

Criteria , Remuneration, Number of Vacancies, Period of Engagement for the post of Junior Assistant

Application in the prescribed format (copy enclosed) are invited from the eligible interested retired persons below the age of 62 years having good service records and physically fit for re-engagement on contractual. Five Junior Assistant posts in Level-4 Pay Matrix of the Odisha Revised Scale of Pay 2017 are to be filled up in the office of the Odisha State Higher Education Council, Bhubaneswar (OSHEC).

1. The engagement shall be made initially for a period of one year and may be extended subject to satisfactory performance not beyond the age of sixty-five(65) years of age,
2. The retired employees against whom a Vigilance case or Departmental Proceedings or Criminal Prosecution is contemplated or pending or who has been penalized for misconduct during period of five years preceding his/her retirement, or is a member of political party will not be considered eligible for engagement.
3. Retired employees having computer knowledge DCA/PGDCA will be given preference.
4. Consolidated remuneration of the engaged retired persons shall be fixed as per Finance Department guidelines issued vide Office Memorandum No. 7022/F Dated-17.03.2018 and subsequent modification if any.
5. The engaged employees will abide by the Conduct Rules application to Government Servants.
6. The engagement may be terminated at any time by the OSHEC for unsatisfactory performance on notice of one month.
7. In case the engaged employee desires to resign from the engagement, she/he may do so by giving a notice of one month in writing to the Member Secretary, OSHEC. After expiry of the notice period, the employee may be relieved after handing over full charges of his/her seat to the employees as decided by the authority
8. The Authority reserves the right to reject any /all applications without assigning any reason thereof.

The applications complete in all respect in the FORMAT provided in the official website of Odisha State Higher Education Council, Bhubaneswar <https://oshec.nic.in/> along with the copies of all testimonials are to be sent to the **Member Secretary, Odisha State Higher Education Council, 2nd Floor , Pustak Bhawan, A-11, Suka Vihar, Bhubaneswar - 751022** by Speed Post/ e-mail(oshec.hed@gmail.com) and should reach the office of OSHEC within 07(Seven) days from the date of publication of the advertisement . Applications received thereafter shall not be entertained. The Authority will not be responsible for any kind of delay.

The envelope containing the application should be superscribed with **"Application for engagement as Junior Assistant in OSHEC"**

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**Format of application for engagement of eligible retired Government persons
as Junior Assistant in the office of the Odisha State Higher Education Council,
Bhubaneswar**

1. Name of the applicant:
2. Father/ husband's Name:
3. Permanent Address:
4. Present Address:
5. E-mail address:
6. Phone No.
7. Date of Birth:
(Self-attested copy of 1st page of Service Book or any other certificate in proof of date of birth should be attached)
8. Designation and Level of the post last held:
9. Office from which last working:
10. Date of retirement :
(Self-attested copy of Relief order/pension sanction order should be attached)
11. Educational Qualification:
(Copies of certificates to be attached)
12. Details of Computer knowledge if any:
13. Posts held during last 10 years of service
14. Whether any Criminal Prosecution/Vigilance Case /Departmental Proceeding
Is contemplated or pending. If so details thereof:
15. Whether the applicant has been penalized for misconduct during the period of five
years preceding his/her retirement.
16. Last Pay at the time of retirement(Level & Cell)
17. Any other relevant information:

Declaration

I do hereby declare that the above information furnished are true to the best of my knowledge and belief. Further I declare that if any of the above information so furnished is subsequently found to be incorrect, I will be liable to be removed from such re-engagement without any dispute and action as deemed proper can be taken against me.

Place:

Date:

Signature



**Criteria , Remuneration, Number of Vacancies, Period of Engagement for the
post of Group-D posts**

Application in the prescribed format (copy enclosed) are invited from the eligible interested retired persons below the age of 62 years (on the date of submission of application) having good service records and physically & mentally fit for engagement on contractual. Five Group-D posts in Level-1 Pay Matrix of the Odisha Revised Scale of Pay 2017 are to be filled up in the office of the Odisha State Higher Education Council, Bhubaneswar (OSHEC).

1. The engagement shall be made initially for a period of one year and may be extended subject to satisfactory performance not beyond the age of sixty-five(65) years of age,
2. The retired employees against whom a Vigilance case or Departmental Proceedings or Criminal Prosecution is contemplated or pending or who has been penalized for misconduct during period of five years preceding his/her retirement, or is a member of political party will not be considered eligible for engagement.
3. Consolidated remuneration of the engaged retired persons shall be fixed as per Finance Department guidelines issued vide Office Memorandum No. 7022/F Dated-17.03.2018 and subsequent modification, if any.
4. The engaged employees will abide by the Conduct Rules application to Government Servants.
5. The engagement may be terminated at any time by the OSHEC for unsatisfactory performance on notice of one month.
6. In case the engaged employee desires to resign from the engagement, she/he may do so by giving a notice of one month in writing to the Member Secretary, OSHEC. After expiry of the notice period, the employee may be relieved after handing over full charges of his/her seat to the employees as decided by the authority
7. The Authority reserves the right to reject any /all applications without assigning any reason thereof.

The applications complete in all respect in the FORMAT provided in the official website of Odisha State Higher Education Council, Bhubaneswar <https://oshec.nic.in/> along with the copies of all testimonials are to be sent to the **Member Secretary, Odisha State Higher Education Council, 2nd Floor , Pustak Bhawan, A-11, Suka Vihar, Bhubaneswar -751022 by Speed Post/e-mail(oshec.hed@gmail.com)** and should reach the office of OSHEC within 07 days from the date of publication of the advertisement . Applications received thereafter shall not be entertained. The Authority will not be responsible for any kind of delay.

The envelope containing the application should be superscribed with **“Application for engagement against Group-D posts in OSHEC”**



**Format of application for engagement of eligible retired Government persons
against Group-D posts in the office of the Odisha State Higher Education
Council, Bhubaneswar**

1. Name of the applicant:
2. Father/ husband's Name:
3. Permanent Address:
4. Present Address:
5. E-mail, if any:
6. Phone No.
7. Date of Birth:
(Self-attested copy of 1st page of Service Book or any other certificate in proof of date of birth should be attached)
8. Designation of the post last held:
9. Office from which last working:
10. Date of retirement :
(Self-attested copy of Relief order/pension sanction order should be attached)
11. Educational Qualification:
(Copies of certificates to be attached)
12. Whether any Criminal Prosecution/Vigilance Case /Departmental Proceeding
Is contemplated or pending. If so details thereof:
13. Whether the applicant has been penalized for misconduct during the period of five
years preceding his/her retirement.
14. Last Pay at the time of retirement(Level & Cell)
15. Any other relevant information:

Declaration

I do hereby declare that the above information furnished are true to the best of my knowledge and belief. Further I declare that if any of the above information so furnished is subsequently found to be incorrect, I will be liable to be removed from such re-engagement without any dispute and action as deemed proper can be taken against me.

Place:

Date:

Signature

