

**ODISHA REAL ESTATE REGULATORY AUTHORITY**  
**BLOCK-A1, 3<sup>RD</sup> FLOOR, TOSHALI BHAWAN, SATYANAGAR, BHUBANESWAR-751007**  
**Telephone No. 0674-2571977**  
**(Email: reraodisha@gmail.com)**

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No 5151 /ORERA  
ORERA-OE-I-ENG-59/24

Dated: 13/09/25

### **ADVERTISEMENT**

Application in the prescribed format are invited from retired Desk Officer/ Section Officer/ Assistant Section Officer/ Senior Assistant/ Junior Assistant/ Bench Clerk/ Private Secretary/ Personal Assistant/ Revenue Supervisor/ Revenue Inspector/ Amin who served in different State Government Offices/ Agencies/ Statutory Bodies/ Courts for temporary engagement as Officer on Special Duty (OSD) against vacant sanctioned posts in ORERA.

Candidates desirous of applying for engagement as OSD must not be above 62 years of age as on 15.09.2025. For details, please visit ORERA website <https://rera.odisha.gov.in/advertising> . The last date for receipt of application is **15.10.2025** by **5:00 P.M.**

  
13.09.2025  
Secretary,  
Odisha RERA

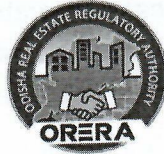
**Format**

1. Name of the post applied for \_\_\_\_\_
2. Name of the applicant \_\_\_\_\_
3. Father's Name \_\_\_\_\_
4. Designation at the time of retirement \_\_\_\_\_
5. Name of the office from which the Applicant retired \_\_\_\_\_
6. Permanent Address \_\_\_\_\_
7. Present Address \_\_\_\_\_
8. Mobile No. \_\_\_\_\_
9. Email ID: \_\_\_\_\_
10. Date of Birth (As per Service Book) \_\_\_\_\_
11. Age as on the date of publication: \_\_\_\_\_
12. Date on which the applicant retired from Government Service (copy of retirement order along with authenticated copy of PPO to be attached) \_\_\_\_\_
13. Whether engaged in post-retirement engagement on contractual basis in any State Government Office/ Statutory Body/ Court. If yes, indicate the period of engagement and name of the office/ statutory body/ Court.
  - a. Period of engagement \_\_\_\_\_
  - b. Name of Office/Statutory body/Court \_\_\_\_\_
14. Whether departmental proceeding (U/r 15 of U/r 16) or criminal cases are pending/contemplated \_\_\_\_\_
15. Whether penalized for misconduct during the period of preceding five years \_\_\_\_\_

**Undertaking**

I hereby declare that I shall abide by the terms and conditions as stipulated by the Competent Authority and all statements made in this bio-data are true, complete and correct to the best of my knowledge and belief. I hereby undertake that in the event of any information being found false or incorrect or ineligibility being detected in future or after my engagement, action as deemed proper shall be taken against me by the competent authority including disengagement without notice and stating no reason thereof.

Signature of the applicant.  
Date-



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No 5152 /ORERA  
ORERA-OE-I-ENG-59/25

Dated: 13/09/25

**Notice**

Application in the prescribed format (enclosed herewith) are invited for re-engagement of retired personnel for temporary engagement in the Odisha Real Estate Regulatory Authority (ORERA) against the following vacant posts:

Category of post	Vacancy to be filled up	Qualification
Private Secretary	2 (two)	Government Servants who have retired in the rank of Private Secretary and is well versed in Computer knowledge.
Personal Assistant	1 (one)	Government Servants who have retired in the rank of Personal Assistant and is well versed in Computer knowledge.
Bench Clerk	2 (two)	Retired Government Servant having adequate knowledge and experience in Court Matters.
Section Officer	2 (two)	Desk Officer/ Section Officer/Assistant section officer/ Senior Assistant retired from different Government Offices/ Agencies/ Statutory Bodies under State Government/ Heads of the Department/ District Level Cadres.
Senior Assistant	2 (two)	Desk Officer/ Section Officer/Assistant section officer/ Senior Assistant retired from different Government Offices/ Agencies/ Statutory Bodies under State Government/ Heads of the Department/ District Level Cadres.
Junior Assistant	1 (one)	Desk Officer/ Section Officer/ Assistant section officer/Senior Assistant retired from different Government Offices/ Agencies/ Statutory Bodies under State Government/ Heads of the Department/ District Level Cadres.
Revenue Inspector	1 (one)	Government Servants retired in the rank of Revenue Supervisor/ Revenue Inspector having adequate knowledge and at least 10 years of experience on land matters preferably from consolidation background.
Amin	1 (one)	Government Servants retired in the rank of Revenue Supervisor /Revenue Inspector/ Amin having adequate knowledge and at least 10 years of experience on land matters preferably from consolidation background.

The age of applicant should not exceed 62 years as on 15.09.2025.

Engagement shall be purely temporary for a period of one year or till the posts are filled up by regular process, whichever is earlier. Selection will be made as per the G.A. & P.G. Department Resolution No. 26993/Gen., dated 12.09.2024 and consolidated remuneration is to be fixed as per Finance Department O.M. No. 24533/F., dated 29.09.2022.

Contd...

The application in sealed envelope mentioning the post applied for on the top of the envelope should reach this office through Speed Post/by delivery of the same at the Receipt Section of this office by **15.10.2025** by **5:00 P.M.**

Applications received after the above date and time shall be rejected.

Format of the application along with notice is available in ORERA website at the link: <http://rera.odisha.gov.in/advertising/> .

*NP Datta*  
13.9.25  
Secretary,  
Odisha RERA

Memo No. 5153 /ORERA., date. 13/09/25

Copy forwarded to Notice Board/ Consultant (IT) for hosting the Notice along with the enclosure in the ORERA website for wide circulation.

*NP Datta*  
13.9.25  
Secretary,  
Odisha RERA

Memo No. 5154 /ORERA., date. 13/09/25

Copy forwarded to Director, Housing and Ex-officio Special Secretary to Government, H & UD Deptt., OUHM, WATCO Building, 3<sup>rd</sup> floor, Keshari Nagar, Bhubaneswar-751001 for kind information and necessary action with reference to the minutes of the meeting held on 17.06.2025 under the Chairmanship of Chief Secretary, Odisha.

*NP Datta*  
13.9.25  
Secretary,  
Odisha RERA