



OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, KEONJHAR.

(ST & SC DEV. SECTION) PHONE NO.06766-255476

email- dwokeonjhar@gmail.com

No. 1968

Date.-02.07.2024

Walk-in-Interview

A walk-in-Interview scheduled to be held on **18.07.2024** at **11 AM** in the office chamber of District Manager, OSFDC Ltd. For engagement of the retired persons in the office of District Manager, OSFDC Ltd. On contractual basis for 1 year. One retired Office Assistant in the cadre of Sr. Assistant/Sr.Clerk of any Govt. undertaking occie to be hired as Sr.Asst. in the office of OSFDC.,

In tending eligible candidates are required to attend the walk in-interview in the scheduled date and time. They are requested to download the format of application form from District website <https://kendujhar.odisha.gov.in> and submit the filled application form along with requisite document at the time of interview.

- **Place of work – OSFDC section O/o DWO, Office, Keonjhar**
- **No. of Post -01**

1) Eligibility Criteria for Senior Assistant.

- I. One must have Sr.Asst. experience on works relating to Administration/ cooperative Accounts/Projects/Plan in the Govt./Corporation offices/ adequate knowledge on office Procedure/ Noting and Drafting etc.
- II. Must have retired on attending the age of Superannuation from Govt. offices/Corporation and below the age of 62 years.
- III. The Candidates must be in good health.
- IV. There should be no departmental proceeding OR Criminal case against the candidate.

2) Documents to be submitted at the time of walk-in-Interview (a set of Xerox copies and original certificate for verification.)

- I. Filled in application form in the given format
- II. HSC Certificate as a proof of age
- III. 2 Nos. Recent Passport Photograph.
- IV. Experience Certificate if any.
- V. Relieve Order from the last organization on Superannuation.

3) Terms and condition.

- I. Posts are purely temporary.
- II. Appointment will be given on contractual basis for a period of 1 year.
- III. The monthly remuneration of Rs.20, 000/- per month for Senior Assistant.
- IV. The service can be terminated at any time without assigning any reasons thereof.
- V. No TA/DA will be paid for the purpose for attending interview

The DWO-Cum-DM, OSFDC reserve right to cancel whole or part of the walk-in-interview at any time without assigning the reason thereof.

*✓ DWO-Cum-District Manager
OSFDC Ltd. Keonjhar*

Memo No 1969, Date 02 / 07 /2024

Copy to Office NOTICE Board for general public


DWO-Cum-District Manager
OSFDC Ltd. Keonjhar

Memo No 1970, Date 02 / 07 /2024

Copy forward to all District level Offices for favour of information and necessary action and they are requested to display the notice in office notice Board for wide publication.


DWO-Cum-District Manager
OSFDC Ltd. Keonjhar

Application form for Hiring of retired employees

1	Name:	
2	Father's Name/Husband's Name	
3	Date of Birth (DD/MM/YY)	
	Permanent Address:	
	Present Address:	
	Telephone No. & E-mail ID:	
4	E-mail ID	
5	Date of Birth (DD/MM/YY)	
6	Name/Designation of last post held with date and duration	
	Date of retirement (copy of retirement order to be enclosed)	
	Last pay drawn	
7	Educational Qualification:	
	Post in held in last 10 years	
8	Whether any departmental proceeding or Criminal or Vigilance inquiry are initiated or contemplate/pending against the applicant, if yes did it led to conviction/imposition of punishment/ if still pending (details to be indicated)	
9	Any other relevant information:	

Declaration

I Sri/Smt _____ son of /Wife of _____ do hereby solemnly declare that the information furnished above are true to the best of my knowledge. If any time it is found to be incorrect, I will be liable to disengaged from re-employment without assigning any reason thereof and legal action as deemed will be taken against me.

Full Signature of applicant

Date:

Place: