

**OFFICE OF THE ODISHA STATE CORPORATIVE HANDICRAFTS
CORPORATION LTD.(UTKALIKA)**

D-2/3&4 Industrial Estate Rasulgarh, Bhubaneswar-751010

Letter No: - 1170

Date- 08/05/2023

E-mail-oschcutkalika@gmail.com

Required retired persons for the post of Office Assistant/ Sales Asst/ Asst
Manager/Auditor.

Retired Junior Asst./ Sales Assistant/ Asst. Manger/Auditor against vacant post are required to work for ODISHA STATE CO-OPERATIVE HANDICRAFTS CORPORATION (UTKALIKA). The remuneration shall be Rs.13,000/- per month for Jr. Assistant and Sales Asst. and Rs.16,000/- per month for Asst. Manager and Auditor.

Last date of submission of prescribed application form is 23.06.2023.

For details, please visit this Website <https://utkalikaodisha.in>



Managing Director

Terms & Conditions for re-engagement of Retired employees.

Retired Jr. Assistant/Sales Asst./Asst Manager/Auditor having experience preferably Handlooms and Handicrafts Sector in Apex Co-operative Societies/ Corporation/ Undertaking of Govt. of Odisha and other Department s of Govt. are required to work on contractual basis against the vacant post of OSCHC Ltd., Bhubaneswar. They will work in different Sales outlet/ Branches of Utkalika within the state Odisha.

Applications from the retired employees not beyond the age of sixty-five years having good service records and physically fit are invited for re-engagement on Contractual basis for a period of 01 (One) year or till the vacancies are filled up by direct recruitment whichever is earlier.

This re-engagement will be as per Terms and Condition laid down in the guidelines issued vide G.A Department Resolution No. 23750, dated 27.08.2014.

1. They are entitled for a consolidated remuneration @Rs.13,000/- per month for Jr. Assistant & Sales Asst. and Rs.16,000/- for Asst. Manager & Auditor.
2. The above engagement is purely contractual and performance linked. The Authority shall review their performance periodically at an interval of six months.
3. The period of above engagement shall not be counted as regular service for the purpose of pension or any other retirement benefits.
4. The engaged Jr. Assistant/ Sales Asst/ Asst. Manager/ Auditor will abide by the conduct Rules applicable to the employees of the Corporation.
5. The contractual engagement will be terminated at any time by the authority with one-month prior notice for negligence in duty.
6. They will submit and Indemnity Bond in prescribed format in Non-Judicial Stamp Paper executed by Executive Magistrate or Notary at the time of joining in duty (Copy enclosed applicable to Sales Asst. and Asst. Manager).
7. The duty hours in showroom will be as applicable in the respective sales branches.
8. They will take over charges of stock & cash charges of the sales counter as assigned by Corporation and maintain required records and books of Accounts like stock register and cashbook etc.
9. They will work under supervision of sales branch head under control of Managing Director, OSCHC Ltd.
10. The tenure of contractual engagement may be extended on the basis of satisfactory performance.



INDEMNITY BOND

(To be furnished on Non-Judicial Stamp Paper)

I Sri _____ S/O _____
permanent resident of village _____, PO _____, PS
_____, Dist _____ do hereby furnish the indemnity Bond on
the following terms and conditions:

1. As per office order No. _____ Dt. _____ of Managing Director, Odisha State Co-operative Handicrafts Corporation Ltd. (Utkalika), Bhubaneswar, I shall discharge my duty & responsibilities as in-charge of _____ Sale Branch of Utkalika Functioning at _____.
2. I will be held responsible for the liability of all stock, store, cash, furniture & fixtures of the Sale Branch.
3. I shall take utmost care to safeguards for proper storing, displaying of stock & maintenance of the Sale Branch.
4. I shall render all my efforts to achieve the month wise as well as annual target of the Sale Branch.
5. I shall maintain all the records of the Sale Branch on day-to-day basis, deposit the daily sale proceed in the concerned Bank and submit all required reports & returns to Head Office regarding. In case of Bank holidays detention of cash is allowed maximum for 3 days only.
6. I shall keep open the Sale Branch for review & inspection by any of the officials of Utkalika and liable for any lapses detected by inspection of the Sale Branch.
7. I will submit my original certificates in the Head Office of Utkalika in respect of my educational qualification i.e. 10th, 10+2, Graduation certificates etc. as a token of my guarantee and shall be loyal & trust worthy for the organization.
8. In case of any deficiency caused by me to the assets of the society, I will abide by the law prevailing under the Odisha Co-operative Societies Act & Rule and criminal procedure.

Sri _____ S/o _____ is my
_____ and is a Govt. servant. He is working as
_____ since _____ under the department of
_____. He will stand as "Guarantor" on behalf of me for
any financial lapses, omission & commission made by me in the Sale Branch. I
shall furnish the willingness of the guarantor within a month time.

"Or"

My father/mother/brother/sister shall stand as a guarantor in respect of my financial assignment in case of any lapses in my financial liabilities, the organization will have every right to recover the same from paternal property. I shall furnish the willingness of the guarantor within a month time.

9. I shall furnish valid documents within 30 days to the society indicating that, the said secured properties can't be transferred by way of sale , gift, mortgage and otherwise during subsistence of my liability due to the society, without prior consent in writing of the Society, and that the transfer the said properties during subsistence of this agreement shall be voidable at the option of the society.
10. I shall at all times obey and observe all instructions that may be given to me by the society concerning to sale or otherwise.
11. In the event of stock or cash verification by the society or department authority, if any shortage of stock or cash is detected, I shall make good the shortage in shape of cash or Demand Draft to the society within 48 (forty eight) hours of detection of shortages and I shall not be allowed any commission on the amount realized from me towards the recoveries of shortages.
12. I shall not leave my assignment at least for one year and after one year, in case, I intend to leave the assignment, three months prior notice shall be given by me to the organization.
13. I shall furnish the police clearance certificate that I am not involved any criminal activities within one month time.
14. I shall not disclose/transfer the business secrecy of the organization to any outsider/agencies.
15. During my tenure I shall not be involved in any demonstration/strike against the Management.
16. I shall furnish the medical fitness certificate in my favor from a registered medical practitioner within 3 months time.
17. I shall furnish the character certificate issued either by a gazetted officer or by an officer of Utkalika not below rank of Manager Marketing.

Signature of the Candidate