

**Revenue Officers' Training Institute, Gothapatana, Bhubaneswar**  
**Advertisement**

Applications are invited from in-service Ministerial Officers of field offices / organizations under Revenue & DM Department, including HODs for deployment as care taker (1-post) in the Rank of Head Clerk, Senior Clerk (2-posts), Junior Clerk (2-posts) in the Revenue Officer's Training Institute, Gothapatana, Bhubaneswar as per the approval of the Govt. in Revenue & Disaster Management Department vide Letter No. RDM-NGEB-POLICY-0051-2022/R&DM/34900 dated 14<sup>th</sup> October, 2022. The in-service candidates may apply through their respective Controlling Officer & send an advance copy to the Director, ROTI, Gothapatana, Bhubaneswar.

**Terms & Conditions**

**(A) In-service Ministerial Officer**

1. The in-service ministerial officers should be of impeccable track record & should have a good reputation for qualitative work. A ministerial officer against whom a Vigilance case , Departmental proceeding or criminal prosecution is contemplated or pending or who has been penalized for a misconduct / disobedience of order during the period up to preceding five years will not be considered.
2. All existing terms & conditions of Govt. service shall be applicable to the deployed staff

The competent authority reserves the right to reject any or all applications without assigning any reason thereof.

Application containing all details in the prescribed format from in-service personal Assistant (Format-1) addressed to Director, ROTI, Gothapatana, Bhubaneswar-751003 shall reach positively by **19.11.2022** by hand or through speed post or sent to [rotigothapatana@gmail.com](mailto:rotigothapatana@gmail.com) through e-mail.

  
**Director, ROTI**  
17/10/22

**Application for deployment in ROTI as Care Taker / Sr. Clerk / Jr. Clerk**

1. Name of the Applicant :
2. Date of Birth :
3. Father's Name :
4. Designation :
5. Name & address of the office  
where employed :
6. Date of joining in Govt. Service
7. Detail Particulars of posts held

From the date of joining :

SL No.	Designation	Name & Address of the Office	From (mention date)	To (mention date)	Remark
1	2	3	4	5	6

8. Present salary :  
(Pay Band with GP)

9. Present correspondence  
address with telephone number :

10. Permanent Address :

11. Whether any vigilance/departmental case / proceeding or criminal prosecution is contemplated or pending against you or you have been penalized for misconduct/disobedience of order during the preceding five year .If so, details thereof :-

**Yes**                      **No**  
                     

( Put a tick mark in the appropriate box)

If Yes , Give Details-----

12. Name & designation of the  
Present Head of office :

Undertaking

13. I hereby declare that all information in this Bio-data Form are true, complete & correct to the best of my knowledge & belief. I also undertake that in the event of any information being found false or incorrect or concealed, action can be taken against me by the competent authority as per provision of Odisha civil Service Conducts Rules.

Place & date. \_\_\_\_\_ (Full signature of the employee)

14. Recommendation of the immediate controlling officer

Signature:

Name:

Designation:

Seal:

Date:

**Revenue Officers' Training Institute, Gothapatana, Bhubaneswar**

**Advertisement**

Applications are invited from in-service Personal Assistants of field offices / organizations under Revenue & D.M Department, including HODs and for deployment as Personal Assistant (1 post) in the Revenue Officer's Training Institute, Gothapatana, Bhubaneswar as per the approval of the Govt. in Revenue & Disaster Management Department vide Letter No. RDM-NGEB-POLICY-0051-2022/R&DM/34900 dated 14<sup>th</sup> October, 2022. The in-service candidates may apply through their respective Controlling Officer & send an advance copy to the Director, ROTI Gothapatana, Bhubaneswar in the enclosed format.

**Terms & Conditions**

**(A) In-service Personal Assistant**

1. The in-service Personal Assistant should be of impeccable service track record & should have a good reputation for qualitative work. A Personal Assistant against whom a Vigilance case, Departmental proceeding or criminal prosecution is contemplated or pending or who has been penalized for a misconduct / disobedience of order during the period up to preceding five years will not be considered.
2. All existing terms & conditions of Govt. service shall be applicable to the deployed staff.

The competent authority reserves the right to reject any or all application without assigning any reason thereof.

Application containing all details in the prescribed format from in-service personal Assistant (Format-1) addressed to Director, ROTI, Gothapatana, Bhubaneswar-751003 shall reach this office positively by **19.11.2022** by hand or through speed post or sent to [rotigothapatana@gmail.com](mailto:rotigothapatana@gmail.com) through e-mail.

  
**Director ROTI**

**Application for deployment in ROTI as Personal Assistant**

1. Name of the Applicant :
2. Date of Birth :
3. Father's Name :
4. Designation :
5. Name & address of the office  
where employed :
6. Date of joining in Govt. Service
7. Detail Particulars of posts held  
From the date of joining :

SL No.	Designation	Name & Address of the Office	From (mention date)	To (mention date)	Remark
1	2	3	4	5	6

8. Present salary :  
(Pay Band with GP)
9. Present correspondence  
address with telephone number :
10. Permanent Address :
11. Whether any vigilance/departmental case / proceeding or criminal prosecution is contemplated or pending against you or you have been penalized for misconduct/disobedience of order during the preceding five year .If so, details thereof :- Yes      No

<input type="checkbox"/>	<input type="checkbox"/>
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**(put a tick mark in the appropriate box)**

**If Yes , Give Details of vigilance/DP/CP cases**

12. Name & designation of the  
Present Head of office :

Undertaking

13. I hereby declare that all information in this Bio-data Form are true, complete & correct to the best of my knowledge & belief. I also undertake that in the event of any information being found false, incorrect or concealed, action can be taken against me by the competent authority as per provisions of Odisha Civil Service Conduct Rules.

Place & date. \_\_\_\_\_

(Full signature of the employee)

14. Recommendation of the immediate controlling officer

Signature:

Name:

Designation:

Seal:

Date: