

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

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

**Letter No:-3799**

**Date-11.12.2023**

[E-mail-oschcutkalika@gmail.com](mailto:E-mail-oschcutkalika@gmail.com)

**Required Retired persons for the post of Branch Manager/  
Sales Asst./ Office Asst./ Diarist-cum-Despatcher**

Retired Sales Asst./ Asst. Manager/ Jr. Asst./ Sr. Asst./ Diarist-cum-Despatcher against vacant post is required to work under the Managing Director of **ODISHA STATE CO-OPERATIVE HANDICRAFTS CORPORATION (UTKALIKA)**. The remuneration shall be Rs.16,000/- per month for Sales Asst./ Office Asst./ Diarist-cum-Despatcher and Rs.18,000/- for Branch Manager inside state and Rs.22,000/- for outside state. Last date of submission of prescribed application form is **28.12.2023**.

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

**Managing Director**

## **Terms & Conditions for re-engagement of Branch Manager**

Retired Sales Assistant/Asst. Manager/ Jr. Asst./ Sr. Asst./ Diarist-cum-Despatcher of Odisha State Co-operative Handicrafts Corporation (Utkalika) / Odisha State Handloom Weavers Co-operative Society (Boyanika)/ Odisha State Co-operative Tassar & Silk Federation Ltd. (SERIFED) and Organization of Govt. Of Odisha/ Undertakings & Board having experience as Branch Manager (I.C) is required against 04 vacant posts on contractual basis in OSCHC Ltd., (Utkalika) Bhubaneswar. They will work in different branches of Utkalika within the state of Odisha & Outside State (preferably in Utkalika Showroom, Mumbai, Pune, Grand Centre & Neelachal Haat at Puri).

Applications from the Retired Sales Asst./ Asst. Manager/ Jr. Asst./ Sr. Asst./ Diarist-cum-Despatcher not beyond the age of sixty-five years having good service records and physically fit (as per G.A Department circular No. 37323 dtd.30.11.2018 ) 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. The performance will be reviewed periodically at an interval of six months.
2. Interested Candidates may apply in the prescribed application form by Registered/ Speed post and should reach the OSCHC Head Office: D-2/3 & 4, Industrial Estate, Rasulgarh, Bhubaneswar, 751010 on or before **28.12.2023**.
3. The application form and details of re-engagement are available in OSCHC Ltd, website: <https://www.utkalikaodisha.in>
4. Re-engagement of Sales Asst. of Utkalika their past performance record shall be taken into consideration.

**APPLICATION FORM FOR RE-ENGAGEMENT OF RETIRED SALES ASST./ ASST. MANAGER/ JR. ASST./ SR. ASST./ DIARIST-CUM-DESPATCHER**

1. Name of the Applicant:
2. Father's Name:
3. Date of Birth:
4. Educational Qualification:
5. Date of Retirement:  
(Weather on superannuation or  
Voluntary retirement)
6. Post held at the time of Retirement:
7. Pay Level under ORSP 2017 at the Of Retirement:
8. Present Address:
9. Permanent Address:
10. Work Experience:  
(may attach separate sheet)
11. Any criminal case/vigilance Inquiry/Departmental  
Proceeding Initiated or pending against the applicant.  
If yes, mention award or punishment and status of the case.
12. Contact details:  
(i) Mobile Number  
(ii) E-mail ID
13. Name of the post applied: .....
14. Name of the place (Branch) applied: .....  
(applicable for Br. Manager/ Sales Asst.)

Affix a  
passport size  
photograph

**DECLARATION**

I Sri /Smt./Kumari \_\_\_\_\_ Son/wife/daughter  
of \_\_\_\_\_ Do hereby solemnly declare that the  
information furnished above are true and correct to the best of my knowledge and belief, If  
later on, any of the above information furnished by found to be false and incorrect , I shall be  
liable to be disengaged from re-engagement and legal action as deemed proper will be  
initiated against me.

Place:

Date:

(SIGNATURE OF THE APPLICANT)