

email id:-rotigothapatana@gmail.com

REVENUE OFFICERS' TRAINING INSTITUTE, GOTHAPATNA, BHUBANESWAR.

Lt. No: ESTT (A) - 26/16- 235/ROTI Date: 4.03.2016

From

**Sri B.C. Mohapatra, IAS (Retd.)
Director, ROTI**

To

**All Heads of Department,
Govt. of Odisha, Bhubaneswar
All Collectors**

Sub: Regarding posting of Personal Assistant, Head Clerk and Senior Clerk for Revenue officers' Training Institute, Gothapatna, Bhubaneswar.

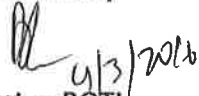
Ref: Letter No.1912/R&DM dated 19.01.2015 of Govt. in Revenue and DM Department

Sir,

In inviting a reference to the letter on the subject cited above, I am to intimate you that, one post of Personal Assistant, One post of Head Clerk and one post of Senior Clerk have been created for ROTI with a condition that these posts shall be filled up on deployment basis from HOD/ Field level. In order to facilitate Training in this Institute the post are required to be filled up urgently. In view of the situation the Advertisements enclosed herewith may please circulate among the regular employees working under your jurisdiction. Further, suitable and willing retired personnel are also eligible to apply for all the above cited posts whose service conditions will be in accordance with the G.A Department Resolution No. 23750 dated 27.08.2014.

This may be treated as urgent.

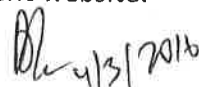
Yours faithfully


4/3/2016
Director, ROTI

Memo No. 2362/ROTI

Date: 4.3.2016

Copy to Deputy Secretary to Govt. (IMU), Revenue and DM Department, Odisha, Bhubaneswar with a request to upload the Advertisements in the Department website.
Copy to Notice Board of the Institute.


4/3/2016
Director, ROTI

Revenue Officers' Training Institute, Gothapatana, Bhubaneswar

Advertisement

Applications are invited from in-service Personal Assistants of field offices / organizations under Revenue & D.M Department, including HODs and also such retired Personal Assistant /Sr. Stenographer who have retired from the above ranks & from such above cited offices including retired personnel of Home Department Stenographer / P.A. & P.S. cadre of Odisha Secretariat, for appointment as Personal Assistant (1 post) in the Revenue Officer's Training Institute , Gothapatana, Bhubaneswar. The in-service candidates may apply through their respective Controlling Officer & send an advance copy to the Director, ROTI Gothapatana, BBSR. Retired Personal Assistant /Sr. Stenographer shall apply directly to this Institute. Both categories shall apply in the enclosed format. Contractual engagement of retired Personal Assistant /Sr. Stenographer shall be in accordance with G.A.Deptt. Resolution No. 23750/Gen,dt.27.08.2014.

Terms & Conditions

(A) In-service Personal Assistant /Sr.Stenographer

1. The in-service Personal Assistant should be of impeccable track record & should have a reputation for good & quality work. A Personal Assistant against whom a Vigilance case, Departmental proceeding or criminal prosecution is contemplated or pending or who has been penalized for a misconduct / disobedience of order during the period up to preceding five years will not be considered.
2. All existing terms & conditions of Govt. service shall be applicable to the in-service applicant.
3. The appointment in the Institute shall be initially on deployment basis pending final decision of competent authority.

(B) Retired Personal Assistant /Sr.Stenographer

1. Retired Personal Assistant /Sr. Stenographer shall be below 65 years of age & appointed on contractual basis initially for a period of two years & can be extended for a subsequent period of two years with spell of one year each subject to satisfactory performance.

2. The Personal Assistant /Sr. Stenographer, against whom a vigilance case or departmental proceeding or criminal prosecution is contemplated or pending or who has been penalized for a misconduct/disobedience of order during the period up to five years preceding his/her retirement will not be considered.
3. Consolidated & contractual remuneration of the retired Personal Assistant /Sr. Stenographer shall be at the rate of his/ her Pay + Grade pay drawn minus the amount of pension sanctioned per month subject to maximum of Rs 10,000 (Ten thousand) only per month.
4. The period of contractual service shall not be counted as Government service for purpose of pension & any other retirement benefit
5. The engaged officer will be subject to and abide by the Govt. Servant Conduct Rules applicable to Govt. Servant as well as the relevant provisions of Odisha Pension Rules, 1992 as applicable to retired Govt. employees.
6. The Contractual re-employment can be terminated at any time by the Appointing Authority due to unsatisfactory performance misconduct/other reasons by giving one month notice. If the re-employed officer desires to resign he shall do so by giving one month's written notice to the competent authority.
7. The applicant shall furnish an undertaking at the time of joining in duty in regard to the truth & correctness of the information furnished by him/her along with supporting documents, if any.

The competent authority reserves the right to reject any or all application without assigning any reason thereof.

Application containing all details in the prescribed format from in-service Personal Assistant (Format -I) and retired Personal Assistant /Sr. Stenographer (Format-II) and addressed to Director, ROTI ,Gothapatana , Bhubaneswar – 751003 shall reach by 19.03.2015 positively by hand / speed post or sent to **rotigothapatana @ gmail.com** through e-mail.


Director, ROTI

Director
Revenue Officers' Training Institute
Gothapatana, Bhubaneswar

**Application for Redeployment in ROTI as Personal Assistant /Sr.
Stenographer**

1. Name of the Applicant :
2. Date of Birth :
3. Father's Name :
4. Designation :
5. Name & address of the office
where employed :
6. Date of joining in Govt. Service :
7. Detail Particulars of posts held
from the date of joining :

| Sl.No | Designation | Name & address of the office | From (mention date) | To (Mention date) | Remarks |
|-------|-------------|------------------------------------|---------------------------|-------------------------|---------|
| 1 | 2 | 3 | 4 | 5 | 6 |
| | | | | | |

8. Present salary :
(Pay Band with GP)
9. Present correspondence
address with telephone number :
10. Permanent Address :
11. Whether any vigilance/departmental case / proceeding or criminal prosecution is contemplated or pending against you or you have been penalized for misconduct/disobedience of order during the preceding five year .If so, details thereof :-
12. Name & designation of the
Present Head of office :

Undertaking

13. I hereby declare that all information in this Bio-data Form are true, complete & correct to the best of my knowledge & belief. I also undertake that in the event of any information being found false or incorrect action can be taken against me by the competent authority.

Place & date. _____

(Full signature of the employee)

14. Recommendation of the immediate controlling officer

Signature:

Name:

Designation:

Seal:

Date:

Application for engagement of Retired Personal Assistant as OSD on contractual basis in Revenue Officer's Training Institute, Bhubaneswar.

1. Name of the Applicant :
2. Father's Name :
3. Designation at the time of retirement :
4. Name of the Office from which the Applicant retired :
5. Permanent Address :
6. Present Correspondence Address :
7. Date of birth (As per Service Book) :
8. Date on which the applicant retired from Government Service :

(Copy of retirement order should be attached)

9. Whether any vigilance case or departmental proceedings or criminal prosecution is contemplated or pending against you or you have been penalized for misconduct during the preceding five years of retirement? If so, details thereof :
10. Whether any post retirement engagement on contractual basis in any office/Department of Government is accepted? If yes, indicate the details periods and name of the office/Department :
 - (a)
 - (b)
 - (c)
 - (d)
11. Whether you have been a member of any political party after Retirement?

UNDERTAKING

I hereby declare that I shall abide by the terms and conditions as stipulated by the competent authority and accordingly all statements made in this bio-data 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 engagement as OSD, action can be taken against me by the competent authority as deemed proper and immediate dis-engagement shall be made without stating reason thereof.

Place & date:

(Full signature of retired employee)

Revenue Officers' Training Institute, Gothapatana, Bhubaneswar

Advertisement

Applications are invited from in-service Ministerial Officers of field offices / organizations under Revenue & DM Department, including HODs and also such retired ministerial Officer who have retired from the above rank & from such above cited offices for appointment /engagement as Head Clerk (1 post) & Senior Clerk (1 post) in the Revenue Officer's Training Institute , Gothapatana, Bhubaneswar. The in-service candidates may apply through their respective Controlling Officer & send an advance copy to the Director, ROTI Gothapatana, BBSR. Retired Ministerial officers shall apply directly to this Institute. Both categories shall apply in the enclosed format. Contractual engagement of retired ministerial officers shall be in accordance with G.A. Deptt. Resolution No. 23750/Gen,dt.27.08.2014.

Terms & Conditions

(A) In-service Ministerial Officer

1. The in-service ministerial officers should be of impeccable track record & should have a reputation for good & quality work. A ministerial officer against whom a Vigilance case , Departmental proceeding or criminal prosecution is contemplated or pending or who has been penalized for a misconduct / disobedience of order during the period up to preceding five years will not be considered.
2. All existing terms & conditions of Govt.service shall be applicable to the in-service applicant.
3. The appointment in the Institute shall be initially on deployment basis pending final decision of competent authority.

(B) Retired Ministerial officer

1. Retired ministerial officer shall be below 65 years of age & appointed on contractual basis initially for a period of two years & can be extended for a subsequent period of two years with spell of one year each subject to satisfactory performance.

2. The retired officer, against whom a vigilance case or departmental proceeding or criminal prosecution is contemplated or pending or who has been penalized for a misconduct/disobedience of order during the period up to five years preceding his/her retirement will not be considered.
3. Consolidated & contractual remuneration of the retired ministerial officer shall be at the rate of his/ her Pay + Grade pay drawn minus the amount of pension sanctioned per month subject to maximum of Rs 10,000 (Ten thousand) only per month.
4. The period of contractual service shall not be counted as Government service for purpose of pension & any other retirement benefit
5. The engaged officer will be subject to and abide by the Govt. Servant Conduct Rules applicable to Govt. Servant as well as the relevant provisions of Odisha Pension Rules, 1992 as applicable to retired Govt. employees.
6. The Contractual re-employment can be terminated at any time by the Appointing Authority due to unsatisfactory performance misconduct/other reasons by giving one month notice. If the re-employed officer desires to resign he shall do so by giving one month's written notice to the competent authority.
7. The applicant shall furnish an undertaking at the time of joining in duty in regard to the truth & correctness of the information furnished by him/her along with supporting documents, if any.

The competent authority reserves the right to reject any or all application without assigning any reason thereof.

Application containing all details in the prescribed format from in-service Ministerial officers (Format -I) and retired Ministerial officers (Format-II) and addressed to Director, ROTI ,Gothapatana , Bhubaneswar – 751003 shall reach by 19.03.2015 positively by hand / speed post or sent to **rotigothapatana @ gmail.com** through e-mail.


4/3
Director, ROTI

Director
Revenue Officers' Training Institute
Gothapatana, Bhubaneswar

Application for Redeployment in ROTI as Head Clerk /Sr.Clerk.

1. Name of the Applicant :
2. Date of Birth :
3. Father's Name :
4. Designation :
5. Name & address of the office
where employed :
6. Date of joining in Govt. Service :
7. Detail Particulars of posts held
from the date of joining :

| Sl.No | Designation | Name & address of the office | From (mention date) | To (Mention date) | Remarks |
|-------|-------------|------------------------------------|---------------------------|-------------------------|---------|
| 1 | 2 | 3 | 4 | 5 | 6 |
| | | | | | |

8. Present salary :
(Pay Band with GP)
9. Present correspondence
address with telephone number :
10. Permanent Address :
11. Whether any vigilance/departmental case / proceeding or criminal prosecution is contemplated or pending against you or you have been penalized for misconduct/disobedience of order during the preceding five year .If so, details thereof :-
12. Name & designation of the
Present Head of office :

Undertaking

13. I hereby declare that all information in this Bio-data Form are true, complete & correct to the best of my knowledge & belief. I also undertake that in the event of any information being found false or incorrect action can be taken against me by the competent authority.

Place & date. _____

(Full signature of the employee)

14. Recommendation of the immediate controlling officer

Signature:

Name:

Designation:

Seal:

Date:

Application for engagement of Retired Ministerial Officers as OSD on contractual basis in Revenue Officer's Training Institute, Bhubaneswar.

1. Name of the Applicant :
2. Father's Name :
3. Designation at the time of retirement :
4. Name of the Office from which the Applicant retired :
5. Permanent Address :
6. Present Correspondence Address :
7. Date of birth (As per Service Book) :
8. Date on which the applicant retired from Government Service

(Copy of retirement order should be attached)

9. Whether any vigilance case or departmental proceedings or criminal prosecution is contemplated or pending against you or you have been penalized for misconduct during the preceding five years of retirement? If so, details thereof :
10. Whether any post retirement engagement on contractual basis in any office/Department of Government is accepted? If yes, indicate the details periods and name of the office/Department :
 - (a)
 - (b)
 - (c)
 - (d)
11. Whether you have been a member of any political party after Retirement?

UNDERTAKING

I hereby declare that I shall abide by the terms and conditions as stipulated by the competent authority and accordingly all statements made in this bio-data 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 engagement as OSD, action can be taken against me by the competent authority as deemed proper and immediate dis-engagement shall be made without stating reason thereof.

Place & date:

(Full signature of retired employee)