the service period for last ten years.	:	
20.	Whether the applicant is member of any political party after retirement from Government service.	:	
21.	Whether the applicant is engaged with any lucrative business / organisation after retirement from Government service.	:	

DECLARATION-CUM-UNDERTAKING

I hereby declare that all statements made in the application-cum-Bio Data form are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found untrue / false / incorrect being detected in future OR I do not satisfy the eligibility criteria, my candidature / engagement as Senior Office Assistant will be cancelled / terminated, without assigning any reasons thereof. I have read the contents of the advertisement and agree to abide by the rules, regulations and procedures for engagement to the post applied for.

Date:

Place:

Signature of Applicant



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ADVERTISEMENT FOR ENGAGEMENT OF RETIRED GOVERNMENT SERVANT ON CONTRACTUAL BASIS AT UTKAL UNIVERSITY OF CULTURE, MADANPUR, BHUBANESWAR AS SENIOR OFFICE ASSISTANT

Utkal University of Culture, Madanpur, Bhubaneswar requires for engagement of 08 Nos. of retired Government servants (whose age must be below 64 years as on 01.01.2026) for a period of one year or till filling up of the appropriate post, whichever is earlier. The retired Government servants may apply for such engagement at a fixed consolidated remuneration on contractual basis for performing duties of Senior Office Assistant in various sections of Utkal University of Culture i.e. Establishment, Finance, Examinations, Development, Legal & P.G. Section etc.

Details of application in prescribed format with other terms & conditions have been webhosted in the office website www.uuc.ac.in. Interested candidates may download the documents from the office website and submit their application to the **Registrar, Utkal University of Culture, Sanskriti Vihar, PO : Madanpur, Bhubaneswar-752054** through Speed Post / Courier Service during any working hours latest by 13.02.2025 (Upto 05:30 PM) (which is the last date of receipt of application) subject to the conditions as detailed below:

Tenure, Terms and Conditions:-

- (i) The contractual engagement shall be made initially for a period of one year only OR and can be extended for subsequent period of two years with spells of one year each subject to satisfactory performance up to a total period of four years not beyond the age of sixty-five years of age in any case or till the posts are filled up by regular process whichever is earlier as envisaged in General Administration Department Resolution No. 23750/Gen: Dated, 27.08.2014.
- (ii) This engagement shall be made on monthly consolidated remuneration of Rs. 22,000/- per month as per BoM Resolution No. 1285 dated 26.06.2025.
- (iii) This engagement shall be governed by the provisions of Odisha Government Servants' Conduct Rules-1957 and shall be liable to be proceeded against for their misconduct, omissions and commissions as per the provisions under the Odisha Pension Rules-1992.
- (iv) This engagement can be terminated at any time by the appointing authority due to unsatisfactory performance by giving one month notice. On the contrary if engaged person desires to resign, he shall do so by giving one month's written notice to the competent authority.
- (v) Utkal University of Culture reserves the right to reject any or all applications without assigning any reason thereof.
- (vi) The application other than the webhosted format will not be considered.
- (vii) Application sent by hand / e-mail is beyond the scope of acceptance.
- (viii) The application received after the last date will not be entertained. Utkal University of Culture will not be responsible for any postal delay.

Eligibility Criteria:-

- (i) The employees who have retired from Government service on attaining the age of superannuation and below the age of sixty four (64) years having good service records and are physically fit shall be eligible to be considered for engagement. Retired University Non-teaching official with knowledge of University affairs shall be given preference.
- (ii) The employees against whom departmental proceedings or criminal cases are contemplated / pending or who have been penalized for misconduct during the period of preceding five years will not be eligible for consideration.

Selection Process:-

- (i) Selection for such engagement shall be made through the Selection Committee constituted for the purpose.
- (ii) The employees having domain knowledge in Establishment / Finance / Examination / Legal etc & proficiencies in various computer application works shall be given preference.


03.02.2026
REGISTRAR