

ODISHA CONSTRUCTION CORPORATION LTD
BHUBANESWAR

Lr. No. OCC /Fin-Admn /06 /2020/ 9241 (over)

Dt 04/9/2020

CIRCULAR

To

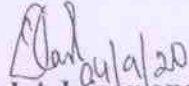
All the retired Accounts Personnel of OCC Ltd.

The Management of the Corporation is desirous to engage some retired Accounts Officers / Staff on contractual basis in the Accounts branches of the Corporation as per Finance Department Office Memorandum No. Pen73/18-7022 / F dt-17.03.2018 adopted in OCC Ltd.

The retired Staff below the age of 65 years, who are willing to work may send their willingness to work in the prescribed Bio-Data form as appended so as to reach this office by 20.09.2020.

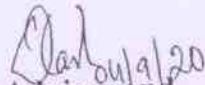
By the order of Managing Director.

Encl: Bio-Data form.


Financial Adviser and
Chief Accounts Officer
Dt 04/9/2020

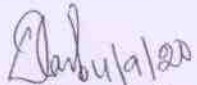
Memo No. 9242 /

Copy submitted to the Managing Director for kind information.


Financial Adviser and
Chief Accounts Officer
Dt 04/9/2020

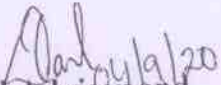
Memo No. 9243 /

Copy to the Director (Mech.), OCC Ltd / Administrative Officer, OCC Ltd /
Company Secretary, OCC Ltd for information.


Financial Adviser and
Chief Accounts Officer
Dt 04/9/2020

Memo No. 9244 /

Copy to all General Managers / All Senior Managers / All Sections of Head
Office for information.


Financial Adviser and
Chief Accounts Officer
Dt 04/9/2020

Memo No. 9245 /

Copy to the Sr. Manager (SBD) to be published in website for wide circulation.


Financial Adviser and
Chief Accounts Officer

C.C. to Notice Board.

BIO DATA

(To be attached with the application of willingness for engagement by retired employees of OCCL)

1. Full Name of Applicant. :
(in Block Letter)
2. Name of Father/ Husband. :
3. Date of Retirement from Service on :
attending age of superannuation.
(A Xerox copy of relieve order to be
attached)
4. Place of Retirement & Post Held. :
5. Date of Birth & Age as on date of :
application.
(A Xerox copy of Aadhar card to be
attached)
6. Length of service in the Corporation . :
(Starting from date of appointment)
7. Basic Pay with Level/Payband of the :
last post held.
(Last month's salary slip to be attached)
8. Brief history of work done during the :
service period in the Corporation.
9. Present status of engagement. :
(Engaged / Idle)
10. Present Postal Address with Pincode. :
11. Permanent Postal Address with :
Pincode.
- 12 Mobile Phone No. & E-mail ID. :

I do hereby declare that all the information given in this application are true, complete and correct in all respects. In the event of any information given hereby is found false or incorrect at any stage hereafter, my candidature/selection/appointment shall be liable to be cancelled without any notice to me.

Place :

Date :

Name :

Signature of Applicant