



Advt. Ref. No: SO//2022-23/76/2898

Date: 01/02/2024

ADVERTISEMENT
(WALK-IN-INTERVIEW)

STARTUP ODISHA has been incorporated on 30th March 2021 under the Companies Act, 2013 as a Section 8 Company to establish, develop and strengthen an enabling ecosystem for Startups and entrepreneurs in the state of Odisha.

STARTUP ODISHA intends to engage retired persons from a State Govt /Central Govt. or State PSU /Central PSU to work in Startup Odisha Company as Administrative Officers on contractual basis for a period of 6 months to 1 (one) year on consolidated remuneration (negotiable) as per the details mentioned below.

Sl. No	Name of the Position	No. of posts	Basic Eligibility	Jobs & Responsibilities
1	Administrative Officer Age: not more than 65 years. Salary: Negotiable (Designation of the post is subject to change)	02	A retired person from State/Central Govt or State/Central PSU having expertise in working in senior positions in managing HR, Recruitment, Legal, Logistics, procurement etc.	<ul style="list-style-type: none">• Facilitating recruitment, procurement, bringing best practices to organization.• Shall be responsible all admin, activities for organizational requirements of Startup Odisha.• Liaoning with various Govt Departments, District Officials, Vendors for effective management.• Responsible for facility management and security of O-Hub.• Smooth conduction of daily office operations.• Responsible for managing contractors and working with third party vendors for Civil works in coordination with senior management.• Ensuring the office is stocked with necessary supplies and that all equipment is working and properly maintained.• Handle the processing of payroll, other benefits ad staff claims.• Manage vendor service agreement like expiration, renewal etc.

The interested candidates may send duly filled in application form (Annexure-A) along with their C.V. through e-mail to **recruitment@startupodisha.org.in** and should appear in **walk-in- interview on 13.02.2024 at 12 Noon in the Board Room of STARTUP ODISHA office in 2nd Floor, Tower-A, Odisha Startup Incubation Centre, O-Hub, Special Economic Zone Chandaka, Bhubaneswar- 751024**. No separate interview letter will be issued and no TA/DA will be paid for appearing in the walk-in-interview. Candidate should produce all the original documents including experience certificate and two passport size photographs along with one set of photocopies at the time of walk-in-interview. No interim correspondence will be entertained. Canvassing in any form will be a disqualification and STARTUP ODISHA reserves the right either to cancel the notification or increase the number of positions including devising its own method of selecting the candidates. The appointment / engagement is purely temporary and terminable at any time without prior notice and assigning any reason thereof.



(Chief Administrative Officer)
STARTUP ODISHA

Advertisement No: SO/I/2022-23/76/2898

Position Applied for: Administrative Officer

Mode of recruitment: On Contract basis

Format of the Application Form

- 1) Name and address (in Block Letters):
- 2) Date of Birth (DD/MM/YYYY):
- 3) Date of retirement:
- 4) Educational Qualifications:

SI	Degree	Board / University	Result

- 5) Details of employment to be furnished in chronological order as per the format given below.
(Self-attested/authenticated copies of the relevant documents to be enclosed separately)

SI	Name of the Employer	Designation	Duration	Nature of job

- 6) Nature of past employment i.e. permanent/temporary/ad-hoc:
- 7) Additional information, if any, which you would like to mention in support of your suitability for the post.
 - I. Additional academic qualifications:
 - II. Extra Work experience, if any, over and above the items mention at Sl. No.5 above.
- 8) Whether belongs to SC/ST/OBC (if yes, please specify):
- 9) Remarks (The candidates may indicate information with regard to)
 - I. Research/publications and reports and special projects
 - II. Awards Scholarship/Official Appreciation, etc.

I hereby certify that the information given above are true and correct to the best of my knowledge and belief.

Signature of the Applicant