

Advertisement for Engagement of Retired Officers 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. 209 /E-7/2021 / Dated 30.07.2022.

Applications are invited from interested retired Government employees in the rank of Private Secretary, Desk Officer and Section Officer not above the age of 65 years and having good service records and physical fitness for engagement as Private Secretary to Advisor, Office Manager, Accountant and Office Assistant on contractual basis against vacant posts in the Office of State Level Administrative Unit (SLAU) for Special Development Council (SDC) under ST&SC Development, Minorities & Backward Classes Welfare Department created vide Letter No. 4142/P dtd. 26 March 2018 of P & C Department. The details of the application format, criteria, remuneration, number of posts, terms & conditions of the posts 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 the office of the SLAU within 21 days from the date of publication of the advertisement. Application(s) received thereafter shall not be entertained.

Sd/-
Secretary, SLAU
Special Development Council
ST&SC Development Department

**CRITERIA, REMUNERATION, NUMBER OF POSTS, TERMS AND CONDITIONS AND
PERIOD OF CONTRACT**

Applications in the prescribed format (copy enclosed) are invited from interested retired Government employees in the rank of Private Secretary, Desk Officer and Section Officer not above the age of 65 years and having good service records and physical fitness for engagement as Private Secretary to Advisor, Office Manager, Accountant and Office Assistant on contractual basis against vacant posts in the State Level Administrative Unit (SLAU) for Special Development Council under ST&SC Development, Minorities & Backward Classes Welfare Department created vide letter No. 4142/P dtd. 26 March 2018 as detailed below:

Sl. No.	Name of the post	No. of Posts to be filled up	Consolidated Remuneration per month (in Rs.)	Regular Counterpart in Government Service
1	Private Secretary to Advisor	01	30,000/-	Private Secretary
2	Office Manager	01	30,000/-	Desk Officer
3	Accountant	01	13,000/-	Section Officer
4	Office Assistant	01	13,000/-	Section Officer

- The contractual engagement shall be made initially for a period of 2 years and may be extended for a subsequent period of 1 year subject to satisfactory performance up to total period of two years not beyond the age of sixty five (65) years of age in any case.
- The terms and conditions are subject to codal provisions, memoranda and resolution issued by the Finance 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 officer 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 five years preceding his/her retirement, or is a member of a political party will not be considered eligible for re-engagement.
- Candidates having computer knowledge (MS-Word, MS-Excel) will be given preference. The candidates having knowledge of MS-Excel and accountancy will be given preference for the post of Accountant.
- Consolidated remuneration of the contractual employee shall be at the rate mentioned above and 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 officer 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 SDCs for unsatisfactory performance, on notice of one month 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 officer desires to resign from the engagement, she/he may do so by giving a notice of one month in writing to the Secretary of SLAU. After expiry of the notice period, the officer may be relieved after handing over full charges of records and cash/Bank Account to the Relieving Officer as decided by the Authority.
- The Secretary, SLAU reserves the right to reject any / all applications without assigning any reason thereof.
- The applications 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 the copies of all testimonials should be addressed to the Secretary, State Level Administrative Unit (SLAU), SCSTRTI Campus, CRPF Square, Pin-751003, Bhubaneswar by Speed post / Registered post and should reach the office of SLAU for SDC within 21 days from the date of publication of the Advertisement. The authority will not be held responsible for any postal delay.
- The envelope containing the filled in application should be superscribed with the name of the post applied for.

Application(s) received thereafter shall not be entertained.

Sd/-
Secretary, SLAU
Special Development Council
ST & SC Development Department

FORMAT

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

Affix
Passport
Size
Photograph

POST APPLIED FOR:

1. NAME :
2. FATHER'S /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 of _____ do 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