

No. 405 /Estt.-IDate: 24th January 2024**ADVERTISEMENT**

Applications in the prescribed format (enclosed herewith) are invited from interested retired Employees from State University/ Central University/Public Sector Enterprises/ State and Central Government Organization below the age of 65 years and having good service record with physical fitness for engagement as **Junior Assistant/ Lab. Assistant-Cum- Store Keeper/Junior Stenographer/ Library Assistant** on purely contractual basis in Sambalpur University, in pursuance of G.A. Department Resolution No.23750/Gen. dtd. 27.08.2014. Hard copy of the application along with copy of all testimonials should reach the undersigned latest by **12.02.2024, 5.00 P.M.** through Speed Post/ Regd. Post only. Number of vacancies, eligibility criteria, terms and conditions, application format etc. can be downloaded from the University website i.e., www.suniv.ac.in.

M. Babu
Registrar 24/1/24

Date: 24th January 2024MemoNo. 406 /Estt.-I

Copy forwarded for information and necessary action to: -

- Principal Secretary to Hon'ble Chancellor, Sambalpur University, Raj Bhawan, Bhubaneswar.
- Principal Secretary to Government, Finance Dept., Govt. of Odisha, Bhubaneswar
- Commissioner-Cum-Secretary to Government, Dept. of Higher Education, Govt. of Odisha, Bhubaneswar.

M. Babu
Registrar 24/1/24

Date: 24th January 2024MemoNo. 407 /Estt. -I

Copy forwarded for information and necessary action to: -

- The Deputy Director, Advertisement, Information and Public Relation Dept., Govt. of Odisha, Bhubaneswar with a request to publish the Advertisement in one Odia Newspaper and One English Newspaper in **one issue** with minimum size as prescribed by I & PR Dept., Govt. of Odisha on or before **30th January, 2024** and direct the concerned Newspaper agencies to submit the bill in triplicate along with copy of the Advertisement for payment.

M. Babu
Registrar 24/1/24

Date: 24th January 2024MemoNo. 408 /Estt.-I

Copy forwarded for information and necessary action to: -

- The District Employment Officer, Sambalpur/ Bolangir/ Bargarh/ Kalahandi/ Deogarh/ Jharsuguda/ Boudh/ Sonepur/ Rourkela/ Nuapada, Employment Officer, Employment Sub-office, Athamallik and University Employment & Guidance Bureau, SU/ Directorate of Employment, Odisha, Unit III, BBSR.
- Director, e-Governance with a request to publish the Advertisement in the University website.

M. Babu
Registrar 24/1/24

Terms & Conditions and Period of Engagement (Contractual)

- (i) The contractual engagement shall be made for a period of two years and can be extended for subsequent period of two years with spells of one year each subject to satisfactory performance up to a total period of four years not beyond the age of sixty-five years of age in any case or till the posts are filled up by regular process whichever is earlier.
- (ii) Applications in the prescribed format are invited from interested retired Government Employees for engagement of **14 (Fourteen) nos. of Junior Assistant, 02 (Two) nos. of Lab. Assistant-Cum- Store Keeper, 01 no. of Junior Stenographer & 01 no. of Library Assistant**, on purely contractual basis in Sambalpur University. Details of eligibility criteria are as follows:

Sl. No.	Engagement to be made in the post with number of vacancies	Pay level attach to the post	Eligibility Retired Govt. Employee in the position of	Educational qualification
01	Junior Assistant (14 nos.)	Level-04 (Consolidated remuneration of Rs.10,000/-)	Section Officer/ Senior Assistant/ Junior Assistant	Any Graduation
02	Lab. Assistant-Cum- Store Keeper (02 nos), Life Sc./ Physics/ Chemistry/ Home Sc.	Level- 09 (Consolidated remuneration of Rs.20,000/-)	Demonstrator/Store Keeper/Laboratory Assistant	For Home Sc. B.Sc. / B.A. in Home Sc. And for other B.Sc in concern subject
03	Junior Stenographer (01 no.)	Level- 07 (Consolidated remuneration of Rs.20,000/-)	Senior Stenographer /P.A./ Secretary	Matric with proficiency in Stenography with at least 40 word per minutes in Typing and 80 words per minutes in Stenography
04	Library Assistant (01 no.)	Level-04 (Consolidated remuneration of Rs.10,000/-)	Professional Assistant/ Library Technician/ library Assistant	Matric with diploma in Library science/ Certificate in Library Science

- (iii) The terms and conditions are subject to codal provisions, memoranda and Resolutions issued by the Finance Department/ G.A. & P.G. Department from time to time.
- (iv) The appointee has to discharge such duties and in such a manner, as may be prescribed by Higher Education Department Govt. of Odisha from time to time.
- (v) The retired persons against whom a vigilance case or Departmental Proceedings or Criminal Prosecution is contemplated or pending or who has been penalized for misconduct during the period up to 05(five) years preceding his/her retirement or is a member of a political party will not be considered eligible for re-engagement, an undertaking to this effect to be attached with the application.
- (vi) Consolidated remuneration of the contractual employee shall be fixed as per Finance Department Office **Memorandum No. 24533, dtd. 29/09/2022.**

- (vii) During the period of the contractual appointment, the appointee shall also be entitled to get travelling allowance/daily allowance in the requisite grade and scale/level as admissible to their regular counterparts on performance of official tour with the approval of competent authority.
- (viii) The period of contractual engagement shall not be counted as Government Service for the purpose of pension and any other retirement benefits.
- (ix) The engaged person will be subject to and will abide by the Conduct Rules applicable to the Government Servants.
- (x) The contractual engagement may be terminated at any time for unsatisfactory performance, on notice of one month and in case of any misconduct, including but not limited to, misappropriation, negligence or causing loss of Government, without any prior notice.
- (xi) In case the employee desires to resign from the engagement, he/she may do so by giving a notice of two months in writing to the Registrar, Sambalpur University. After expiry of the notice period, the employee may be relieved after handing over full charges of records and cash/Bank account to the relieving Officer as decided by the Authority.
- (xii) The University authority reserves the right to reject any / all applications without assigning any reason thereof.
- (xiii) The application completes in all respect in the FORMAT provided in the official website of Sambalpur University www.suniv.ac.in along with copies of all testimonials should be addressed to **“The Registrar, Sambalpur University, Jyoti Vihar-768019, Burla, Sambalpur”** by Speed Post or Registered Post only and reach on or before **12.02.2024, 5.00 P.M.**
- (xiv) The Authority will not be held responsible for any postal delay. Application(s) received after the due date shall not be entertained.

Registrar *M. M. M.*



Affix
Colour
Passport
Size
Photograph

APPLICATION FORMAT/FORM
FOR CONTRACTUAL APPOINTMENT OF RETIRED GOVERNMENT
SERVANT

1. NAME :
2. FATHER'S NAME/SPOUSE NAME :
3. DATE OF BIRTH :
4. NAME/DESIGNATION OF LAST POST HELD:
(WITH DATE AND DURATION)
5. DATE OF RETIREMENT :
(SELF ATTESTED COPY OF RETIREMENT ORDER TO BE ATTACHED)
6. LAST PAY DRAWN :
(SELF ATTESTED COPY OF LAST DRAWN SALARY SLIP)
PERMANENT ADDRESS :
7. PRESENT ADDRESS :
8. CONTACT NO. AND E-MAIL ADDRESS :
9. EDUCATIONAL QUALIFICATION :
(SELF ATTESTED COPY OF CERTIFICATES TO BE ATTACHED)
10. 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 OR
IMPOSITION OF PUNISHMENT OR IT IS
STILL PENDING? GIVE DETAILS.
11. ANY OTHER RELEVANT INFORMATION :

DECLARATION

I, Sri/Smt. _____ son/wife of _____ do hereby solemnly declare that, I shall abide by the terms and condition as stipulated by the Registrar, Sambalpur University. I further undertake that, all statements made in the application are true, complete and correct to the best of my knowledge and belief. I also undertake that, in the event of any information being detected before and after my joining, action can be taken against me by the Registrar, Sambalpur University as deemed proper.

Place:

Date:

Signature of Annlicant

UNDERTAKING LETTER

To

The Registrar
Sambalpur University
Jyoti Vhar, Burla-768019
Sambalpur

Sub: Regarding submission of undertaking letter

Dear Sir

I Sri/Smt _____, son/daughter/spouse of _____
_____ hereby undertake that no vigilance case or Departmental Proceedings or Criminal
Prosecution is contemplated or pending or penalized for misconduct during the period up to 05(five) years
against me. Further, I undertake that I am not belonging/member to/of any political party.

Thanking you

Yours faithfully

Date:

Place:

(Signature of the Applicant)