

Advertisement for Engagement of Retired Person as Office Assistant on Contractual Basis
in the Office of the State Level Administrative Unit (SLAU) for Special Development
Council under ST&SC Development, Minorities & Backward Classes Welfare
Department.

ADVERTISEMENT

No. 191 /E-8/2020 Dated 06.04.2021

Applications in the prescribed format are invited from interested retired Government Employees in the position of Section Officer or above, below the age of 65 years as on 01.01.2021 and having good service record with physical fitness for engagement of 01(one) Office Assistant on contractual basis in the Office of State Level Administrative Unit (SLAU) for Special Development Councils(SDCs) under ST&SC Development, Minorities & Backward Classes Welfare Department, Government of Odisha. The details of the application format, criteria, remuneration, terms & conditions of the post and period of contract are available in the official website of State Level Administrative Unit www.sdcodisha.in and ST&SC Development Department www.stsc.odisha.gov.in. The filled in application should be addressed to the Secretary, State Level Administrative Unit (SLAU) and should reach Secretary, State Level Administrative Unit(SLAU) Office, SCSTRTI Campus, CRPF Square, Bhubaneswar-751003 by Speed Post or Registered Post only within 10 days from the date of publication of this advertisement. Application(s) received thereafter, shall not be entertained.

Sd/-
Secretary, SLAU for SDC
ST&SC Development Department

Terms & Conditions and Period of Engagement

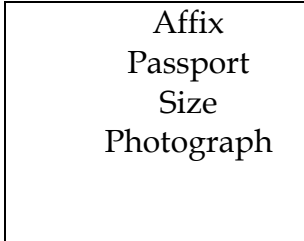
- The contractual engagement shall be made initially for a period of 02(two) years and may be extended for a subsequent period of 02(two) years with spell of one year each subject to satisfactory performance up to a total period of 04(four) years not beyond the age of sixty-five years in any case.
- The terms and conditions are subject to codal provisions, memoranda and Resolutions issued by the Finance Department/ G.A. & P.G. Department from time to time.
- The appointee has to discharge such duties and in such a manner, as may be prescribed by ST&SC Development Department from time to time.
- The retired persons against whom a vigilance case or Departmental Proceedings or Criminal Prosecution is contemplated or pending or who has been penalized for misconduct during the period up to 05(five) years preceding his/her retirement or is a member of a political party will not be considered eligible for re-engagement.
- Consolidated remuneration of the contractual employee shall be at the rate of Rs.13,000/- per month excluding the pension and TI which are availed by them.
- During the period of the contractual appointment, the appointee shall also be entitled to get travelling allowance/daily allowance in the requisite grade and scale/level as admissible to their regular counterparts on performance of official tour with the approval of competent authority.
- The period of contractual engagement shall not be counted as Government Service for the purpose of pension and any other retirement benefits.
- The engaged person will be subject to and will abide by the Conduct Rules applicable to the Government Servants.
- The contractual engagement may be terminated at any time by the SLAU for SDC for unsatisfactory performance, on notice of one month and in case of any misconduct, including but not limited to, misappropriation, negligence or causing loss of Government, without any prior notice.
- In case the employee desires to resign from the engagement, he/she may do so by giving a notice of two months in writing to the Secretary, SLAU. After expiry of the notice period, the employee may be relieved after handing over full charges of records and cash/Bank account to the relieving Officer as decided by the Authority.
- Additional Secretary/ Joint Secretary (I/c SDC), ST&SC Development Department, Govt. of Odisha / Secretary, State Level Administrative Unit (SLAU), Bhubaneswar reserves the right to reject any / all applications without assigning any reason thereof.
- The application complete in all respect in the FORMAT provided in the official website of State Level Administrative Unit www.sdcodisha.in and ST&SC Development Department www.stsc.odisha.gov.in along with copies of all testimonials should be addressed to the Secretary, State Level Administrative Unit for SDC, Bhubaneswar and should reach Secretary, State Level Administrative Unit (SLAU) for SDC, SCSTRTI Campus, CRPF Square, Bhubaneswar-751003 by Speed Post or Registered Post only within 10 days from the date of publication of the advertisement. The Authority will not be held responsible for any postal delay.

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Sd/-
Secretary, SLAU for SDC
ST&SC Development Department

FORMAT

APPLICATION FORMAT/FORM FOR CONTRACTUAL APPOINTMENT OF RETIRED
GOVERNMENT SERVANT.



1. NAME
2. FATHER'S NAME/HUSBAND'S NAME
3. PERMANENT ADDRESS
4. PRESENT ADDRESS
5. TELEPHONE/MOBILE NO.
6. E-MAIL ADDRESS
7. DATE OF BIRTH
8. NAME/DESIGNATION OF LAST POST HELD WITH DATE AND DURATION
9. DATE OF RETIREMENT (SELF ATTESTED COPY OF RETIREMENT ORDER TO BE ATTACHED)
10. LAST PAY DRAWN
11. EDUCATIONAL QUALIFICATION (SELF ATTESTED COPY OF CERTIFICATES TO BE ATTACHED)
12. POSTS HELD IN LAST TEN YEARS
13. WHETHER ANY CRIMINAL CASE OR VIGILANCE INQUIRY OR DEPARTMENTAL PROCEEDING WAS INITIATED OR IS PENDING AGAINST THE APPLICANT. IF YES, DID IT LEAD TO CONVICTION OR IMPOSITION OF PUNISHMENT OR IT IS STILL PENDING? GIVE DETAILS.
14. ANY OTHER RELEVANT INFORMATION.

DECLARATION

I, Sri/Smt.....son/wife ofdo hereby solemnly declare that the information furnished above is true to the best of my knowledge and belief. If at any time, the information furnished is found to be incorrect; I will be liable to be discharged from re-employment without assigning any reason thereof.

Place:

Date:

Signature of Applicant