

**GOVERNMENT OF ODISHA
ST & SC DEVELOPMENT DEPARTMENT**

Memo No. 8164 /SSD, Dated. 26.4.2017

**ENGAGEMENT OF OFFICER ON SPECIAL DUTY IN THE ADIVASI EXHIBITION
GROUND, UNIT-1, BHUBANESWAR.**

Applications are invited from retired Odisha State Government employees for engagement as Officer on Special Duty (OSD) in the Adivasi Exhibition Ground, Unit-I, Bhubaneswar under the control of ST & SC Development Department. The intending applicants with the requisite qualification and experience are to submit their applications to the Member Secretary, ATLC, Adivasi Exhibition Ground, Unit-I, Bhubaneswar by 5 PM of 10.5.2017. The guidelines indicating the eligibility criteria, terms and conditions and application form may be downloaded from the website of ST&SC Development Department at <http://www.stscodisha.gov.in>

Director (ST) cum Special Secretary

**ELIGIBILITY CRITERIA ENGAGEMENT OF OFFICER ON SPECIAL DUTY IN THE
ADIVASI EXHIBITION GROUND, UNIT-1, BHUBANESWAR**

1. The Officer should have retired from the Pay Band-2 in the scale of pay of Rs. 9300-34800 + G.P. Rs. 5400/- or above.
2. The officer should not be more than 65 years of age on 01.04.2017.
3. The officer should have sound physical health and have good service records.
4. Officers against whom a Vigilance case or Departmental Proceeding or Criminal Prosecution is contemplated or pending; or who has been penalized for misconduct during the period up-to 05 years preceding his/her retirement, or is a member of a political party will not be considered for re-employment.
5. **Qualification :** BSc Agriculture from a recognized University
6. **Experience:**
 1. The applicant should have experience in mega landscaping works, beautification of Campuses, developing plant nursery etc.
 2. Experience in handling State level mega cultural/ festivals for a minimum period of 3 years.

Scope of Services: The selected retired Govt. servant is expected to perform the following duties:

- i)** Performance of the day to day office works such as receiving Daks, putting those before the concerned authorities and obtaining orders, issue of letters etc. connected with office work, liaisoning with other Departments, individuals and agencies to ensure proper up-keep of the exhibition ground and its proper functioning.
- ii)** Conceptualization and formulation of proposals in consultation with the officials of the concerned Departments, Organization, individuals etc. related to the functions entrusted with the Office of the Adivasi Exhibition Ground.
- iii)** Co-ordinate with the Line Departments, NGOs and CBOs for implementation of Projects, Events, Training programs, Work-shops, functions etc. as and when entrusted.
- iv)** Facilitate capacity building programs for stakeholders and Govt. officials/servants.
- v)** Creation, maintenance and nurturing of Gardens and Lawns.
- vi)** Beautification of the SCSTRTI and Tribal Museum Complex.
- vii)** Any other tasks assigned by the MS, ATLC and the Director (ST).

Desired Skills:

- i) Working knowledge of computer in MS office.
- ii) Skills on official writing and drafting.
- iii) Language proficiency: Speaking, writing and reading in English, Hindi and Odiya.
- iv) Should possess the zeal and capacity to work in a multi-tasking environment.
- v) Good communication skills.
- vi) Organizing mega events of State and National Level.

TENURE, TERMS & CONDITIONS FOR ENGAGEMENT.

- 1.** The engagement will be initially for a period of two years and can be extended for subsequent period of 2 years with spells of one year each, subject to satisfactory performance.
- 2.** The engagement shall not be more than 4 years or beyond the age of 65 years, whichever is earlier.
- 3.** The OSD will be paid a remuneration amounting to last pay minus pension as prescribed in F.D Circular No. 5554 dtd. 16.02.2012.
- 4.** The officer shall not engage himself/herself in any professional work or service, which is likely to interfere with the performance of his/her duties as Officer on Special Duty.
- 5.** The period of contractual engagement shall not be counted as Government service for the purpose of pension or any other retirement benefit.
- 6.** Performance of the OSD shall be monitored rigorously by the Department against the target assigned to him.

- 7.** The engagement may be terminated at any time by the ST & SC Development Department for dissatisfactory performance on notice of one month, and the cases of any misconduct including, but not limited to, misappropriation, negligence or causing loss to Government, without any prior notice.
- 8.** In case the officer desires to resign from the engagement, he may do so by giving a prior notice of one month in writing to the Director (ST)-Special Secretary, ST & SC Development Department. After expiry of the notice period, the officer may be relieved after handing over full charges of records to the relieving officer as decided by the ST & SC Development Department.
- 9.** The re-employed officers will be subject to and will abide by Odisha Government Servant's Conduct Rules-1957 as applicable from time to time.

PHOTO

APPLICATION FORM

For

ENGAGEMENT OF OFFICER ON SPECIAL DUTY**IN THE ADIVASI EXHIBITION GROUND, UNIT-1, BHUBANESWAR.****1. PERSONAL DETAILS**

Name of the Applicant	
Father's Name/ Husband Name	
Address for Correspondence	
Mobile No. / Phone No/E-mail Id.	
Age as on 1 st April,2017	Years _____ Month _____ Date of Birth (DDMMYY) ____/____/____.
Date of entry in Odisha State Government Service	
Last post held (Designation) / Department	
Date of retirement	
Last pay drawn at the time of retirement. Please specify the Pay Band, Pay and Grade Pay	

2. QUALIFICATION

Qualification	Board/ University	Subjects/ Specialization	Year of Passing	Division/ Grade	Percentage of Marks
Graduation					
Post Graduation/ Masters.					
Others					

3. POSTS HELD UNDER STATE GOVERNMENT

Name of Department	Designation & Location	Period	Major responsibilities held

4. Whether previously re-employed by any Department / Organization after retirement. If yes, indicate details of previous re-employment period

Sl. No.	Name of the Office	Post Held	Period

5. Whether any criminal case or Vigilance enquiry or Departmental Proceeding was initiated or is pending against the applicant or penalized for misconduct during the period of preceding 05 years of his/her retirement, if yes did it lead to conviction (imposition of punishment/ is it still pending(details to be indicated).

6. ANY OTHER INFORMATION * (May be provided by the Applicant on professional capacity to Strengthen Candidature)

7. REFERENCE (Two Persons to whom you have Professionally Reported)

Reference 1 (Name, Official Address, Phone	Reference 2 (Name, Official Address, Phone
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& Email)	& Email)

DECLARATION

I Sri/Smt..... do solemnly hereby declare that all statements made in the application are true, complete and correct 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 disengaged from re-employment by the authority without assigning any reason thereof.

Date:

(Full Signature of the Applicant)

Place:

UNDERTAKING

I Sri/Smt..... do solemnly undertake that I have not be penalized for misconduct during the period of preceding 05 years of retirement from Govt. service. There is no Departmental Proceedings or criminal cases are contemplated/ pending against me. If at any time the information furnished is found to be incorrect, I will be liable to be disengaged from re-employment by the authority.

Date:

(Full Signature of the Applicant)

Place:

Documents to be attached along with the application:

1. Proof of date of birth.
2. Copy of certificates in support of educational qualifications.
3. Copy of retirement order
4. Copy of Last salary bill
5. Copy of Pension sanction order