



Dr. Rajendra Prasad Central Agricultural University
Pusa, Samastipur, Bihar - 848125

Expression of Interest (EoI)

Notice No. X/Rectt./Notice/01/2026/RPCAUI, Pusa

Date: - 27/10/2026

Dr. Rajendra Prasad Central Agricultural University, Pusa, Samastipur, invites applications from the eligible candidates with good work experience under Central/State Government/PSUs for hiring One (01) “**Officer on Special Duty to the Vice Chancellor**” purely on **Contract/Deputation basis**. The hiring shall be initially for a period of One year, which may be extended as per the requirement and satisfactory performance.

Name of the Post	:	Officer on Special Duty to the Vice Chancellor (on Contract/Deputation)
No. of Post	:	01
Eligibility criteria & Experience	:	<u>Qualification</u> i. Bachelor in relevant field ii. Officers from Central/State Government/PSUs having considerable experience of functioning in administration would be considered. The Officer on Special Duty to Vice Chancellor should have excellent communication and interpersonal skill. iii. Experience - Minimum 03 years in Central/State Government/PSUs at Pay Level-10
Age limit	:	Not more than 65 years as on the closing date of application.
Nature of Work	:	• To conduct secretarial work related with implementation of the schemes of the University/Organization, preparation of SFC/EFC memos, drafting in files, preparation of agenda/business notes as assigned by the University. • To manage offices and senior level secretarial services (Finance and Administration) in order to ensure high level of efficiency and effectiveness of officer administration. • Works related to finance, accounts, audit, GFRs, construction contract, administration, establishment and any other matters as required by the University from time to time. • Secretariat Matters, RTI, Court Cases, Grievance Redressal, Contract Executions etc.

General Terms & Conditions:

1. **Period of engagement:** The engagement shall be initially for a period of one year which may be extended depending upon the performance of the Officer on Special Duty or functional requirement of the Office with the approval of the Competent Authority.
2. **Selection Procedure:** The engagement will be purely on short term contract basis. Application received in response to this advertisement will be shortlisted on the basis of experience and qualification of the applicants. Officer on Special Duty will be selected/ nominated from shortlisted candidates. The University reserves the right to reject an application without mentioning any reason.
3. **Age Limit:** Not more than 65 years.
4. **Confidentiality of data and documents:** The Intellectual Property Rights (IPR) of the data collected as well as the deliverable produced for the office shall remain with this office. No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment or during the course of the assignment for the office, without the express written consent of the office. The Officer on Special Duty shall be bound to hand over the entire set of records of assignment to the office before the expiry of the contract and before the final payment is released by the office.
5. **Conflict of interest:** The Officer on Special Duty appointed by this office, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of this University. He/she would not be permitted to take up any other assignment during the period of engagement without permission of the Competent Authority.
6. **How to apply:**
Interested candidates may apply in following ways: -
 - a. Send detailed resume along with duly filled application form & self-attested supporting documents in the prescribed format to official email: recruitment@rpcau.ac.in by 23.11.2026.
 - AND
 - b. Submit hard copy of resume and duly filled form & self-attested supporting documents to the **Deputy Registrar, Recruitment Section, RPCAU, Pusa, Samastipur (Bihar), Pin Code-848125 by 23.11.2026.**

**Recruitment Section
RPCAU, Pusa**