



ରମାଦେବୀ ମହିଳା ବିଶ୍ୱବିଦ୍ୟାଳୟ, ବିଦ୍ୟା ବିହାର, ଭୁବନେଶ୍ୱର  
Rama Devi Women's University, Vidya Vihar,  
Bhubaneswar, Odisha-751022, Ph.no-0674-2542644,  
E-mail-registrar@rdwu.ac.in, Website- <https://rdwu.ac.in>

No. 4600 / Dt. 29.7.25

**Engagement of NCC Instructor**

Applications are invited from eligible women candidates for the position of one (01) NCC instructor at Rama Devi Women's University. The University has a NCC (Army) Coy of 150 SW cdts under 1(O) Girls Bn, Bhubaneswar. Applicants are required to send soft copy of their duly filled out Bio-Data form (attached) along with scanned copies of all relevant Marksheets and certificates to the following e-mail address: [hod.ncc@rdwu.ac.in](mailto:hod.ncc@rdwu.ac.in)

The last date for receipt of applications is **06.08.2025**

The period of engagement shall initially be for a period of one year and may be extended/renewed again subject to the satisfactory performance report from time to time. However the University reserves the right to terminate the engagement without assigning any reason thereof.

**NCC Instructor**

**Essentials :**

1. Qualification : Graduate in any discipline with minimum 75%
2. Age : Less than 25 years
3. Minimum 'A' grade in NCC 'C' certificate (preferably Army wing)
4. Participation in Republic Day Camp or Thal Sainik Camp

**Desired :**

- i. Proficiency in MS Word/ Excel/Powerpoint
- ii. Graphic designing (Poster, Video making and editing)
- iii. Good communication Skills (Written & Spoken)
- iv. Office Management Skills (documentation, filing, record maintenance, accounts)

**Responsibilities :**

- Conduct NCC training classes (Drill, Parade etc.)
- Documentation of all NCC activities, Maintain Cadet records, Stock book, Accounts.
- Organize and Co-ordinate Social service and community development & other NCC activities as and when required.
- Escort Girl cadets when required.

**Remuneration :**

Consolidated salary of Rs.20,000/- per month.

**Documents required at the time of interview :** Candidates are advised to come with their original and one Xerox copy of their relevant certificates, grade card/mark sheets, experience certificates and recent passport size photograph and Bio-data at the time of interview. No TA/DA will be paid for attending the interview.

Eligible candidates will be intimated through e-mail regarding date and time of interview.

Memo No. 4601 Dt. 29.7.25

Copy to CPGC/ CoF /OIC, Website, a request to upload this advertisement / Coordinator, NCC /Dy. Registrar (Estt. & Admn.) / P.S. to V.C for kind information of the Vice Chancellor (I/C).

  
29.7.2025  
Registrar

  
29.7.2025  
Registrar

## BIO DATA

1. Name:
2. Address :
4. Contact Number:
5. E-mail ID :
6. Date of Birth:
7. NCC C Certificate: Grade \_\_\_\_\_ Date Issued \_\_\_\_\_ Dte \_\_\_\_\_
5. Qualification:

Pass photo  
size  
Photograph

Sl No.	Exam Passed	Subjects	Percentage
(a)	10 <sup>th</sup>		
(b)	12 <sup>th</sup>		
(c)	+3 UG		
	Any other		

8. Extra-curricular Activities/Special Achivements:
9. Computer Literacy:
10. Prior Experience (if any)

Signature