

GOVERNMENT OF ODISHA  
CO-OPERATION DEPARTMENT

ADVERTISEMENT

No. COOP-OE1-ESTT-0030-2023 10783 /Coop., Dated: 16-09-2023

Applications in the prescribed format (enclosed herewith) are invited from retired Government employees for engagement as Peon for seven (07) posts in the Secretariat Establishment of Co-operation Department on contractual basis for a period of one year as per the following terms and conditions.

TERMS & CONDITIONS

1. Group-C & D employees who have retired from Government service on attaining the age of superannuation and below the age of 65 years having good service records and physically fit to discharge his/her duties
2. The contractual engagement shall be made initially for a period of 01(one) year or till regular posting against the vacant post is made or completion of 65 years of age , whichever is earlier
3. i) Should not have any Disciplinary Proceeding or Vigilance Case or Criminal Cases instituted against him/her during his/her service period.  
ii) Should not have been penalized for misconduct.  
iii) Should not be a member of a political party.
4. The consolidated remuneration of the contractual employee shall be at **Rs.10,000/- (Rupees Ten Thousand) only per month** as per provisions contained in the Finance Department letter No. 2136, dated 18.01.2023.
5. The re-engaged Peon has to discharge such duties and in such a manner, as may be prescribed by Cooperation Department from time to time.
6. The period of contractual engagement shall not be counted as Government service for the purpose of pension and any other retirement benefits.
7. The engaged Peon shall be subject to and abide by the prescribed Conduct Rules applicable to the Government Servant and his/her contractual engagement may be terminated at any time by the Competent Authority due to unsatisfactory performance by giving one month notice.
8. The applicant shall furnish an Undertaking at the time of joining the duty in regard to truth and correctness of the information furnished by him/her . He / She shall have to furnish the prescribed undertakings and such other documents as may be required.
9. The Competent Authority reserves the right to reject any / all applications without assigning and reason thereof.
10. The application along with biodata in the prescribed proforma available in the Department website: <https://coop.odisha.gov.in/> should be addressed to the Special Secretary to Government, Cooperation Department, Loka Seva Bhawan, Bhubaneswar and should reach the undersigned



within 10 days from the date of publication of the Advertisement by post or by hand positively. Application(s) received thereafter shall not be entertained.

*S. Amh*  
16/09/23  
Special Secretary to Government

Memo No. 10784 /Coop., Dated: 16-09-2023

Copy forwarded to all Departments of Government with a request to display the advertisement in their Notice Board for wide publication.

*S. Das*  
16/09/2023  
Under Secretary to Government

Memo No. 10785 /Coop., Dated: 16-09-2023

Copy forwarded to Issue Section of Cooperation Department for information and necessary action.

They are requested to publish the Advertisement in the Notice Board of the Department.

*S. Das*  
16/09/2023  
Under Secretary to Government

Memo No. 10786 /Coop., Dated: 16-09-2023

Copy forwarded to All other Sections of Cooperation Department for information and necessary action.

*S. Das*  
16/09/2023  
Under Secretary to Government

Memo No. 10787 /Coop., Dated: 16-09-2023

Copy along with a copy of the Advertisement and application form forwarded to the IT Programmer, Cooperation Department with a request to upload the Advertisement and application form in the Department website: <https://coop.odisha.gov.in/> / Head State Portal Group, Loka Seva Bhawan, Bhubaneswar/ Chief Receptionist, Loka Seva Bhawan, Bhubaneswar/ Sergeant, Secretariat Security, Loka Seva Bhawan, Bhubaneswar for information & necessary action.

*S. Das*  
16/09/2023  
Under Secretary to Government

## APPLICATION FORM

Affix recent passport size photograph

1. Name of applicant :-
2. Father' / Husband's name :-
3. Date of Birth (as per Service Book)  
(Self – attested copy of first page of the Service Book or any other certificate in proof of date of Birth should be attached)
4. Date on which the applicant retired from Government Service:  
( Self- attested copy of the Retirement Order should be attached)
5. Post held at the time of retirement
6. Name of the Deptt. from which retired with designation:-
4. Total period of Service rendered:
5. Permanent Address:-
6. Present ( Correspondence) Address:-
7. Mobile No.:-
8. e-Mail ID, if any:-
9. Educational Qualification:-
10. Whether any Vigilance Case or Departmental Proceedings or Criminal Prosecution is contemplated or pending against the applicant or has been penalized for misconduct?  
If so, details thereof:
12. Whether the applicant has been a member of any political party after his / her retirement:-
13. Last Pay ( Level in the Pay Matrix under ORSP Rules, 2017) at the time of retirement:  
Self- attested copy of last increment order/ pay fixation order should be attached
14. Whether the applicant has computer knowledge:
15. Period of engagement in any Department(s) , if any.

a)



- b)
- c)
- d)

**UNDERTAKING**

I do hereby declare that I shall abide by the terms and conditions as stipulated by Cooperation Department and all statements made in this application-cum-biodata form are true, complete and correct to the best of my knowledge and belief. I also undertake that in the event of any information being found false ; or incorrect or ineligibility being detected in future or after my re-engagement, action as deemed proper can be taken against me by the Department and immediate dis-engagement shall be made without stating reasons thereof.

Place:

Date:

(Full signature of the applicant)