

# **Nabakrushna Choudhury Centre for Development Studies, Bhubaneswar-751013**

**(Walk-in interview on 27.02.2019)**

A walk-in interview is to be conducted for the contractual employment of the following post in the State SIA (Social Impact Assessment) Unit at Nabakrushna Choudhury Centre for Development Studies, Bhubaneswar.

## **Establishment Officer (one post)**

**Reporting time:** 10.30 AM

**Essential Qualification:** Master's Degree from a recognised university/PG Diploma in Personnel Management & Administration, or equivalent.

**Desirable:** Minimum five years working experience in administration and establishment matters, preferably in a research establishment.

**Nature of Work:** The Establishment Officer shall act as the liaison officer of the State SIA Unit. He/she shall be responsible for making all official correspondences with State Government, Requiring Bodies, and SIA agencies, and maintain all records and files relating to SIA work contracts, preparation and execution of bonds for SIA studies to be contracted out to empanelled agencies. He/she may also be assigned any other work by the SIA Unit/Institute.

**Emoluments:** The post carries a consolidated remuneration of Rs. 30,000/- per month.

## **General Guidelines**

The offer of employment for the above post shall be for a period of one year. The contractual employment may be extendable on satisfactory performance.

The candidates have to come with detailed bio-data along with their certificates and evidence of experience.

No candidate will be paid TA/DA for attending the interview.

The institute reserves the right to empanel candidates for similar works in future.

The institute reserves the right to reject any or all the candidates without assigning any reason thereof.

  
20/02/19  
SECRETARY