

# **REGIONAL PLANT RESOURCE CENTRE**

(Forest & Environment Department, Government of Odisha)  
**EKAMRAKANAN, NAYAPALLI, BHUBANESWAR 751 015**

Estt. 15/09-No.1585/RPRC

Dated the 2<sup>nd</sup> July, 2016

## **CONTRACTUAL ENGAGEMENT OF ADMINISTRATIVE-CUM-FINANCE OFFICER**

Applications are invited in prescribed format from retired OAS officers not below the rank of Joint Secretary at the time of superannuation having good service records and physical fitness for contractual engagement as Administrative-cum-Finance Officer at RPRC, Bhubaneswar. He/she should not be more than 62 years of age as on 30.6.2016. Persons having work experience in administration and finance in Govt. Departments/ Corporation/Society/Cooperatives shall be preferred. The remuneration will be equivalent to the last pay+ grade pay drawn minus pension sanctioned per month, subject to maximum of Rs. 25,000/- (Rupees Twenty five thousand only) per month (consolidated). Other terms and conditions and application format can be obtained from RPRC website (<http://www.rprcbbsr.com>) and office notice board.

The applications with all enclosures in sealed cover super-scribed "Application for AO-cum-FO, RPRC, Bhubaneswar" should reach the undersigned by 25<sup>th</sup> July, 2016 (4.00 PM).

**-Sd-**

**CHIEF EXECUTIVE**

**FORMAT OF APPLICATION FOR ENGAGEMENT OF RETIRED OAS CADRE OFFICER AS ADMINISTRATIVE-CUM-FINANCE OFFICER IN REGIONAL PLANT RESOURCE CENTRE, BHUBANESWAR ON CONTRACTUAL BASIS**

1. Name of the applicant:
2. Father's name:
3. Designation at the time of retirement and name of the Department from which retired
4. Total period of service rendered in various Departments in different posts
5. Permanent address:
6. Present (correspondence) address:  
(with landline and mobile phone & Email ID)
7. Date of Birth  
(Self-attested copy of first page of the Service Book or any other certificate as proof of Date of Birth should be attached)
8. Date on which the applicant retired from Government Service:  
(Self-attested copy of the Retirement Order should be attached)
9. Whether any Vigilance Case or Departmental Proceedings or Criminal Prosecution is contemplated or pending against the applicant or the applicant has been penalized for misconduct during the period up to ten years preceding his/ her retirement:
10. Whether the applicant has been a member of any political party after his/ her retirement:
11. Last Pay at the time of retirement (detail break-up be provided)
12. Pension/ Provisional Pension drawn per month:  
(Self-attested copy of PPO/ Prov. PPO should be enclosed)
13. Period of engagement in any other organization after retirement

(Contd....Page2)

**UNDERTAKING**

I hereby declare that I shall abide by the terms and conditions as stipulated by the Chief Executive, Regional Plant Resource Centre, Bhubaneswar. I further undertake that all statements made in this 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 found false and incorrect of ineligibility being detected before or after my joining as AO-cum-FO, action can be taken against me by the Authority, as deemed proper.

Place:  
Date:

Full signature of the applicant  
Contact No.  
Email ID:

**TERMS AND CONDITIONS FOR ENGAGEMENT OF ADMINISTRATIVE-CUM-FINANCE OFFICER (CONTRACTUAL)**

1. The general terms and conditions for contractual engagement of retired officers as notified vide Home Department Resolution No. 42595-CC-PSC-50/2011-CC Dt. 10.10.2011 shall be followed.
2. The contractual engagement shall be made initially for a period of one year and can be extended further in six-month spells each time subject to satisfactory performance based of review. However, under no circumstances, an appointee can continue after attaining the age of sixty five (65) years.
3. A retired officer 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 ten years preceding his/ her retirement will not be considered for contractual engagement.
4. A retired officer who has been a member of any political party after his/ her retirement shall not be eligible for engagement.
5. The AO-cum-FO will be eligible to get a consolidated remuneration of last pay drawn+ grade pay minus pension sanctioned subject to maximum of Rs.25,000/- per month. No other allowance like HRA, Conveyance Allowance, Medical Allowance, reimbursement of telephone bills etc. shall be paid.
6. The AO-cum-FO has to arrange his own conveyance to attend office.
7. The AO-cum-FO shall attend office in normal office hours on all working days. However, he may be required to attend office beyond office hours and on holidays in view of exigencies.
8. The AO-cum-FO shall deal with establishment matters, staff and labour attendance, personal cases, service rules, labour related issues, legal matters, financial transactions, maintenance of cash books, ledgers, Asset / liability registers and other assignments as directed by the Chief Executive from time to time.

9. The AO-cum-FO has to work under the supervision and control of Chief Executive, RPRC. He/ she has to discharge such duties and in such a manner, as may be prescribed by the Chief Executive, RPRC from time to time.
10. The engaged officer will be subject to and will abide by the conduct rules applicable to the Government servants.
11. RPRC will not be liable for loss of any kind sustained by him /her at the time of discharge of his duties in the Centre.
12. He/She will be entitled for maximum of 10 days casual leave in a Calendar year.
13. The contractual engagement can be terminated at any time by the Chief Executive for unsatisfactory performance on notice of one month; and in the case of misconduct including, but not limited to, misappropriation, negligence or causing loss to Government without any prior notice.
14. In case the officer desires to resign from the engagement, he/ she may do so by serving one month notice in writing to the Chief Executive, RPRC. After expiry of the notice period, the officer may be relieved after handing over full charge of records and cash/ bank accounts to the relieving officer as decided by RPRC.
15. General instructions of Government regarding terms and conditions for contractual engagement as issued from time to time, will be applicable and binding on the officer.

**CHIEF EXECUTIVE**