



OFFICE OF THE PRINCIPAL, S G WOMEN'S COLLEGE ROURKELA

NO 780 /DATE 17.03.26

ADVERTISEMENT NOTICE

For Engagement of Retired Government Servant on Contractual Basis

Applications are invited from eligible Retired Government Servants for engagement on contractual basis in S. G. Women's College, Rourkela as per the rules and guidelines issued by the Government of Odisha for engagement of retired Government employees.

1. Name of the Post

Contractual Engagement of Retired Government Servant (Office/Administrative Work)

2. Eligibility Criteria

The applicant must be a retired Government employee from State Government / Government Aided Educational Institution.

The applicant should possess good service record and adequate experience in office administration, accounts, or related work.

The applicant must be physically fit and mentally sound to discharge official duties.

The age of the applicant should not exceed 65 years as on the date of application.

3. Period of Engagement

The engagement will be purely temporary and contractual in nature initially for one year, which may be extended depending upon performance and requirement of the institution as per Government rules.

4. Remuneration

The remuneration shall be fixed as per the guidelines of the Government of Odisha for engagement of retired Government employees on contractual basis.

5. Duties and Responsibilities

The engaged personnel will assist the college authority in administrative work, office management, accounts related work, examination work and other official assignments as entrusted by the Principal.

6. Mode of Selection

Selection will be made on the basis of scrutiny of documents and personal interview by a duly constituted selection committee.



7. How to Apply

Interested eligible candidates are requested to submit their application in the prescribed format along with self-attested copies of the following documents:

Proof of Date of Birth

Retirement Order

Service Record / Experience Certificate

Aadhaar Card

Two recent passport size photographs

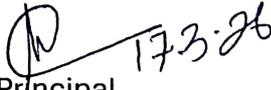
The application should reach the office of the Principal, S. G. Women's College, Rourkela on or before 25.3.26 (last date) during office hours.

8. General Conditions

The engagement is purely temporary and contractual and will not confer any right for regular appointment.

The authority reserves the right to accept or reject any or all applications without assigning any reason thereof.

The selected candidate must follow the rules and regulations of the Government of Odisha and the college authority.


Principal

S. G. Women's College

Rourkela, Sundargarh
Principal

Sushilavati Government Women's College,
Sector-2, Rourkela-769006

APPLICATION FORMAT
(For Engagement of Retired Ministerial Employees)

*(Paste recent
passport size
photograph here)*
[Photograph]

1. **Name of the Applicant:** _____
2. **Father's / Husband's Name:** _____
3. **Date of Birth:** _____
(Age as on date: _____ years)
4. **Permanent Address:** _____

5. **Present Address:** _____

6. **Contact Details:**
Mobile No: _____
Email ID: _____
7. **Details of Service (Retired Post):**
 - a) Name of the Office/Institution: _____
 - b) Last Post Held: _____
 - c) Date of Joining Service: _____
 - d) Date of Retirement: _____
 - e) Total Years of Service: _____
8. **Experience in Ministerial Work (if any):**

9. **Computer Knowledge (if any):**

10. **Any Other Relevant Information:**

11. **Residential Status:**
(1) Resident of region (Specify): _____

(2) Identity Proof

(3) Address Proof

(4) Other (Specify): _____

DECLARATION

I do hereby declare that the information furnished above is true and correct to the best of my knowledge and belief. I agree to abide by the terms and conditions of engagement as decided by the authority.

Place: _____

Date: _____

Signature of the Applicant

Name: _____

