OFFICE OF THE PRINCIPAL, B.J.B. AUTONOMOUS COLLEGE, BHUBANESWAR - 751014

www.bjbcollege.in E-mail : bjbcollege123@gmail.com 0674-2436971

No. 3340 Dt. 26.6.25

NOTIFICATION

Applications are invited from persons desirous of working as **Office Assistant** in this college on consolidated payment at the rate of Rs.20,000/- per month. **The terms and conditions of engagement of the Office Assistants is as follows:**

1. Minimum educational qualification: Class Twelve /+2/Intermediate in Arts/Science/Commerce
2. Persons with experience in clerical position of Government Higher Educational Institution will be given preference
3. Maximum age limit is 65 years

Photocopies of documents to be submitted on the date of interview (along with original for verification purposes only):

1. Aadhar Card
2. Educational Qualification Certificates and Mark Sheets
3. Certificate or document in support of completion of Government service, if any
4. Experience certificate in support of similar engagement after retirement from government service, if any

The interested candidates are required to report in the college office between 10.00 am – 11.00 am on 03.07.2025 with filled-in application as per format given herewith and copies of requisite certificates/documents.

For details one may visit the college website : **www.bjbcollege.in**

The selected candidates are required to work as per the instructions of Office Head abiding by the rules and regulations of the College and Government.

The College reserves the right to cancel the advertisement fully or partially at any stage of engagement selection process and to terminate the engagement at any time during the period of engagement without assigning any reason thereof.

JRath 26/6/25

Principal,
B.J.B. Autonomous College,
Bhubaneswar

Memo No. 3341 Dt. 26.6.25

Copy to All Notice Boards/OIC, College Website/Administrative Bursar/Accounts Bursar/Legal Bursar/Section Officer (I/c) for information and necessary action.

JRath 26/6/25

Principal,
B.J.B. Autonomous College,
Bhubaneswar

26/6/25

B.J.B. AUTONOMOUS COLLEGE, BHUBANESWAR

APPLICATION FORMAT FOR ENGAGEMENT OF OFFICE ASSISTANTS ON CONSOLIDATED PAYMENT BASIS

1. Name of the Applicant:
2. Name of the office & Department from which She /He retired, if applicable :
3. Date of Retirement (Attach relieve on retirement order), if applicable :
4. Present Address (Attach address proof) :
5. Permanent Address (Attach Address proof) :
6. Total no. of years of Govt. service rendered and last designation of the service rendered :
7. Designation after retirement and period of such engagement, if applicable:
8. Expertise in the field of works :

UNDERTAKING

I solemnly undertake that the information given by me as above is true to the best of my knowledge, and if found false at anytime, the authority can take any action deemed proper against me.

Place :

Date :

Signature of the applicant