

Odisha Forest Development Corporation Limited

(Formerly Orissa Forest Development Corporation Limited)

(A Government of Odisha Undertaking)

CIN-U02005OR1962SGC000446

Regd.Off:Plot No.A&KharavelNagar,Unit III,Bhubaneswar,Odisha,Pin-751001

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

Application are invited from the intending eligible retired employees of OFDC & other PSUs 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 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 15.02.2016.

1] Details of vacancies and Remuneration :

Sl No	Name of the post	No.of vacancies to be reemployed/reengaged	Consolidated Remuneration per Month(No further allowance is Admissible) .
1.	Jr.Steno	04	Rs.11,024/-
2	Section Officer (General)	06	Rs.19,716/-
3	Jr.Accountant	10	Rs.19,716/-
4	Auditor	10	Rs.19,716/-

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Tentative place of Vacancy and place of Posting

Sl. No.	Name of the Unit	Address of the Zone Office/Head Office	Steno	S.O (Gen)	Jr. Acct	Auditor
A	BHUBANESWAR-C ZONE	General Manager, OFDC Ltd, Bhubaneswar-C Zone 217/218 Satyanagar Bhubaneswar	01	-	-	-
1	Bhubaneswar[C]Division		-	-	-	01
2	Dhenkanal[C]Division		-	01	-	01
3	Angul[CKL]Division		01	-	-	-
4	Keonjhar[CKL]Division		-	-	02	01
5	Jajpur Road[c]Division		-	-	01	-
6	Baripada[C]Division		-	01	-	-
7	Karanjia-C Divn.		-	-	01	-
B	BERHAMPUR -C ZONE	General Manager, OFDC Ltd, Berhampur-C Zone Gajapati Nagar, Medical Road Berhampur Ganjam-10	-	-	-	-
1	Berhampur[C]Division		-	01	-	01
2	Bhanjanagar[C]Division		-	-	-	01
3	Boudh[CKL]Division		01	01	01	01
4	Muniguda[C]Division		01	-	01	-
C	BOLANGIR-C ZONE	General Manager OFDC Ltd, Bolangir -C Zone, Thikadar Para, Bolangir Odisha-767001	-	-	-	-
1	Bolangir[CKL]Division		-	-	02	01
2	Bhawanipatna[CKL]Divin		-	-	-	01
3	Nabarangpur[CKL]Divin.		-	-	01	-
4	Jeypore[CKL]Division		-	-	-	-
D	SAMBALPUAR-C ZONE	General Manager, OFDC Ltd, Sambalpur -C Zone, Brooks Hill, Sambalpur-	-	-	-	-
1	Sambalpur[CKL]Division		-	-	-	-
2	Rourkela[CKL]Division		-	01	01	01
3	Deogarh[CKL]Division		-	-	-	-
4	Rairakhol[CKL]Division		-	-	-	01
5	Jharsuguda[CKL]Division		-	01	-	-
	Total		04	06	10	10

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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 as and when entrusted.

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 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 table above. 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 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 engagement is purely temporary in nature 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 past performance** will only be considered.

9. No TA/DA will be paid to the applicant if called for test/interview.

Notice No _____ Date _____

APPLICATION FORM FOR REEMPLOYMENT/ REENGAGEMENT FOR THE POST OF JR.STENOGRAPHER /SECTION OFFICER (GENERAL)/JR.ACCOUNTANT /AUDITOR IN OFDC LTD.

APPLICATION FOR THE POST OF _____

1]Name of the Retired employee _____
[In Block Letters]

2]Father's Name : _____

3] Permanent Address:

4] Present Address :
[Address for correspondences]
Phone No. Mobile. Email id.

5] Date of Birth:
[enclose proof of D.O.B]

6] Age as on _____

7] Date of retirement on superannuation _____

8] Office from which Retired :-

9. Give employment details for last 03 years.

Name of the office	Post held	Period		Duration of Service.
		From	To	
1	2	3	4	5

10. Employment details after superannuation, if any (Indicate name of organization with place of working).

11] Choice of Option

Sl. No.	Name of the post	Name of the Division
1		1. 2. 3.

12] Declaration to be signed by the candidates

I do hereby declare that, all the information given in this application are true, complete and correct to the best of my knowledge and belief and in the event of any information being found false, my candidature shall be liable for rejection.

I do hereby under take to obey and abide by the official Rules of OFDC Ltd.

I do hereby also undertake to work where I shall be posted and for the better interest of OFDC Ltd. without any obstacle and hesitation.

I do hereby undertake to repay the amount if excess payment found in future.

Place

Date:-

Signature of the Applicant.

