



General Information & Instructions:

1. Details of vacancy, eligibility, age, ToR, selection procedure etc can be downloaded from the official website <http://Sambalpur.odisha.gov.in>
2. The position is contractual in nature for a period of 11 months which can be extended depending upon requirements and suitability.
3. Number of vacancies under this advertisement is provisional which may increase or decrease depending upon requirement or otherwise at the time of actual engagement.
4. The applications received for the post will be scrutinized and the database will be uploaded in the above official website : <http://Sambalpur.odisha.gov.in> at regular intervals for any notification, updates(objection invitation), results etc relating to recruitment.
5. Candidates will be selected on the basis of selection process as applicable. Only shortlisted candidates will be called for participation in the selection process.
6. The applicant shall have the length of un-interrupted contractual service as an employee in the said post under the society and the name of previous station in such post, his/her present place of posting with due certification from the concerned appointing authority. For the calculation of incumbency, the last un-interrupted service in the same post under the society shall be taken into account as per vacancy. The candidates having highest incumbency shall be reposition & posted against such vacancy. If incumbency period is same then as will be reckoned as criteria. The candidate more in age will be given priority.
7. Candidates have to submit No Objection Certificate cum Experience for the last un-interrupted service in the same post under the society from the current employer(appointing authority) at the time of submission of application form. NoC cum Experience issued by any other authority other than appointing authority will not be accepted. NoC cum Experience must be specific for the post, S/he applies and must be issued subsequent to issue of the advertisement. Candidates are also required to attach two nos of recent passport size photographs and self photo ID proof(Voter ID Card/PAN Card/Driving License/Adhar Card/Passport)
8. Interested in-house candidates fulfilling the eligibility criteria are to apply the same post. The complete application should reach the undersigned on or before **12/12/2024** at **O/o-ADUPHO,Ainthapalli(1st Floor,UPHC,Ainthapalli, Near Ainthapalli Police Station), AT/PO/PS-Ainthapalli,Sambalpur,768007,Odisha** through **Regd. Post/Speed Post** only and the envelope containing the application should be super scribed with the name of the post applied for ,otherwise the application will be rejected. Candidates who have been disengaged from the society on administrative ground such as disobedience/poor performances/misbehavior /criminal activity etc. are not eligible to apply.
9. In complete application in any form will be rejected. Non submission of certificate/documents along with the prescribed application shall be liable for rejection.
10. If any candidate is found to have suppressed any material information or furnished false information/documents, his/her case shall not be considered for the post applied for.
11. This office will not be held responsible for any postal delay. No application will be entertained after **Dtd-12/12/2024 (5.30 PM)**. No personal correspondence/queries will be entertained. All communication will be made through e-mail/official website/SMS.
12. The undersigned reserves the right to cancel any or all the applications/positions at any stage or recruitment process without assigning any reason thereof.



4/12/24