

Saroj Kanta Mohanty, OAS (SAG),  
Chief General Manager (P&A)



No. IDCO/HO/P&A/A-10224/01/2021/V-1

21844

Date: 25-08-2022

**OFFICE – ORDER**

In accordance with Letter No. 12255/SYS, Dtd. 28.07.2022 of Sports & Youth Services Department, Govt. of Odisha and recommendation of Selection Committee, held on 03.08.2022 under the chairmanship of Managing Director, IDCO, Ms. Rutaparna Panda, International Badminton Player, D/O: Sri Rama Chandra Panda, At: Santi Vihar, Aparna Nagar, PO: Naya Bazar, PS: Chauliaganj, Dist: Cuttack-4 Email id: [bbindiaomp@gmail.com](mailto:bbindiaomp@gmail.com) Mobile No.9937962529/8249545763 is hereby appointed as Assistant Manager (Admn./MSME) (Group-B) in IDCO on regular establishment/post against the reserved 1 post of Sports Quota as per Odisha Industrial Infrastructure Development Corporation (Method of Recruitment and Conditions of Service) Regulations, 2019 in the Level-10 (Rs. 44,900-1,42,400/-) of Pay Matrix under ORSP Rules, 2017 with usual Dearness Allowances and other allowances as admissible from time to time under the following terms and conditions.

- (1) His/Her appointment is purely temporary and is terminable at any time without notice and without assigning any reason thereof and subject to medical test, to be conducted by Medical Board, Cuttack and verification of his/her character and antecedents by Collector of the concerned District being found fit and satisfactory. If found unfit and unsatisfactory, the services are liable to be terminated without assigning any reason or notice thereof, at any time.
- (2) He/She will be on probation for a period of one year from the date of his/her joining in the post, which may also be extended if so considered by the Management. During the period of probation or extended period of probation, his/her services may be terminated as per the provisions of OIIDC Employees Conduct, Discipline, Appeal & Service Regulations, 1996.
- (3) He/She has to execute a Service Bond of Rs. 1.00 lakh (Rupees one lakh) only on Non-judicial stamp paper worth of Rs. 100/- (Rupees one hundred) only to serve the Corporation for a period of three years after successful completion of probation period (sample copy enclosed).
- (4) He/She may be posted in any place of business of the Corporation.
- (5) He/She will be governed by the rules, regulations and standing orders of the Corporation as in force from time to time.
- (6) He/She is directed to furnish the following documents along with the joining report for verification, scrutiny and acceptance, as per requirement.
  - (1) He/She has to submit the Original Medical Examination Report on COVID RTPCR Negative Test report (within the 72 hours from the date of joining) or Complete COVID Vaccination Certificate.
  - (2) He/She has to submit the all educational and sports Certificate.
  - (3) Two recent pass port size photographs duly attested by any Gazetted Officer.
  - (4) Two Character certificates from the Gazetted Officers.
  - (5) Duplicate copy of the office order duly signed by the candidate as token of acceptance of the terms and conditions of appointment.
  - (6) A candidate if married must not have more than one spouse living.

(Contd.....P/2)

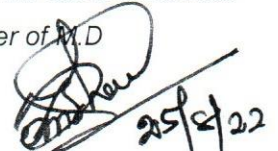
15/02



- (7) In case of SC/ST/SEBC category shall submit a valid caste certificate issued by Competent Authority. Candidate belonging to SEBC category should submit SEBC certificate, which must be issued within one year prior to the last date of online application.
- (8) He/She has to submit the "No Objection Certificate" from the employer, if employed in State/Central Govt., State/Central PSU or Govt. Autonomous Organisation.
- (9) Oath of allegiance to the Constitution of India.
- (10) Aadhar Card/Voter Identity Card.
- (11) Residential Certificate from the Competent Authority.
- (7) Non production of authenticated certificates before the Competent Authority will lead to immediate termination of service.
- (8) He/She shall furnish an Undertaking by way of an Affidavit that the documents/certificates furnished by him/her are true. If found false later, his/her appointment order will stand cancelled.
- (9) Inadvertent omission or commission or mistakes, if any, appearing in the offer of appointment are liable to be rectified at any time before or after joining to bring the terms and conditions of offer in accordance with the extant policy/rules and regulations of the Corporation in force from time to time.

(10) If the above terms and conditions are acceptable to him/her, he/she may sign the duplicate copy of this order as a token of acceptance of the terms and conditions of the appointment. He/She should report for duty before the Chief General Manager (P&A), IDCO, Head Office, IDCO Towers, Janapath, Bhubaneswar-751022, Dist: Khordha (Odisha), furnishing the above certificates/documents within 30 (thirty) days from the date of receipt of the letter, failing which the offer of appointment order will stand cancelled.

By order of M.D



25/8/22

Chief General Manager (P&A)

Memo No. 21845 Date: 25-08-2022

Copy to the PS to Chairman, IDCO for kind information of the Chairman.

Copy to the PS to MD, IDCO for kind information of the Managing Director.

Copy to All Chief General Managers/All General Managers/All Deputy General Managers/All Land Officers, IDCO/All Managers/Secretary, IDCO EPF Trust/Asst. Director (P&C)/Land Officer & PIO, RTI Cell, IDCO, Head Office//HK/PR/Library/Legal Wing for information and necessary action.

Copy to the Deputy General Manager (MIS), IDCO, Head Office, Bhubaneswar for information and necessary action. He is requested to up-load the appointment letter in IDCO website and communicate the above order among the candidates in her e-mail address.



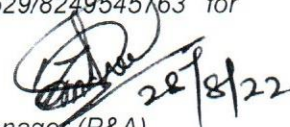
25/8/22

Chief General Manager (P&A)

Memo No. 21846 Date: 25-08-2022

BY REGD. POST WITH A.D

Copy along with duplicate copy of above order is forwarded to Ms. Rutaparna Panda, International Badminton Player, D/O: Sri Rama Chandra Panda, At: Santi Vihar, Aparna Nagar, PO: Naya Bazar, PS: Chauliaganj, Dist: Cuttack-4 Email id: [bbindiaomp@gmail.com](mailto:bbindiaomp@gmail.com) Mobile No.9937962529/8249545763 for information and necessary action.



25/8/22

Chief General Manager (P&A)

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Memo No.

21847

Date:

25-08-2022

Copy to the PS to Commissioner-cum-Secretary to Govt., Sports & Youth Services Department, Govt. of Odisha for kind information of the Commissioner-cum-Secretary.

  
28/8/22  
Chief General Manager (P&A)

Memo No.

21848

Date:

25-08-2022

Copy to the Additional Secretary to Govt., Industries Department/Joint Secretary, ST & SC Development Department/Director, Social Security & Empowerment of Persons with Disability Department, Govt. of Odisha, Bhubaneswar/Employment Officer, Bhubaneswar Employment Exchange Office, Bhubaneswar for information and necessary action.

  
28/8/22  
Chief General Manager (P&A)

Memo No.

21849

Date:

25-08-2022

Copy to the Collector & District Magistrate, Cuttack for information and necessary action.

  
28/8/22  
Chief General Manager (P&A)

Memo No.

21850

Date:

25-08-2022

Copy to Assistant Provident Fund Commissioner, Office of the Directorate, Regional Provident Fund Commissioner, Odisha, Bhubaneswar for information and necessary action.

  
28/8/22  
Chief General Manager (P&A)

**Odisha Industrial Infrastructure Development Corporation**

(A Government of Odisha Undertaking)

IDCO, IDCO Towers, Janpath, Bhubaneswar – 751022, Odisha, INDIA  
+91- 0674 - 2541525, 2540820 | Fax: 2542956 / 2541982

[cmd@idco.in](mailto:cmd@idco.in) / [md@idco.in](mailto:md@idco.in) |



## SERVICE BOND

KNOW ALL MEN BY THESE PRESENTS THAT I.....aged  
about ..... years, Son of .....  
Village ..... PO: .....  
PS: ..... Dist: ..... in the State  
of ..... being know herein as the Surety to the post of the Assistant  
Manager (Admn./MSME) do hereby bind myself, jointly, severally and our respective heirs, executors and  
administrators to pay a sum of Rs.1,00,000/- (Rupees one lakh) only to serve the Corporation for a period of  
three years after successful completion of probation period from the date of joining in the said post, failing  
which I shall forthwith pay the sum to the Odisha Industrial Infrastructure Development Corporation (IDCO),  
having its Corporate Office at IDCO Towers, Janapath, Bhubaneswar, herein-after called the "Corporation"  
before the date of my leaving from the Corporation service.

Executed this ..... Day of ..... Two thousand twenty two (2022) at  
Bhubaneswar, Dist: Khordha (Odisha).

WHEREAS the above bounded has been selected by the Corporation for the post of Assistant  
Manager (Admn./MSME).

WHEREAS the Corporation after selection of the post of Assistant Manager (Admn./MSME) has  
offered to the candidate to appoint as Assistant Manager (Admn./MSME) in IDCO in its letter of appointment  
No....., Dtd. .... under certain terms and conditions stipulated therein.

AND

WHEREAS the candidate having gone into the terms and conditions of the said letter of appointment  
No....., Dtd. .... and having fully understood the said terms and conditions has  
with free volition accepted and the said letter of his/her appointment as Assistant Manager (Admn./MSME).

AND

WHEREAS the candidate is required in terms of the said letter of appointment no.....  
dtd. .... of the Corporation to execute a Bond known as the Service Bond with his Surety.

### **NOW THE CONDITION OF THE ABOVE WRITTEN BOND ALONG WITH THE TERMS OF THE LETTER OF APPOINTMENT ARE THAT**

- (1) His/Her appointment is purely temporary and is terminable at any time without notice and without assigning any reason thereof and subject to verification of his/her character and antecedents by Collector of the concerned District being found satisfactory. If found unsatisfactory, the services are liable to be terminated without assigning any reason or notice thereof, at any time.
- (2) He/She will be on probation for a period of one year from the date of his/her joining in the post, which may also be extended if so considered by the Management. During the period of probation or extended period of probation, his/her services may be terminated as per the provisions of OIIDC Employees Conduct, Discipline, Appeal & Service Regulations, 1996.
- (3) He/She has to execute a Service Bond of Rs.1.00 lakh on Non-judicial stamp paper worth of Rs.100/- (Rupees one hundred) only to serve the Corporation for a period of three years after successful completion of probation period.
- (4) He/She may be posted in any place of business of the Corporation.
- (5) He/She will be governed by the rules, regulations and standing orders of the Corporation as in force from time to time.

- (6) Non production of authenticated certificates before the Competent Authority will lead to immediate termination of service.
- (7) He/She shall furnish an Undertaking by way of an Affidavit that the documents/certificates furnished by him are true. If found false later, his/her appointment order will stand cancelled.

The service will be liable to termination and the above Bounden shall severally forthwith refund to Corporation on demand amount of Rs.1,00,000/- (Rupees one lakh) only.

AND UPON his/her making such refund the above written obligation shall be void and of no effect, otherwise I shall be and remain in full force and virtue.

Provided further that this Bond shall in all respects be governed by the laws of India. The Courts in Bhubaneswar shall have exclusive jurisdiction in respect of any matter relating to this Bond. The Corporation may, however, at its discretion, alter any of the conditions of the letter of appointment No....., Dtd. .... of the Bounden without incurring any extra liability either to the above Bounden, Mr./Mrs./jMiss .....

Signed and delivered by the above Bounden this day of ..... of  
2022.

**Signature of Bounden**

**Witnesses:**

1.

2.