



CIRCULAR
(INTERNAL CIRCULATION)

AW-MPPR-16/2012 11530

/Date 27.06.2013

The BoD in its 54th meeting held on 17.12.2012 has decided to fill up vacancies by way of selection/engagement of retired employees subject to fulfilling eligibility criteria. These vacancies are to be temporarily filled up by way of short listing/ selection of retired persons. For this purpose, applications are invited from retired persons (Technical / Administrative / Finance/ Secretarial), to consider their engagement at various Field Office / Hqrs Office of OPTCL . Retired employees who are already engaged in OPTCL on contractual basis also need to apply afresh.

1. Posts:

- a. Technicians- Electrical (Lineman/ Electrician/Operator)
- b. Administrative Non-Executives (Gr-I / Gr-II Asst / Head Clerk/ Clerk-A/Clerk-B/ LD Asst)
- c. HR Personnel(JM-HRD/S.O)
- d. Finance Personnel (DM(Fin) /AM(Fin)/ JM(Fin)/Accountant/ Jr. Accountant)
- e. Secretarial Staff (Sr PS/ PS / PA / Steno Gr-I / II / III)
- f. Sr. Instructor for PTC, Chandaka

2. Eligibility Criteria:

- a. Retired employees of OPTCL, not exceeding the age of 64 years as on 30/06/2013, with good performance records will be eligible to apply.
- b. Retired employees against whom departmental proceedings or criminal cases are contemplated or pending or who have been penalized for misconduct during the period upto five years preceding their retirement shall not be considered for engagement.
- c. The engagement shall be subject to submission of fitness certificate from OPTCL Medical Officer. They have to submit the certificate after selection.

3. Selection Process:

The Selection will be done by the Screening Committee constituted for the purpose. Selection will be based on merit / suitability, vacancies against the sanctioned strength, organisation's requirement.

4. Jobs to be discharged:

- a. The person so engaged shall be required to discharge such duties and in such a manner as may be prescribed by the concerned authority from time to time.
- b. Performance of the contractually engaged retired person shall be monitored by the concerned Controlling Officer and evaluated by the concerned Functional Director / CGM from time to time.

5. Payment of Remuneration:

The amount of monthly consolidated remuneration for various categories of employees shall be as below:

Level/Grade	Monthly Consolidated Remuneration
AM/DM(E-3 & E-4 Grade)	Rs.15,000/-
JM / SO (E-2 Grade)	Rs.10,000/-
Administrative / Finance Non Executives	Rs.8,000/-
Technical Non-Executives	Rs.6,000/-

6. Tenure, Terms and Conditions:

- a. The Contractual engagement shall be for a period of one year. There shall not be any provision for automatic extension or renewal of contract. Based on review of performance and consideration of other relevant factors by the functional Director/Head, fresh contract shall be offered for such period as deemed fit by the Competent Authority.
- b. The contractual engagement may be terminated at any time, giving notice of one month for unsatisfactory performance or any misconduct including but not limited to misappropriation, negligence or causing loss to OPTCL, without any prior notice.
- c. In case the contractually engaged retired person desires to discontinue from the engagement, he may do so by giving a notice of one month. After expiry of the notice period, he may be relieved after relinquishing / handing over full charges to the relieving employee wherever necessary.
- d. They will be subject to and will abide by the Conduct Rules applicable to OPTCL employees.
- e. Such persons will furnish a declaration at the time of joining the duty in regard to the truth and correctness of the information furnished by him/her.

Interested and eligible retired persons from OPTCL may apply within 15 days of publication of this notice in the prescribed format to the undersigned.

This issues with approval of competent authority.

AGM(HRD)-IV

FORMAT OF APPLICATION

1. NAME OF THE POST APPLIED FOR:
2. NAME OF THE APPLICANT:
3. DATE OF RETIREMENT :
4. DESIGNATION AT THE TIME OF RETIREMENT:
5. PLACE OF POSTING AT THE TIME OF RETIREMENT:
6. CONTACT NO (Mobile / Landline) :
7. EXPERIENCE AND EXPOSURE DURING SERVICE PERIOD:
 - i) No. of years in various posts :
 - ii) Office Unit (s) where served :
 - iii) Major areas of experience during service period:
 - iv) Significant contribution during service period, if any :
8. LAST PAY DRAWN: i) BASIC PAY:
 - ii) GRADE PAY :

Copy to all Notice Boards of OPTCL and GRIDCO Hqrs Office / Field Units.