



UTKAL UNIVERSITY
VANI VIHAR, BHUBANESWAR-751004, ODISHA

NO. UDTE/ 646 /2022

Date: 22/04/2022

To

Miss. Bandita Sahoo
D/o Late Gokul Chandra Sahoo, Biswanath Bihar, PO – Gopinathpur, PS – Puri Sadar
Dist – Puri, Odisha – 752 002
Mob. – 8249763669, 9937425334, Email ID – sahoobandita6@gmail.com

Sub: Engagement as Office Assistant-cum-Computer Operator (on a purely temporary basis) for the University Department of Teacher Education, Utkal University, Bhubaneswar.

Ref: Advertisement in the newspaper and on the Utkal University Website dated 01/12/2021 followed by your interview on 07/02/2022.

Dear Candidate,

With reference to the subject cited above, this is to inform you that you have been selected provisionally for engagement as Office Assistant-cum-Computer Operator (on a purely temporary basis) under the University Department of Teacher Education, Utkal University, Bhubaneswar.


Your engagement is under the following terms and conditions:

1. The assignment is purely on a temporary basis initially for one year from the date of joining and may be extended/ renewed subject to the satisfactory performance report from time to time. Your engagement will continue, subject to approval from NCTE.
2. The Principal shall guide your work under the overall control of the Coordinator, UDTE and Chairman P.G. Council.
3. The emolument is Rs. 15,000/- (Rupees Fifteen thousand) only per month.
4. You will abide by the rules, regulations & discipline of the Utkal University.
5. The University Department of Teacher Education currently functions on the 2nd floor of Platinum Jubilee Building, DDCE Campus, Utkal University.
6. You will not be eligible for leave and vacation other than Casual Leave as admissible to the regular employees of the Institute/ University.
7. In the event of leaving the position in between, you will be required to intimate the undersigned before 01(one) month or to deposit the emolument of one month. This may be relaxed if the candidates wish to join in any jobs of permanent nature.
8. University reserves the right to terminate you giving one month notice without citing any reason thereof. On disciplinary ground, you may be terminated immediately.
9. Joining will come into force with effect from the date on which you will report for duty at the University Department of Teacher Education.
10. If you will apply for any other jobs during your assignment, prior permission of Coordinator/ Chairman, P.G. Council is needed.
11. You will have no right to claim explicitly or implicitly for the said post of the UDTE, Utkal University, Bhubaneswar. An undertaking in this regard is to be submitted at the time of Joining.
12. You are required to discharge any duty related to UDTE as and when required by the Principal, UDTE, Utkal University.
13. You are required to submit an agreement bond in notarized court paper that you would continue minimum for a period of one year under UDTE.
14. No TA. / DA will be paid for joining or termination.

If the terms and conditions mentioned herein above are acceptable, you may please join the UDTE on or before 30/04/2022, on the production of your original documents along with a set of self-attested photocopies, failing which the offer for the position will be withdrawn.

Yours Sincerely

Received my engagement letter.
Bandita Sahoo.
22/4/22


22.4.22
Chairman

P.G. Council, Utkal University

Memo No. UDTE/ /2022

Date:

Copy to:

1. Prof. K.B. Panda, Coordinator, UDTE, Utkal University.
2. The Registrar, Utkal University.
3. The Comptroller of Finance, Utkal University.
4. The Principal(I/C), UDTE, Utkal University.
5. The Director (I/C), DDCE, Utkal University.
6. The A.O., P.G. Teaching Departments, Utkal University.
7. P.S. to the Vice-Chancellor, Utkal University for kind information.

Chairman
P.G. Council, Utkal University