

BOARD OF REVENUE: ODISHA: CUTTACK  
(ESTABLISHMENT SECTION)

No.XV- E-12/22- 1811 /Estt., Dated: 18/05/2023

OFFICE ORDER

ADVERTISEMENT FOR ENGAGEMENT OF RETIRED STENOGRAPHER/ PERSONAL ASSISTANT (CONTRACTUAL) TO WORK AGAINST THE VACANT POST OF JUNIOR STENOGRAPHER UNDER BOARD OF REVENUE, ODISHA, CUTTACK.

Applications in the prescribed format (enclosed herewith) are invited from the interested Stenographers/ Personal Assistants not above the age of 65 years and having basic computer knowledge and good service records and physical fitness for engagement of **24 (twenty four) posts as Junior Stenographer on contractual basis** in the Revisional Courts under 24 Revisional Courts (Annexure – I) under Board of Revenue, Odisha , Cuttack in pursuance of G.A Department Resolution No. 23750/Gen Dated 27.08.2014.

2. The contractual engagement shall be made initially for a period of **one year** or till the vacant post of **Junior Stenographers** are filled up on appointment or promotion, whichever is earlier.
3. The terms and conditions are subject to codal provisions, memorandum and Resolution issued by the Finance Department from time to time.
4. The appointee has to discharge such duties and in such a manner, as may be prescribed by Board of Revenue from time to time.
5. The retired Govt. **Retired Stenographers/ Personal Assistants** against whom a Vigilance case or Departmental Proceeding or Criminal Prosecution is contemplated or pending or who has been penalized for misconduct during the period of preceding five years of his/her retirement, or is a member of a political party will not be considered for re- engagement.
6. Consolidated Remuneration of the contractual officers/employees shall be fixed as per Govt. in Finance Department Office Memorandum No. 24533/F dated 29.09.2022.
7. The period of contractual engagement shall not be counted as Government service for the purpose of pension and any other retirement benefit.
8. The engaged retired Govt. **Retired Stenographers/ Personal Assistants** will be subject to abide by the Conduct Rules applicable to the Government Servants.
9. The contractual engagement may be terminated at any time by the Secretary, Board of Revenue for unsatisfactory performance , on notice of one month, and in case of any misconduct including, but not limited to, misappropriation , negligence or causing loss to Government, without any prior notice.


10. In case the engaged officers desires to resign from the engagement, he may do so by giving a notice of one month in writing to the Secretary, Board of Revenue. After expiry of the notice period, he/she may be relieved after handing over full charges of records to the relieving officer as decided by the Secretary, Board of Revenue.

11. The Secretary, Board of Revenue reserves the right to reject any/ all applications without assigning any reason thereof.

12. The application complete in all respect in the enclosed FORMAT should be addressed to the Secretary, Board of Revenue, Odisha, Cuttack and should reach the office within 20 days from the date of publication of the advertisement.


Applications received thereafter shall not be entertained.

By orders of the Secretary,  
Board of Revenue, Odisha, Cuttack

  
17105123  
Addl. Secretary, Estt.

Memo. No. 1812 /Estt., Dated 18/05/2023


Copy forwarded to all R.D.Cs for information & necessary action for arrangement wide publicity of the advertisement.

  
17101123  
Addl. Secretary, Estt.

Memo. No. 1813 /Estt., Dated 18/05/2023

Copy forwarded to all Branch Officers of Board of Revenue/ Section Officer, Establishment, Main Board, Board of Revenue for information & necessary action for arrangement wide publicity of the advertisement.


Copy to the Notice Boards of all offices functioning in the Board of Revenue campus.

  
17105123  
Addl. Secretary, Estt.

Memo. No. 1814 /Estt., Dated 18/05/2023

Copy forwarded to the Technical Director, NIC, Board of Revenue, Odisha, Cuttack for information & necessary action.

She is requested to upload the advertisement in Board's Website for wide publicity.

  
17105123  
Addl. Secretary, Estt.

FORMAT OF APPLICATION FOR ENGAGEMENT OF RETIRED STENOGRAPHER/  
PERSONAL ASSISTANT (CONTRACTUAL) AS JUNIOR STENOGRAPHER IN BOARD  
OF REVENUE, ODISHA, CUTTACK.

1. Name of the applicant:
2. Father's name:
- 3: Designation at the time of Retirement &  
Name of Office from which retired:
4. Total period of service rendered:
5. Permanent Address:
6. Present (Correspondence Address):
7. Date of Birth:  
(Self attested copy of first page of the Service Book or any other certificate in  
proof of date of birth should be attached:
8. Date of Retirement:  
(Self attested copy of retirement order should be attached)
9. Whether any Vigilance case or Departmental Proceeding or Criminal  
Prosecution is contemplated or pending against the applicant or the applicant  
has been penalised for misconduct during the period up to five years preceding  
his/her retirement:
10. Whether the applicant has been a member of a political party after his/ her  
retirement:
11. Last pay at the time of retirement (Level & Cell):  
(Self attested copy of LPC / Last Pay Slip should be enclosed)
12. Pension/ Provisional Pension drawn per Month:  
(Self attested copy of PPO/Provisional PPO should be enclosed)

UNDERTAKING

I hereby declare that, I shall abide by the terms and conditions as stipulated by the Member, Board of Revenue. I further undertake that, all statements made in the application 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 before and after my joining, action can be taken against me by the Member, Board of Revenue as deemed proper.

Place:

Date:

Full signature of the applicant

Contact N

## List of 39 Revisional Courts under the Board of Revenue, Odisha, Cuttack

Sl No	Name of the Court
1	Commissioner, Land Records & Settlement, Cuttack
2	Director, Consolidation, Cuttack
3	Land Reforms Commissioner, Cuttack
4	Commissioner, Consolidation, Cuttack
5	Commissioner, Consolidation & Settlement, Bhubaneswar
6	Commissioner, Consolidation, Bhubaneswar
7	Addl. Revisional Court-I, Bhubaneswar.
8	Addl. Revisional Courts-II, Bhubaneswar.
9	Addl. Revisional Courts-III, Bhubaneswar
10	Addl. Commissioner, Consolidation & Settlement, Cuttack
11	Addl. Commissioner, Consolidation & Settlement, Balasore
12	Addl. Commissioner, Consolidation & Settlement, Sambalpur
13	Addl. Commissioner, Consolidation & Settlement, Berhampur
14	Additional Commissioner, Land Records & Settlement(Jajpur)
15	Additional Commissioner, Land Records & Settlement (Vyasagar)
16	Additional Commissioner, Consolidation & Settlement, Nayagarh
17	Additional Commissioner, Consolidation & Settlement, Bhadrak
18	Additional Commissioner, Consolidation & Settlement, Kendrapara
19	Additional Commissioner, Consolidation and Settlement, Bargarh
20	Additional Commissioner, Consolidation and Settlement, (Keonjhar)
21	Additional Commissioner, Consolidation and Settlement, Sambalpur-II
22	Additional Commissioner, Consolidation and Settlement, Nuapada
23	Additional Commissioner, Consolidation and Settlement, Boudh
24	Additional Commissioner, Consolidation and Settlement, Berhampur-II