

OFFICE OF THE PRINCIPAL MODEL DEGREE COLLEGE, NAYAGARH

No. 1279 / Date 16/8/18

ADVERTISEMENT

FOR

ENGAGEMENT OF RETIRED CLERK AS  
OFFICE ASSISTANT

It is proposed to engage Clerks retired from Govt. / Private Colleges, or Departments /Offices under Govt. of Odisha in the post of Jr./Sr./Head Clerk / ASO / Section Officer to work as Office Assistant in the Model Degree College, Nayagarh, At-Lathipada) as per the following criteria:

**CRITERIA:**

1. Person must have sound health
2. Must have Accounts knowledge (which can be determined from certificate of undergoing accounts training and working as accountant in any office)
3. Should have knowledge of computer usage
4. Efficient in noting & drafting
5. Good at hand writing
6. Should have good communication and interpersonal skills
7. Must have knowledge on audit compliance, purchase rules, bills and vouchers etc
8. Person must be below 65 years of age as on the last date of application.

**Terms & Condition :**

1. Working hours: 10 A.M. to 5.00P.M. during working days. However, in exigencies of work, he/she may be required to sit late and may be called on Sundays and other holidays.
2. Engagement shall initially be for a period of one year, or until regular incumbent is available, or till the Govt. desires, whichever is earlier.
3. The engagement may be terminated at any time by the Principal without assigning any reason without prior-notice
4. The engaged person has to serve one month's notice before leaving the assignment.
5. He/ She will be required to sign in attendance register at arrival and departure time.
6. Shall be entitled to 10 days leave proportionately in 12 calendar months. The un-availed leave cannot be carried forward or encashed.
7. Extension of engagement, if any, shall be at the sole discretion of the Govt. in Higher Education Department.
8. The Principal shall not be responsible for any loss, accident, damage, or injury suffered by the individual arising out of execution of his/her official duty.
9. Should not have affiliation to any political party.

Remuneration will be paid as per O.M. of Finance Department of Government of Odisha (7<sup>th</sup> Pay Commission)

~~Order~~ No. 7022 dt. 17.03.2018

10. Individual engaged shall not directly or indirectly communicate or reveal to any person or persons any matter of the office, without the written consent of the office.
11. Individual engaged shall not represent or give opinion or advice in any matter which is adverse to the interest of this office.
12. Preference would be given to those retired in the last two years and those who have profound knowledge of accounts, bills, vouchers, audit compliance and purchase matters.

Interested persons who fulfill the above criteria may apply along with their Bio-data (in the format enclosed) and all self attested supporting documents by e-mail or Speed Post/Registered post/Courier services addressed to the following on or before 23.08.2018 (4.00 P.M.).

No postal delay shall be considered.

Applications by hand shall not be entertained.

Influence in any form for getting the favour of engagement shall lead to the rejection of candidature by the authority.

Applications received after due date will not be entertained.

INTERVIEW (WRITTEN AND PI), IF REQUIRED, WILL BE HELD ON 28.08.2018 IN THE COLLEGE PREMISES AT 11 AM. IF THE NUMBER OF APPLICANTS WILL BE MORE THAN TEN ,APPLICANTS SHALL BE SHORT-LISTED.ELIGIBLE CANDIDATES WILL BE INTIMATED THROUGH e-mail ID and/or through SMS in their respective Mobile Number to attend the interview .

The college authority reserves the right to cancel the engagement advertisement at any point of time without assigning any reason thereof.

Application is to be addressed to:

Principal

Model Degree College, Nayagarh

At/P.O Lathipada

Dist. Nayagarh

PIN: 752079

E-Mail: mdcngr2016@gmail.com

ENVELOPE CONTAINING APPLICATION FORM MUST BE SUPERSCRIBED" APPLICATION FOR THE POST OF OFFICE ASSISTANT"

16/8/18  
Principal

Model Degree College, Nayagarh

Meme No. 1280 /Date 16/8/18

Copy forwarded to the PS to the Commissioner-cum-Secretary to Government, Dept. of Higher Education, Odisha for the kind information of CCS.

16/8/18  
Principal

Model Degree College, Nayagarh

Meme No. 1281 /Date 16/8/18

Copy forwarded to the PS to the Director of Higher Education, Odisha, Bhubaneswar for the kind information of DHE.

16/8/18  
Principal

Model Degree College, Nayagarh

Meme No. 1282 /Date 16/8/18

Copy forwarded to the Collector and DM, Nayagarh District for his kind information.

16/8/18  
Principal

Model Degree College, Nayagarh

Meme No. 1283 /Date 16/8/18

Copy forwarded to the Regional Director of Education, Bhubaneswar for his kind information.

16/8/18  
Principal

Model Degree College, Nayagarh

Meme No. 1284 /Date 16/8/18

Copy to the College Notice Board and College website, [www.mdcnayagarh.org.in](http://www.mdcnayagarh.org.in) for his circulation.

16/8/18  
Principal

Model Degree College, Nayagarh



MODEL DEGREE COLLEGE, NAYAGARH  
PROFORMA FOR THE ENGAGEMENT OF OFFICE ASSISTANT  
IN

MDC, NAYAGARH, AT-LATHIPADA(Vide Advt.

No 1279 Dt 16/8/18

PASTE SELF ATTESTED  
PASSPORT SIZE  
PHOTOGRAPH HERE

1. Name :
2. Father's Name/Husband's name:
3. Educational/Technical qualification:
4. Details of computer knowledge:
5. Telephone/Mobile Number:
6. E-Mail address:
7. Permanent Address :
8. Address for communication :
  
9. Date of Birth :
  
10. Present age:
  
11. Date of entry into regular service:
12. Date of Retirement form services :
13. Number of Years in service:
14. Post from which retired:
15. Name of the Department/Office from which retired:
16. Last Pay drawn(Pay in pay band+ Grade Pay)
17. PPO Number:
18. PPO issued by:
19. Institutions / offices served :
20. Information about Accounts Training :
21. Seats / sections in which worked during service period :
22. Details of Departmental Proceedings/vigilance case (if any)during service period:
23. Spouse status:

Certified that the information furnished above are true to the best of my knowledge and belief.

Signature (with date and place)