

## **FINANCE OFFICER (CONTRACTUAL)**

**Eligibility:** Retired Accounts Officer/Finance Officer from any Central Govt./State Govt. office/PSU/Agencies/ Corporation/Educational Institutions.

**Age:** Applicant must be under sixty two years of age on the last date of application. Date of birth entered in the High School Certificate or equivalent issued by Board/ Council concerned shall be treated as authentic.

**Remuneration:** The remuneration shall be fixed as per O.M.No.24533/F dated 29.09.2022 of Finance Department of Government of Odisha for contractual appointment or any other rate of remuneration approved by the Finance Department Government of Odisha at the time of appointment.

**Tenure of retired person:** For a period of one year extendable year wise or till the incumbent attains the age of sixty five.

### **PROCEDURE FOR APPLICATION FOR ALL POSTS:**

- 1. Application form is available in the website:** <https://iomaorissa.ac.in> of Institute of Mathematics and Applications. It can be downloaded by aspirant applicants. In case of any difficulties for getting the above details, the candidate may contact to [hr@iomaorissa.ac.in](mailto:hr@iomaorissa.ac.in)
- 2.** Application form should be filled in and signed by the applicant. The application must have supporting enclosure such as self-attested copies of all certificates, mark sheets from matriculation onwards. Application must have experience certificate as enclosure. Original certificate should not be sent with application.
- 3.** The filled-in and signed Application form together with all supporting enclosures may be covered in a secured envelop super scribed **“APPLICATION FOR THE POST OF FINANCE OFFICER”** and sent by Speed Post/ Registered Post to **‘THE REGISTRAR, INSTITUTE OF MATHEMATICS AND APPLICATIONS, ANDHARUA, BHUBANESWAR, ODISHA-751029’**.
- 4.** Application through Speed Post/ Registered Post must reach the Registrar on or before **05.04.2023**. Application received beyond the last date will not be entertained.

### **GENERAL INSTRUCTIONS:**

- 1.** Applicants are required to produce their original certificate and mark sheets for verification.
- 2.** Certificates in support of experience should be in proper format i.e. it should be on the issuing organizations letter head, bear the date of issue, specific period of work, name and designation of issuing authority.
- 3.** Selected candidate will be required to join the post within one month from the date of issue of the appointment order unless otherwise permitted specifically.
- 4.** The candidate must authenticate each page of the application for and enclosures by his/her full signature on each page.

5. Application received (i) after last date (ii) incomplete in any respect (iii) not in prescribed format (iv) any fresh paper shall not be considered after closing date.
6. Issue of this advertisement or holding interview does not make it binding on the part of the Institution to call a candidate for the interview or to give appointment.
7. All correspondence relating to the appointment shall be made to the Registrar by designation and not by name.
8. The Institution reserves the right to shortlist eligible candidates or to cancel the entire process of interview/ selection process without assigning any reason thereof.

**REGISTRAR**

**Application Form for filling up of the post of FINANCE OFFICER  
(CONTRACTUAL)**

**Ref: Advertisement No: IMA/100/213/2023, Dated: 13/03/2023**

1. Name: \_\_\_\_\_

(In block letters)

2. Father's Name: \_\_\_\_\_

3. Date of Birth(DD/MM/YYYY): \_\_\_\_\_

4. Address for correspondence: \_\_\_\_\_

5. E-Mail Id: \_\_\_\_\_

6. Contact Number: **Land Ph No:** \_\_\_\_\_ **Cell Ph No:** \_\_\_\_\_

7. Permanent Address: \_\_\_\_\_

8. Sex: \_\_\_\_\_

9. Marital Status: \_\_\_\_\_

10. Religion: \_\_\_\_\_

11. Nationality: \_\_\_\_\_

12. Category(ST/SC/OBC/GEN): \_\_\_\_\_

13. Educational Qualifications:

| Degree obtained | Name of the Institution | Board/University | Year of Passing | Discipline in which degree obtained |
|-----------------|-------------------------|------------------|-----------------|-------------------------------------|
| 1               | 2                       | 3                | 4               | 5                                   |
|                 |                         |                  |                 |                                     |
|                 |                         |                  |                 |                                     |
|                 |                         |                  |                 |                                     |
|                 |                         |                  |                 |                                     |

Paste a self attested  
passport size  
photograph

\*One can use separate piece of A4 size paper, if required.

14. Service Experience:

| Post held | Organization/Institution | Period of service |
|-----------|--------------------------|-------------------|
| 1         | 2                        | 3                 |
|           |                          |                   |
|           |                          |                   |
|           |                          |                   |

\*One can use separate piece of A4 size paper, if required.

- 15. Experience in Organization of Workshops/Conferences/Seminars/Training Camps etc. (if any). Public Awareness camp etc. (if any)  
(Details to be annexed in a separate piece of A4 size paper).
- 16. Other Academic activities (details to be annexed in a separate piece of A4 size paper/s with signature).
- 17. List of enclosures (to be prepared by the candidate with signature in a separate piece of A4 paper and annexed with the application form).

**Declaration**

I .....declare that the above information furnished by me are true and correct to the best of my knowledge and belief.

Date:

Place:

Signature of the Candidate