



# RAJENDRA UNIVERSITY

PRAJNA VIHAR, BALANGIR – 767002

Email : rajendrauniversitybgr@gmail.com

No. 1529 /RU

Date: 14.12.2021

## NOTICE

**Advertisement for engagement of Retired University/College/Government Servants as Office Assistants on contractual basis at Rajendra University, Prajna Vihar, Balangir.**

Applications are invited in the prescribed format from the interested Retired University/College / Government servants below the age of 65 years as on 01.01.2022 and having good service records with physical fitness, for consideration of engagement as Office Assistant on contractual basis with consolidated remuneration in Rajendra University, Balangir. The engagement will be made as per following terms and conditions.

1. The selection will be governed by the procedure and rule laid down in the General Administration Department, Odisha Resolution No.23750/Gen dated 27.8.2014.
2. The monthly remuneration will be fixed as per Finance Department, Odisha Office Memorandum No.7072/F. dated 17.03.2018.

The re-engagement/re-employment will be made for a period of 01 (one) year from the date of re-engagement/re-employment but not beyond the age of sixty-five years or till the vacancies of Office Assistant (s) are filled up on regular basis whichever is earlier.

The last date of receipt of application is 24.12.2021 by 5.00 pm through Registered Post/Speed Post only. The application is to be submitted in the prescribed format to "The Registrar, Rajendra University, Prajna Vihar, Balangir-767002". Applications received beyond the last date shall not be considered.

The Applicants /Candidates are requested to refer the University Notice Boards / Balangir District Website: <https://balangir.nic.in> for detailed terms of references, guidelines and application format, etc.

*[Signature]*  
14.12.21

REGISTRAR,

Rajendra University, Balangir

Memo No. 1530 /RU

Date: 14.12.2021

Copy to all Notice Boards/COF/Dy.Registrar/ Estt.Section/ Accounts Section/HC/ Steno/PA toVC for information and necessary action.

*[Signature]*  
14.12.21

REGISTRAR,

Rajendra University, Balangir

RAJENDRA UNIVERSITY, PRAJNA VIHAR, BALANGIR

APPLICATION FORM

(For re-engagement of retired University/College/ Government servants as Office Assistant on contractual basis)

1	Name of the Applicant	
2	Father's/Husband's Name	
3	Date of Birth (DD/MM/YYYY)	
4	Sex (Male/Female)	
5	Date of retirement (Copy of retirement order to be attached)	
6	Whether retired on attaining the age of superannuation or taken voluntary retirement	
7	Educational Qualification	
8	Home District	
9	Permanent Address	
10	Present Address	
11	Mobile No. and E-mail ID*	
12	Last pay drawn as per ORSP Rules, 2017 and level of pay (copy of last pay fixation order is to be enclosed)	
13	Post held at the time of retirement	
14	Whether re-employed by any other institution (if yes, attached NOC)	
15	Whether any Departmental proceedings 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)	
16	Any other relevant information.	

\*The call letter for interview shall be intimated through email/message.

Declaration

I, Sri/Smt \_\_\_\_\_ Son/Wife of \_\_\_\_\_ do hereby solemnly declare that the information furnished above are true and correct to the best of my knowledge. If at any time, the information given above is found to be incorrect, I will be liable to be disengaged from re-employment without assigning any reason thereof and legal action as deemed proper will be taken against me.

Place:



FULL SIGNATURE OF APPLICANT

Date: