

**Advertisement for engagement of 03 (three) Nos. of retired Government employees as OSDs on contractual basis in the Secretariat Establishment of Co-operation Department**

Applications in the prescribed format (enclosed herewith) are invited from interested retired employees belonging to OSS/OAS or any other cadre or from any office not above the age of 65 years and having good service records and physical fitness for engagement as OSD in Cooperation Department against vacant posts of Assistant Section Officer in pursuance of GA & PG Department Resolution No. 23750- GAD dated 27.08.2014 and Finance Department O.M No. 24533, dated 29.09.2022.

2. The contractual engagement shall be made initially for a period of 01(one) year or till regular posting of ASOs in the Department against the vacant post is made, whichever is earlier and may be extended for subsequent period of one year in each spell subject to satisfactory performance, up to a total period of four years not beyond the age of sixty five years of age in any case.

3. The eligibility criteria of candidates for appointment as OSD on contractual basis shall be as follows:

- i) should belong to OSS cadre OSS/OAS or any other cadre or from any office of any Govt agency.
- ii) should be below the age of 65 years and physically fit to discharge his/her duties.
- iii) should have good service records
- iv) should not have any Disciplinary Proceeding / Vigilance Case / Criminal Cases instituted against him/her during his/her service period.
- v) should not have been penalized for misconduct during the last 5 years of his service.
- vi) should not be a member of a political party.

4. The consolidated remuneration of the contractual employee shall be at the rate prescribed in Finance Department O.M No. 24533, dated 29.09.2022

5. The re-engaged government servant has to discharge such duties and in such a manner, as may be prescribed by Cooperation Department from time to time.

6. The period of contractual engagement shall not be counted as Government service for the purpose of pension and any other retirement benefits.

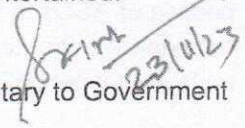
7. The re-engaged government servant shall be subject to and abide by the prescribed Conduct Rules applicable to the Government Servant and his/her contractual engagement may be terminated at any time by the Competent Authority due to unsatisfactory performance of the re-employed Officer by giving one month notice, and in case of any misconduct including, but not limited to, misappropriation, negligence or causing loss to Government, without any prior notice. In case the re-engaged government servant desires to resign from the engagement, he/she shall do so by giving a month's notice in writing to the Competent Authority. After expiry of the notice period, the re-engaged government servant shall be relieved after handing over full charges of records to the relieving Officer as decided by the Department.

8. The applicant shall furnish an Undertaking at the time of joining the duty in regard to truth and correctness of the information furnished by him/her. He / She shall have to furnish the prescribed undertakings and such other documents as may be required.



9. The Competent Authority reserves the right to reject any / all applications without assigning and reason thereof.

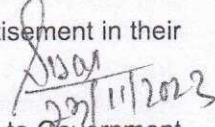
10. The application along with biodata in the prescribed proforma available in the Department website: <https://coop.odisha.gov.in/> should be addressed to the Special Secretary to Government, Cooperation Department, Loka Seva Bhawan, Bhubaneswar and should reach the undersigned **within 10 days from the date of publication of the Advertisement** by post or by hand positively. Application(s) received thereafter shall not be entertained.

  
Special Secretary to Government

Memo No. 13270 /Coop., Dated: 23-11-2023

(File No. COOP-OE1-ESTT-0002-2023 )

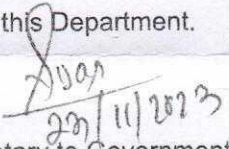
Copy forwarded to all Departments of Government for publication of the Advertisement in their Notice Boards.

  
Under Secretary to Government

Memo No. 13271 /Coop., Dated: 23-11-2023

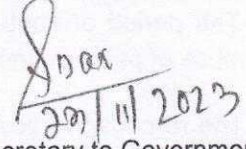
Copy forwarded to Issue Section of Cooperation Department for information and necessary action.

They are requested to publish the Advertisement in the Notice Board of this Department.

  
Under Secretary to Government

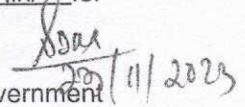
Memo No. 13272 /Coop., Dated: 23-11-2023

Copy forwarded to All other Sections of Cooperation Department for information and necessary action.

  
Under Secretary to Government

Memo No. 13273 /Coop., Dated: 23-11-2023

Copy along with a copy of the Advertisement and application-cum-Biodata form forwarded to the IT Programmer, Cooperation Department with a request to upload the Advertisement and application-cum-Biodata form in the Department website: <https://coop.odisha.gov.in/> for information & necessary action.

  
Under Secretary to Government

APPLICATION-CUM-BIODATA FORM

Affix recent passport size photograph

1. Name of applicant :-

2. Father' / Husband's name :-

3. Date of Birth (as per Service Book)

(Self – attested copy of first page of the Service Book or any other certificate in proof of date of Birth should be attached)

4. Date on which the applicant retired from Government Service:

( Self- attested copy of the Retirement Order should be attached)

5. Post held at the time of retirement

6. Name of the Deptt. from which retired:-

4. Total period of Service rendered in various Deptt. (s) in different posts:

5. Permanent Address:-

6. Present ( Correspondence) Address:-

7. Mobile No.:-

8. e-Mail ID:-

9. Educational Qualification:-

10. Experience (court cases dealt):

11. Whether any Vigilance Case or Departmental Proceedings or Criminal Prosecution is contemplated or pending against the applicant or has been penalized for misconduct during the preceding five years of retirement?

If so, details thereof:

12. Whether the applicant has been a member of any political party after his / her retirement:-

13. Last Pay ( Level in the Pay Matrix under ORSP Rules, 2017) at the time of retirement:

Self- attested copy of last increment order/ pay fixation order should be attached

14. Whether the applicant has computer knowledge:

15. Period of engagement in any Department(s) , if any.

a)

b)

c)

d)

#### **UNDERTAKING**

I do hereby declare that I shall abide by the terms and conditions as stipulated by Cooperation Department and all statements made in this application-cum-biodata form are true, complete and correct to the best of my knowledge and belief. I also undertake that in the event of any information being found false ; or incorrect or ineligibility being detected in future or after my re-engagement, action as deemed proper can be taken against me by the Department and immediate dis-engagement shall be made without stating reasons thereof.

Place:

Date:

(Full signature of the applicant)