



UTKAL UNIVERSITY, Vani Vihar Bhubaneswar-751004

Indicative Advertisement for Research Associate/Office Assistant

No. Eco. 101/ 4 /2024

Dated January 3, 2024

Applications in the prescribed form are invited from eligible Indian citizens for Research Associate and Office Assistant at Utkal University under the RBI Endowment Scheme on a temporary basis. Interested candidates are required to visit www.utkaluniversity.nic.in to know the details of the terms and conditions including academic qualifications, emoluments, and application submission procedures from 5 January 2024. The last date for receiving filled-in applications in the prescribed form and related documents is 5 February 2024. The University reserves the right to cancel or modify this advertisement without assigning any reason thereof.

By order of the Vice Chancellor


Registrar, Utkal University

Memo No. Eco.101/ 5 /2024

Dated January 3, 2024

Copy for information and necessary action to:

1. The Chairperson, PG Council, Utkal University, Bhubaneswar
2. The Controller of Finance, Utkal University, Bhubaneswar
3. The Director, R and D, Utkal University, Bhubaneswar
4. The Director, DRG, DEPR, RBI, Mumbai
5. RBI Chair Professor, Dept. of A and A Economics, UU, Bhubaneswar
6. HoD, Dept. of A and A Economics, UU, Bhubaneswar
7. The PIC, Computer Centre, for uploading the ad on www.utkaluniversity.nic.in
8. PS, Vice Chancellor, UU, Bhubaneswar
9. PA to Registrar, Utkal University, Bhubaneswar
10. The Section Officer, Budget/Compilation/Bills/ Payment, UU, BBSR
11. M/S Display Line, Plot No. 219, Saheed Nagar, Bhubaneswar-751007 with a request to publish the Advertisement in one issue of the *Times of India* (Odisha Edition), and the *Samaj* at the I&PR rate of the Government of Odisha and submit the bill in triplicate.
12. Copy to the Notice Board, Utkal University, for general information.


Registrar, Utkal University



**Advertisement for Research Associate and Office Assistant under
RBI Endowment Scheme at Utkal University, Vani Vihar**

No. Eco. 101/ 4 /2024

Dated January 3, 2024

I. Research Associate

- i. Number of position: 01 (one)
- ii. Mode of selection: Through open advertisement
- iii. Nature of engagement: Temporary
- iv. Level: Research Associate
- v. Remuneration: Consolidated Rs.45,000 (Rupees forty-five thousand) only per month
- vi. No annual increment, DA, HRA, LTC, PF contribution, LSPC etc.
- vii. Duration: Ordinarily for 3 (three) years and extendable up to two years at a time based on an annual performance review by a Review Committee headed by the RBI Chair Professor, subject to the condition that the RBI Chair Professor continues functioning at Utkal University under the RBI Endowment Scheme.
- viii. Since the post is temporary, the selected candidate shall be required to furnish an undertaking on non-judicial paper to the effect that she/he will not claim any regularization of the engagement.
- ix. Age limit: Minimum 25 and maximum 45 as of December 31, 2023.

Minimum Qualifications/Experience

- i. M.A./M.Sc. (with at least 60% marks) in Economics from a recognised University.
- ii. Command over computation and econometrics is a must to undertake research independently and jointly.
- iii. Preference will be given to candidates having higher qualifications, relevant research experience and publications in UGC-listed journals.
- iv. PhD scholars are eligible to apply, subject to submission of a No Objection Certificate from the Guide on the official letterhead for this full-time job.

Areas of Activities

- i. Conducting research as per the mandate of the RBI Chair, such as a) Institution Finance, b) Monetary Policy in Emerging Market Economies (EMEs), c) Banking and Finance, d) Local finance, etc.
- ii. Publishing research articles in national and international journals.
- iii. Organising lectures/seminars/workshops/conferences under the guidance of the RBI Chair Professor.
- iv. Assisting RBI Chair Professor in teaching, capacity building, project work, data processing, and computer work.
- v. Responsible for keeping records of the RBI Endowment Scheme and complying with the RBI requirements.

II. Office Assistant

- i. Number of position: 01 (one)
- ii. Mode of selection: Through open advertisement
- iii. Nature of engagement: Temporary
- iv. Level: Office Assistant (Multi-task, Clerk-grade)
- v. Remuneration: Consolidated Rs.17,000 (Rupees seventeen thousand) only per month
- vi. No annual increment, DA, HRA, LTC, PF contribution, LSPC etc.
- vii. Duration: Ordinarily for 3 (three) years and extendable up to two years at a time based on an annual performance review by a Review Committee headed by the RBI Chair Professor, subject to the condition that the RBI Chair Professor continues functioning at Utkal University under the RBI Endowment Scheme.
- viii. Since the post is temporary, the selected candidate shall be required to furnish an undertaking on non-judicial paper that she/he will not claim any regularisation of the engagement.
- ix. Age limit: Minimum 25 and maximum 35 years as of Dec. 31, 2023.

Minimum Qualifications

- i. Graduation in Economics/management/law (with at least 55% marks) from a recognised University.
- ii. Digital and computer knowledge is a must to undertake data-related activities for empirical research.
- iii. Preference will be given to candidates having relevant experience working in the computer environment.

Areas of Activities

- i. Maintain office records of the RBI Endowment Scheme and comply with the RBI requirements.
- ii. Assist the RBI Chair Professor in conducting research as per the mandate of the RBI Chair.
- iii. Look after logistics required for organising lectures/seminars/workshops/conferences under the guidance of the RBI Chair Professor.
- iv. Maintain a database on the Indian economy and also the State economy for research purposes.
- v. Any other items of office work assigned by the RBI Chair Professor.

How to Apply:

- i. Interested candidates for both these posts are required to visit www.utkaluniversity.ac.in to know the details of terms and conditions including academic qualifications, experience, and emoluments. The application form is available on the website/attached to this advertisement.
- ii. The filled-in application should be sent along with the self-attested photocopies of required documents to the Registrar, Utkal University, Vani Vihar, Bhubaneswar, Odisha-751004 by Speed Post and also by email to rbiprof.uu@utkaluniversity.ac.in before the deadline. Certificates will be verified during the written test/viva voce.
- iii. The last date for the submission of the application form is February 5, 2024. Short-listed candidates will be called for a written test followed by viva voce by a Board as decided by the University.
- iv. Other Conditions:
 - a) No deputation allowances shall be paid;
 - b) No TA/DA will be paid to attend the written test/viva voce and to join the first appointment; and
 - c) Canvassing in any form by or on behalf of the candidate will be considered a disqualification.
- v. The application form is attached.



APPLICATION FORM FOR THE POST OF

(Entries in this form should be made in English by the candidate in his/her best handwriting. If the space under any of the headings below is inadequate, information may be given on a separate sheet and attached to the form. An incomplete application will not be entertained.)

Advertisement No. & Date:

1. Personal Details

- a) Name of the Applicant: (in Capital Letter)
- b) Sex:
- c) Date of Birth (Proof Required):
- d) Birth Place:
- e) Father's Name:
- f) Mother's Name:
- g) Mother Tongue:
- h) Any Other Language Known:
- i) Marital Status:
- j) Nationality:
- k) Email Id:
- l) Mobile No.

2. Address

- a) Permanent Address:

- b) Address for Correspondence:

3. Educational Qualifications (Certified copy of certificate and mark sheet required):

Examination Passed	University / Any other Examination Body	Year of Passing	Division/Class	Percentage/CGPA/Equivalent
HSC				
Intermediate				
Bachelor				
Master				
M.Phil.				
PhD				

4. Research Details

Degree	Title of the Thesis	University/Institute	Date of Registration	Date of Award
M.Phil.				
PhD				

Publications (Separate list with link, if publications are many)

S. No.	Title of the Article	Name of the Journals	Volume/No	Page Numbers

5. Experience, if any (Proof required)

Institute/University	Type	From	To	Total Period	Nature of Experience

6. Computer Knowledge (specify):

7. Awards/Hobbies

a) Distinction gained in School or College/ games /Societies

b) Present recreation, hobbies and other interests (i.e., in fine arts, in organising Social and Public Welfare Activities)

Declaration

I solemnly declare that the entries made in this form are true to the best of my knowledge and belief.

Date:

Signature of the Candidate