

ODISHA CO-OPERATIVE TASAR & SILK FEDERATION (SERIFED) LTD

Sahid Nagar, Janpath,
Bhubaneswar-751007

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No. – IV – I (142) SERIFED/23-24/ 1734

Date: 02.09.2023

CORRIGENDUM

Due to delay in uploading of the detailed Terms and Conditions in the website www.serifedodisha.in of EOI Notification No 1697 dated 24.08.2023 published in News paper on dated 27.08.2023, for re-engagement of retired employees, the last date of receipt of application is hereby extended up to 15.09.2023 for the information of interested applicants. The retired persons who have already applied should visit detailed terms and conditions accordingly.

**Sd/-
MANAGING DIRECTOR**

Memo No. 1735

Date: 02.09.2023

1. Copy to the Director I & PR Department Odisha, Bhubaneswar for information and publication in **the Samaj** News paper

**Sd/-
MANAGING DIRECTOR**

TERMS AND CONDITION FOR OSD (ACCOUNTS)

- 1 The candidate must have sufficient experience in dealing accounts and audit of Govt or semi Govt organizations in Odisha Government.
- 2 The monthly remuneration of the OSD (ACCOUNTS) shall be as per the guidelines in Finance department Office Memorandum No 24533 dated 29.09.2022
- 3 The engagement is purely temporary for one year and can be terminated at any time without any notice and assigning any reasons thereof. The service period can be extended for another one year subject to review of performance and mutually agreed upon.
- 4 The performance of the OSD (ACCOUNTS) will be reviewed periodically at an interval of six months.
- 5 The OSD (ACCOUNTS) will work as In-Charge of Accounts Section of SERIFED and responsible for daily Journal and Bank vouchers preparation and its entry in Tally package, compliance of monthly GST, TDS and Cess its annual returns along with IT of SERIFED. He will be responsible for maintenance of vehicle and filling of POL and checking of TA bills of staff along with payment of Electricity, Hiring of vehicle, Telephone Expenses, Stationery Expenses, salary & wages to staff and contingent expenses etc., submission of Utilisation Certificate to different schemes and other works as and when required.
- 6 He will be responsible for Statutory Audit and Internal Audit of this organization for previous and current year respectively.
- 7 The OSD (ACCOUNTS) will be responsible for safe custody of files and records of Accounts Section.
- 8 The person concerned are not entitled to any benefits privileges & allowances.
- 9 Conduct and discipline rules as applicable to SERIFED employees is also applicable to the appointed candidate.

Sd/-
MANAGING DIRECTOR

TERMS AND CONDITION FOR OSD (MARKETING)

1. The candidate must have sufficient experience in procurement and sale of handloom fabrics and cocoons etc in semi Govt. organizations.
2. The monthly remuneration of the OSD (MARKETING) shall be as per the guidelines in Finance department Office Memorandum No 24533 dated 29.09.2022
3. The engagement is purely temporary for one year and can be terminated at any time without any notice and assigning any reasons thereof. The service period can be extended for another one year subject to review of performance and mutually agreed upon.
4. The performance of the OSD (MARKETING) will be reviewed periodically at an interval of six months.
5. The OSD (MARKETING) will work as In-Charge of Marketing Section of SERIFED and responsible for procurement and sale of handloom fabrics and cocoons, costing of handloom fabrics, maintenance of party-wise ledger, maintenance of branch-wise records of expenses, advance payment, adjustment of vouchers etc, maintenance of primary society-wise records towards payment, advance payment, adjustment of vouchers etc, auction sale of cocoons, clearance sale & revaluation of unsold fabrics, participation / organization of exhibition etc and other works as and when required.
6. Submission of rebate claim certificate under State Govt and Central Govt schemes of this organization.
7. The OSD (MARKETING) will be responsible for safe custody of files and records of Marketing Section.
8. The person concerned are not entitled to any benefits privileges & allowances.
9. Conduct and discipline rules as applicable to SERIFED employees are also applicable to the appointed candidate.

**Sd/-
MANAGING DIRECTOR**

**TERMS AND CONDITION FOR SALES ASSISTANT (EXHIBITION & AMLAN)
AND DEALING ASSISTANT (STORE & EXHIBITION)**

1. The candidate must have sufficient experience in dealing stores and handlooms exhibition.
2. The monthly remuneration of the Sales Assistant (Exhibition & Amlan), Dealing Assistant (Stores & Exhibition) shall be as per the guidelines in Finance department Office Memorandum No 24533 dated 29.09.2022.
3. The engagement is purely temporary for one year and can be terminated at any time without any notice and assigning any reasons thereof. The service period can be extended for another one year subject to review of performance and mutually agreed upon
4. The performance of the Sales Assistant (Exhibition & Amlan) and Dealing Assistant (Stores & Exhibition) will be reviewed periodically at an interval of six months.
5. The Sales Assistant (Exhibition & Amlan) and Dealing Assistant (Stores & Exhibition) will work as In-Charge of exhibition of SERIFED as and where required. He / She can be transferred to any Amlan Branch as & when required in the interest of the organization.
6. The Sales Assistant (Exhibition & Amlan) and Dealing Assistant (Stores & Exhibition) will be responsible for any shortage or misappropriation of stock and cash.
7. The Sales Assistant (Exhibition & Amlan) and Dealing Assistant (Stores & Exhibition) must be willing to perform duty on Sundays / public holidays as and when required.
8. The person concerned are not entitled to any benefits privileges & allowances.
9. Conduct and discipline rules as applicable to SERIFED employees is also applicable to the appointed candidate.

**Sd/-
MANAGING DIRECTOR**

TERMS AND CONDITION FOR SALES ATTENDER (EXHIBITION & AMLAN)

1. The candidate must have sufficient experience in dealing with customers and knowledge of handloom fabrics of the State of Odisha.
2. The monthly remuneration of the Sales Attender (Exhibition & Amlan) shall be as per the guidelines in Finance department Office Memorandum No 24533 dated 29.09.2022.
3. The engagement is purely temporary for one year and can be terminated at any time without any notice and assigning any reasons thereof. The service period can be extended for another one year subject to review of performance and mutually agreed upon
4. The performance of the Sales Attender (Exhibition & Amlan) will be reviewed periodically at an interval of six months.
5. The Sales Attender (Exhibition & Amlan) will assist the sales Assistant in exhibitions and Amlan sales counters of SERIFED. He / She can be transferred to any Amlan Branch as & when required in the interest of the organisation.
6. The Sales Attender (Exhibition & Amlan) will be jointly responsible for any shortage or misappropriation of stock and cash.
7. The Sales Attender (Exhibition & Amlan) must be willing to perform duty on Sundays / public holidays as and when required.
8. The person concerned are not entitled to any benefits privileges & allowances.
9. Conduct and discipline rules as applicable to SERIFED employees is also applicable to the appointed candidate.

Sd/-
MANAGING DIRECTOR

TERMS AND CONDITION FOR SALES ASSISTANT (COCOONS & BRANCH)

1. The candidate must have sufficient experience in procurement, storage and sales of silk cocoons along with reeling and spinning of silk cocoons.
2. The monthly remuneration of the Sales Assistant (Cocoons & Branch) shall be as per the guidelines in Finance department Office Memorandum No 24533 dated 29.09.2022.
3. The engagement is purely temporary for one year and can be terminated at any time without any notice and assigning any reasons thereof. The service period can be extended for another one year subject to review of performance and mutually agreed upon
4. The performance of the Sales Assistant (Cocoons & Branch) will be reviewed periodically at an interval of six months.
5. The Sales Assistant (Cocoons & Branch) will work as In-Charge of branch office for procurement, storage and sale of silk cocoon of SERIFED.
6. The Sales Assistant (Cocoons & Branch) will be responsible for any shortage or misappropriation of stock and cash.
7. The person concerned are not entitled to any benefits privileges & allowances.
8. Conduct and discipline rules as applicable to SERIFED employees is also applicable to the appointed candidate.

Sd/-
MANAGING DIRECTOR