

**ODISHA MOTOR TRANSPORT DRIVER & WORKERS' WELFARE BOARD**  
(BOARD CONSTITUTED UNDER ODISHA MOTOR TRANSPORT DRIVER & WORKERS' WELFARE  
SCHEME 2023)

Letter No. LX-135/2023/ 2725 /TC

Date- 19.02.2024

**INDICATIVE ADVERTISEMENT FOR TEMPORARY ENGAGEMENT**

Applications in the prescribed format (enclosed herewith) are invited from the interested retired Government Servants of Odisha Administrative Service (OAS) cadre for engagement as **Administrative Executive** on contractual basis for base level work in Odisha Motor Transport Driver & Workers' Welfare Board against the vacant posts of **Administrative Executive** in the Board in pursuance of guidelines enshrined in OMTDWW Board Resolution No.6, dated 08.02.2024.

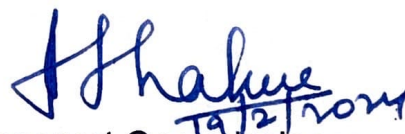
1. Number of vacancies: 01(One).
2. The contractual engagement shall be made initially for a period of 11 (eleven) months
3. The applicant shall not exceed 65 years of age
4. The eligibility criteria of candidates for appointment as **Administrative Executive** on contractual basis shall be as follows:
  - i. Should belong to OAS Cadre not below the rank of Joint Secretary.
  - ii. Officers who have retired from Government service on attaining the age of superannuation and the below the age of 65 years having good service records, physically fit and sound basic computer knowledge (MS word, MS Excel and OSWAS, e-mail etc.) are eligible for engagement.
  - iii. Should not have any Disciplinary Proceedings or Vigilance Case or Criminal Cases instituted against her/ him during her/ his service period.
  - iv. Should not have been penalized for misconduct during the last 5 years of service.
  - v. Should not be a member of a political party.
5. The consolidated remuneration of the contractual employee shall be at the rate prescribed in the Finance Department O.M. No. 24533/F, dated 29.09.2022.
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 officer shall be subject to and abide by the prescribed Conduct Rules (Odisha Government Servants' Conduct Rules, 1959) applicable to the Government servant and liable to be proceeded against for their misconduct, omissions, and commissions as per the provisions under the Odisha Civil Services (Pension) Rules, 1992. The contractual engagement may be terminated at any time by the Competent Authority due to unsatisfactory performance of the re-employed officer by giving one month notice and in case of any misconduct including, but not limited to, misappropriation, negligence or causing loss to Government, without prior notice. In case the re-employed



- officer desires to resign from the engagement, she/ he shall do so by giving a month's notice in writing to the Competent Authority. After expiry of the notice period, the re-employed officer shall be relieved after handing over full charges of records to the relieving officer as decided by the Department.
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 her/ him. She/ he 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 any reason thereof.

The application along with biodata in the prescribed proforma shall be addressed to the Transport Commissioner -cum- Member Secretary, OMTDWW Board, 6th Floor, Rajaswa Bhawan, Cuttack-753002, and in the top right corner of the envelope there should be mention of "Application for the post of Administrative Executive in Odisha Motor Transport Driver & Workers' Welfare Board and should reach the Department by 15. 03. 2024 by Registered/Speed post/Physical Submission. Applications received thereafter shall not be entertained.

Yours Faithfully

A handwritten signature in blue ink, appearing to read 'Shalini', with the date '19/12/2024' written below it.

Transport Commissioner,  
STA, Odisha,  
-Cum-  
Member Secretary,  
OMTDWWB

**Application form for engagement of retired OAS Cadre Government Servant in Odisha Motor Transport Driver & Workers' Welfare Board.**

1. Name of the Applicant –
2. Father's/ Husband's Name –
3. Date of Birth (as per service book) –  
(attached Self – attested copy of first page of service book or any other certificate in proof of date of beath should be attached)
4. Date of Retirement –
5. Address for communication –
6. Mobile/WhatsApp No/ e-Mail ID –
7. Government Office where he / She had worked –

SI No.	Name of the Department	Designation	Duration		Total Period
			From	To	

8. Whether physically fit to discharge Government Duties:
9. Whether, any Vigilance Case or Departmental Proceedings or Criminal Prosecution is contemplated or pending against the applicant or has been penalized for misconduct during the preceding five years?, If yes, furnish details:

10. Whether the applicant has been a member of any Political party after his/ her retirement:
11. Last Pay (Level in Pay Matrix under ORSP Rules, 2017) at the time of retirement (attach self-attested copy of retirement month pay slip):
12. Period of engagement in any Departments after retirement, if any detail thereof:
13. Whether the applicant has Computer Knowledge (MS Word, MS Excel, OSWAS & e-mail etc):
14. Any other relevant information -

## **Undertaking**

I do hereby declare that I shall abide by the terms and conditions as stipulated by Odisha Motor Transport Driver & Workers' Welfare Board 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 Board and immediate disengagement shall be made without assigning any reason thereof.

Date:

Full Signature of the Applicant