



**GANJAM COLLECTORATE, CHATRAPUR.**  
**(ST & SC DEV., M&BCW SECTION.) ☎:06811-263977**  
**E-mail ID- [dwoGANJAM@gmail.com](mailto:dwoGANJAM@gmail.com)**

No. 396

Dt. 02/02/2024

**Walk – in –Interview**

A walk in interview scheduled to be held on 13.02.2024 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. / Govt. undertaking Office to be hired as Sr. Asst. in the office of OSFDC.

Intending eligible candidates are required to attend the walk- in –interview in the scheduled date and time. They are requested to download the format of applications form from District Website [www.ganjam.nic.in](http://www.ganjam.nic.in) and submit the filled application form along with requisite document at the time of interview.

- **Pace of Work** - OSFDC section o/o DWO, Office, Ganjam , Chatrapur
- **No. of post** – 01

1) Eligibility Criteria for Senior Assistant.

- One must have Sr. Asst. experience on works relating to Administration / Cooperative Accounts / Project / Plan in the Govt. / Corporation offices having adequate knowledge on Office Procedure/Noting & Drafting etc.
- Must have retired on attaining the age of Superannuation from Govt. offices / Corporation and below the age of 62 years.
- The candidates must be in good health.
- There should be no departmental proceeding OR Criminal Cases 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.)

- Filled an application form in the given format.
- HSC Certificate as a proof of age.
- Recent Photograph two nos.
- Experience Certificate if any.
- Relieve Order from the last organization on Superannuation.

3) Terms and Conditions.

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

The DWO-cum- D.M, OSFDC reserve right to cancel whole or part of the walk-in-interview at any time without assigning the reasons thereof.

Memo No 397

Copy to Office Notice Board for general public .

Date: 02/02/2024

DWO-cum- D.M,OSFDC  
Ganjam, Chatrapur

Memo No 398

Copy forwarded to all District Level Offices for favour of information and necessary action.

Date: 02/02/2024

DWO-cum- D.M,OSFDC  
Ganjam, Chatrapur

## Application form for Hiring of retired employees

1.	Name:	
2.	Father's Name / Husband's Name	
3.	Date of Birth(DD/MM/YYYY)	
	Permanent Address:	
	Present Address:	
	Telephone No & E-mail ID:	
4.	E-mail ID	
5.	Date of Birth (DD/MM/YYYY)	
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 held in last 10 years	
8.	Whether any Departmental proceeding or Criminal case or Vigilance inquiry are initiated or contemplated / 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 proper will be taken against me.

Full Signature of applicant

Date:

Place: