

ಯೋಜನೆ, ಮೇಲ್ವಿಚಾರಣೆ ಮತ್ತು ಮೌಲ್ಯಮಾಪನ ಮಂಡಳಿ

PLANNING, MONITORING & EVALUATION BOARD

Ref. No.: KU/PMEB/HJK/2021-22/274

Date: 21/3/2022

NOTIFICATION

Sub: Appointment of Liaison Officer on a temporary basis.

Ref: Hon'ble Vice-Chancellor's orders dated 21.03.2022.

Sealed quotations are invited for the appointment of 01 (one) Liaison Officer for Karnatak University, Dharwad on **purely temporary contract basis**. Interested candidates who fulfill the below-mentioned eligibility criteria may apply for the said position.

Eligibility:

1. The candidate must be a resident of New Delhi.
2. He/She must have work experience of two years as a Liaison Officer.
3. He/She should be proficient in Kannada, Hindi, and English languages.

Sl. No.	Post	No. of vacancies	Work location	Type
1.	Liaison Officer Karnatak University,	01	New Delhi.	Contractual/Temporary

Role and responsibilities:

1. The candidate would be required to submit the project proposals, ensure the movement of files at different stage, clear the pending submissions, and address all other general communication, correspondence, release of grant to various funding agency.
2. He/She would also be responsible for the submission and acceptance of accounts, progress reports, and audited fund utilization certificates time to time.
3. The candidate should pursue all his correspondence made between KUD and various funding agencies as well as other Central Govt. undertaking etc.
4. He/She would submit a brief report to the Registrar, every month on or before 10th of next month on the work attended to by him.
5. He/She shall guide/assist the University Officers and faculties during their visit to New Delhi on official work.

The last date for submission of filled in applications/quotations is 11.04.2022.

Sd/-
REGISTRAR
K. U. Dharwad