

**OFFICE OF THE REVENUE DIVISIONAL COMMISSIONER  
CENTRAL DIVISION, ODISHA, CUTTACK**

**NOTICE**

No. IA-10/2022 2119 /Estt.II, Dated: 14.2.2023

**Term & Condition for engagement of eligible retired Government Servant as OSD against the vacant post of 06 (six) Nos. of Senior Typists, 05 (five) Nos. of Senior Stenographers and 01 Private Secretary on contractual basis in the office of the RDC (CD), Cuttack.**

Applications are invited from the willing retired Government Servants in the prescribed format for re-engagement of 12 (twelve) numbers of **OSD** against the vacant post of 06 (six) Nos. of Senior Typists, 05 (five) Nos. of Senior Stenographers and 01 Private Secretary on contractual basis for a period of one year or till the vacancies are filled up on regular process whichever is earlier with following conditions & eligibility:

**1. Eligibility:-**

Category of post	No. of vacancy	Type of retired Government Servant eligible to apply for the post as OSD	Consolidated Remuneration
Senior Typist	6	Retired Junior Typist / Junior Assistant / Junior Revenue Assistant / Senior Revenue Assistant / Senior Typist / Senior Assistant (ASO) having computer knowledge	As per F.D. O.M. No. 24533/F., dated 29.09.2022 read with F.D. OM No. 7022/F., dated 17.03.2018
Senior Stenographer	5	Retired Junior Stenographer / Senior Stenographer having computer knowledge	
Private Secretary	1	Retired Personal Assistant / Private Secretary / Senior Stenographer having computer knowledge	

**2. Terms & Conditions:-**

- a) The selection will be governed by the procedure and rule laid down in General Administration Department's Resolution No. 23750/Gen., dated 27.08.2014.

- b) Monthly remuneration of re-employed officers shall be fixed as per Finance Department's Office memorandum No. 24533/F., dated 29.09.2022.
- c) Officers who have retired from Government service on attaining the age of superannuation and below the age of 64 (sixty four) years having good service records and are physically fit shall be eligible to be considered for re-engagement.
- d) Officers against whom departmental proceedings or criminal cases / Vigilance inquiry are contemplated / pending or who have been penalized for misconduct during the period of preceding 05 (five) years will not be eligible for consideration.
- e) The performance of the Officers is to be reviewed periodically and documented at least once in a quarter.
- f) Officers should have operational computer knowledge to work in OSWAS.
- g) Eligible Candidates interested to be re-engaged shall apply to the Office of the RDC (CD), Cuttack in the prescribed format by Registered Post / Speed Post only which should reach on or before 15.3.2023. Applications received in any other mode will not be accepted.
- h) Detailed postal address of Office of the RDC (CD), Cuttack related Government guidelines, terms & conditions along with application form are available in this Office Website: <http://rdccdcuttack.nic.in> or District Office Cuttack Website: <https://cuttack.nic.in>.

  
Revenue Divisional Commissioner  
Central Division, Cuttack

FORMAT

APPLICATION FORM FOR ENGAGEMENT OF OSD IN THE OFFICE OF THE RDC (CD), CUTTACK

1. Name :
2. Father's/Husband's Name :
3. Permanent Address :
  
4. Present Address :
  
  
5. Home District & Sub-Division :
6. Date of Birth :
7. Educational Qualification :
8. Telephone/Mobile No./E-mail Address :
9. Name of the office & designation of the post last held with date & duration :
  
10. Date of entry into Government Service :
11. Date of retirement (copy of retirement order may be enclosed) :
12. Last Pay drawn (Level/Grade Pay) (proof to be attached) :
13. Whether any Criminal case or Vigilance inquiry or Departmental Proceeding was initiated or is pending against the applicant. If yes, did it lead to conviction of imposition of punishment or it is still pending? Give details:
14. Operational Computer knowledge to work in OSWAS system:-Mention (Yes/No):
15. Any other relevant information:

DECLARATION

I Sri/Smt. \_\_\_\_\_ son/wife of \_\_\_\_\_ do hereby solemnly declare that the information furnished above are true to the best of my knowledge. If at any time, the information furnished above is found to be incorrect, I will be disengaged from re-employment.

Place:

Signature of the applicant

Date: