

# Odisha Forest Development Corporation Limited

(Formerly Orissa Forest Development Corporation Limited)

(A Government of Odisha Undertaking)

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## ELIGIBILITY CRITERIA AND TERMS OF REFERENCE FOR SELECTION IN REEMPLOYMENT /REENGAGEMENT OF RETIRED EMPLOYEES OF GOVT. AND PSUs, FOR THE FOLLOWING CATEGORY/CADRE OF POST.

Application are invited from the intending eligible retired employees of PSUs Govt., for reemployment/ reengagement in the following different vacant posts of the different divisions of OFDC Ltd, in the prescribed application form, details of which can be down loaded from the OFDC website [www.odishafdc.com](http://www.odishafdc.com). The application is required to be addressed to the concerned General Manager of OFDC Ltd. as per the address indicated against the unit and to be sent by Regd. Post. The last date of receipt of the application form at the concerned zonal office of OFDC is 15.05.2016.

### 1. Details of vacancies and Remuneration .

SL.No.	Name of the post	No. of vacancies to be reemployed/reengaged	Consolidated Remuneration per Remuneration per Month (No further allowance is Admissible.
1	Jr.Steno	03	Rs.11,024/-
2	Section Officer(General)	03	Rs.19,716/-
3	Jr. Accountant	05	Rs.19,716/-
4	Auditor	06	Rs.19,716/-

### 2. Job description

**Jr.Steno**- Taking dictation, attend computer typing and other typing work in computer as and when entrusted by the concerned unit.

**Section Officer**: Attend the supervision Office work, compilation of reports and returns in Divisional Office and other Official works as and when entrusted by the Concerned Divisional Manager.

**Jr. Accountant**: Attend accounting, auditing related and accounts preparation, compilation work in Computer of sub-division/division office accounts and other official works as and when entrusted.

**Auditor**: Attend accounts and audit work of concerned unit and other works and when entrusted.

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### 3. Eligibility criteria.

- 3.1. Retired employees who are below 63 years of age and physically fit to work will only be considered.
- 3.2. A person will only be considered for the above post, subject to condition that , he has either worked in the said post or similar post, at least for a period of 03 years, before his/her superannuation.
- 3.3. The applicant may indicate the Division and the zone where he is interested to be engaged. The tentative place of posting has been indicated in a separate (enclosed) table. The applicant may give his option for more than one place. In that case he has to apply separately to the General Manager OFDC concerned if the respective division comes under different zones.
- 3.4. If applicant wish to be considered both for post of Jr. Accountant and auditor he has to mention it in the application form.
- 3.5. Initial period of engagement shall be for six months which can be further extended on satisfactory performance.
4. The engagements is purely temporary in natures and the engaged employee can be disengaged by giving one month notice without assigning any reason thereof,. The decision of Managing Director, OFDC Ltd, would be binding and final.
5. The retired employee on re-engagement shall submit an undertaking that they will abide by the rules and regulation of OFDC Ltd, and code of conduct as applicable to employee of Govt. of Odisha.
6. Further they are requested to submit an attested copy of their relieve order on superannuation and Xerox copy of Date of Birth Certificate(HSC) .
7. The selection of personnel will be made at the Zonal Office level and all query on the matter may be addressed to the General Manager, OFDC of the concerned zone.
8. Persons with **proven track record and post performance** will only be considered.
9. No TA/DA will be paid to the applicant if called for test/interviews.

