

Odisha Forest Development Corporation Limited

(Formerly Orissa Forest Development Corporation Limited)

(A Government of Odisha Undertaking)

CIN-U02005OR1962SGC000446

Regd. Off: Plot No. A/84 Kharavel Nagar, Unit-III, Bhubaneswar, Odisha, PIN-751001

Telephone:-0674-2534086, 2534269 Fax: 0674-2535934

[website: www.odishafdc.com E-mail ID: general@odishafdc.com]

Advertisement No. 7015 /Estt(Misc)49/14/17 Dt. 12.4.17



EXPRESSION OF INTEREST FROM ELIGIBLE RETIRED EMPLOYEES OF GOVERNMENT/PSU FOR RE-ENGAGEMENT/RE-EMPLOYMENT AS JR.ACCOUNTANT /U.D.ASST. /SECTIONAL SUPERVISOR

Odisha Forest Development Corporation Limited invites application from the interested retired employees of PSU/ Government below 63 years of age for re-engagement through selection in the following posts as detailed below to work in different units of OFDC Limited.

Sl. No.	Name of the post	No.of Post	Monthly Remuneration	Minimum Criteria for Re-engagement
01	Jr.Accountant	09	Rs.19,716/-	3 years working experience in the said post.
02	U.D.Asst.	20	Rs.19,716/-	3 years working experience in the said post.
03	Sectional Supervisor	30	Rs. 11,024/-	3 years working experience in the said post.

Interested retired personnel can download the detailed job description, eligibility criteria, place of posting and application form from OFDC official website(www.odishafdc.com) The last date of submission of application is 29.04.2017. The application is to be sent by Regd.post only to the concerned Divisional Manager of OFDC Ltd. in their Official address as per Annexure-A. The applicant shall only apply to the concerned Divisional Manager, where they would like to be considered for re-engagement.

Applicant willing to be considered at more than one place is to submit separate applications to the respective Divisional Manager concerned indicating the post and place of posting(s) etc.


MANAGING DIRECTOR

Tentative vacancy

Odisha Forest Development Corporation Limited

(Formerly Orissa Forest Development Corporation Limited)

(A Government of Odisha Undertaking)

CIN-U02005OR1962SGC000446 Regd. Off: Plot No. A/84 Kharavel Nagar, Unit-III,
Bhubaneswar, Odisha, PIN-751001 Telephone:-0674-2534086, 2534269 Fax: 0674-
2535934 [website: www.odishafdc.com E-mail ID:general@odishafdc.com]



Advertisement No 7015 date 12/04/17

ELIGIBILITY CRITERIA AND TERMS OF REFERENCE FOR SELECTION IN RE-EMPLOYMENT /RE-ENGAGEMENT 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 re-employment/ re-engagement 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 Divisional Manager of OFDC Ltd. as per the address indicated in Annexure-A and to be sent by Regd. Post. The last date of receipt of the application form at the concerned Divisional office of OFDC is 29/04/2017.

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.Accountant	09	Rs. 19,716
2	U.D.Asst.	20	Rs.19,716/-
3	Sectional Supervisor	30	Rs. 11,024/-

2. Job description

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 by the Concerned Divisional Manager/General Manager excepting cash transaction.

U.D.Asst.- Attend Divisional/Zonal Official work relating to General Section i.e.to assist in lease/establishment work, preparation of report/return time to time and other official work as and when entrusted by the Concerned Divisional Manager/General Manager excepting cash transaction.

Sectional Supervisor: Attend the supervision work in field i.e. Coupe work, Depot work and assist the coupe in charge and SDM in preparation of report/return as and when entrusted by the Concerned Divisional Manager excepting cash transaction. The Sectional Supervisor will have to undertake tour and will be paid TA,D.A. as admissible to OFDC employee.

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 Divisional Manager OFDC Ltd. concerned.
- 3.4. Initial period of engagement shall be for six months which can be further extended on satisfactory performance.
4. The engagements 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) with self attestation along with application form to concerned Divisional Manager. Any query on the matter may be addressed to the concerned Divisional Manager.
7. The selection of personnel will be made at the Zonal Office level on receipt of all informations from concerned Divisional Manager.
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/interviews.
- 10.No Departmental Proceeding/Vigilance cases pending against the applicant.

Tentative place of Vacancy and place of posting

SL. No	Name of the Unit	Applications to whom are to be sent.	Jr.Accountant	U.D.Asst.	Sectional Supervisor
A	Corporate Office,OFDC Ltd.	Divisional Manager,OFDC Ltd,Bhubaneswar-C Division	-	03	-
B	BHUBANESWAR-C ZONE		-	-	-
1	Bhubaneswar(C) Division	Divisional Manager,OFDC Ltd,Bhubaneswar-C Division	01	01	03
2	Dhenkanal(C) Division	Divisional Manager,OFDC Ltd,Dhenkanal(C)Division	-	01	03
3	Angul-CKL Division	Divisional Manager,OFDC Ltd,Angul(C-KL) Division	01	03	03
4	Keonjhar-CKL Division	Divisional Manager,OFDC Ltd,Keonjhar (C-KL) Division	-	01	02
5	Baripada-C Division	Divisional Manager,OFDC Ltd,Baripada(C) Division.	-	-	03
C	BERHAMPUR-C ZONE		-	-	-
1.	Bhanjanagar-C Division	Divisional Manager,OFDC Ltd,Bhanjanagar(C) Division	01	-	-
2	Boudh-CKL Division	Divisional Manager,OFDC Ltd,Boudh-C-KL Division	-	01	-
3	Muniguda-C Division.	Divisional Manager,OFDC Ltd,Muniguda-C Division	01	01	03
D	BOLANGIR-C ZONE		-	-	-
1	Bolangir-CKL Division	Divisional Manager,OFDC Ltd,Bolangir(C-KL) Division	-	02	03
2	Bhawanipatna-CKL Division	Divisional Manager,OFDC Ltd,Bhawanipatna(C-KL) Division	-	01	-
3	Nabarangpur-CKL Division	Divisional Manager,OFDC Ltd, Nabarangpur(C-KL) Division	01	01	02
4	Jeypore-CKL Division.	Divisional Manager,OFDC Ltd,Jeypore(C-KL) Division	01	01	02
E	SAMBALPUR-C ZONE	Divisional Manager,OFDC Ltd. Sambalpur(C-KL) Division.	-	01	-
1	Sambalpur-CKL Division	Divisional Manager,OFDC Ltd. Sambalpur(C-KL) Division	01	-	02
2	Rourkela-CKL Division	Divisional Manager,OFDC Ltd. Rourkela(C-KL) Division	-	01	-
3	Deogarh-CKL Division	Divisional Manager,OFDC Ltd. Deogarh(C-KL) Division	01	01	03
4	Rairakhol-CKL Division	Divisional Manager,OFDC Ltd. Rairakhol(C-KL) Division	01	-	01
5	Jharsuguda-CKL Division	Divisional Manager,OFDC Ltd. Jharsuguda(C-KL) Division	-	01	-
	Total		09	20	30

POD/Tentative vacancy

ANNEXURE - A

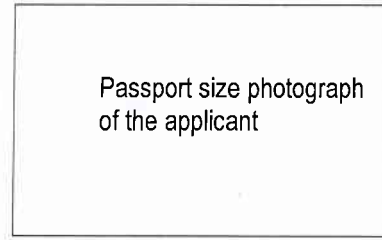
Divisional Manager Odisha Forest Development Corpn. Boudh-CKL Division Boudh [Odisha] PIN:-762014	Divisional Manager, Odisha Forest Development Corpn. Sambalpur-CKL Division Sambalpur,Odisha PIN:-768001
Divisional Manager Odisha Forest Development Corpn. Muniguda-C Division Muniguda, Koraput Odisha PIN:-765020	Divisional Manager Odisha Forest Development Corpn. Rourkela-CKL Division Rourkela,Odisha PIN:-769001
Divisional Manager Odisha Forest Development Corpn. Bhanjanagar-C Division Bhanjanagar, Ganjam,Odisha PIN:-761126	Divisional Manager Odisha Forest Development Corpn. Deogarh-CKL Division Deogarh, [Odisha] PIN:-768108
Divisional Manager Odisha Forest Development Corpn. Bolangir-CKL Division Bolangir, Odisha PIN:-767001	Divisional Manager Odisha Forest Development Corpn. Rairakhol-CKL Division Rairakhol, [Odisha] PIN:-768106
Divisional Manager Odisha Forest Development Corpn. Bhawanipatna-CKL Division Bhawanipatna, Odisha. PIN:-766001	Divisional Manager Odisha Forest Development Corpn. Jharsuguda-CKL Division Jharsuguda,[Odisha] PIN:-768201
Divisional Manager Odisha Forest Development Corpn. Nowrangpur-CKL Division Nowrangpur [Odisha] PIN:-764059	Divisional Manager Odisha Forest Development Corpn. Angul-CKL Division Angul, [Odisha] PIN:-759122
Divisional Manager Odisha Forest Development Corpn. Jeypore-CKL Jeypore, [Odisha] PIN:-764001	Divisional Manager Odisha Forest Development Corpn. Bhubaneswar-C Division 217/218:Satyanagar,Bhubaneswar. PIN-751007
Divisional Manager Odisha Forest Development Corpn. Keonjhar-CKL Division Keonjhar,[Odisha] PIN:-758001	Divisional Manager Odisha Forest Development Corpn. Dhenkanal-C Division Dhenkanal, [Odisha] PIN:-759001
Divisional Manager Odisha Forest Development Corpn. Baripada-C Division Mayurbhanja, [Odisha] PIN:-757001	

15 ✓

APPLICATIONS INVITED FROM THE RETIRED PERSON FOR RE- EMPLOYMENT

POST APPLIED FOR _____

1. Name of the applicant :
2. Fathers Name:
3. Present address:
4. Permanent postal address:
5. Qualification:
6. Date of Birth:
7. Date of initial joining in organization:
8. Date Retirement:
9. Post hold at the time of retirement:
10. Place from where retired with name of the Deptt. Detail address of office:
11. Experience in a particular post for **3** years.



Passport size photograph
of the applicant

<u>Period</u>		Place of work	Works Assigned
From	To		

12. Scale of Pay drawn:
13. Last drawn: Basic _____
 Grade Pay _____
 Other emoluments _____
14. Gross pension if any as on date of application:
15. Whether belonging to Schedule Caste/Schedule Tribe:
16. Contact No.:

Signature of the applicant

✓ 6

.2:

UNDERTAKING

- 1) This is to certify that the information's furnished above are correct to the best of my knowledge.
- 2) I agree to work in any place to which posted by the Management of OFDC Ltd .

Signature of the applicant

Document to be enclosed :(Xerox copy with self attestation)

- 1) Copy to retirement notice.
- 2) Copy of 1st page of Pension Book.
- 3) Voter Identity Card/Adhar Card
- 5) Pan Card
- 6) Caste Certificate