



**ODISHA PVTG EMPOWERMENT & LIVELIHOODS IMPROVEMENT PROGRAMME (OPELIP)**

ST & SC Development Department, Govt. of Odisha, TDCCOL Building, 2nd Floor, Bhoi Nagar,

Bhubaneswar, Tel: (91) 674 - 2542709, Email: support@opelip.org

Notice No. 1616 Date: 12/05/2022



## Engagement of Executive Assistant in PMU, OPELIP

Programme Director, OPELIP invites application from eligible candidates for engagement of Executive Assistant to be positioned at PMU, Odisha PVTG Empowerment & Livelihoods Improvement Programme (OPELIP), ST & SC Development Department, Govt. of Odisha on purely contractual basis. Interested eligible candidates may send their application in the prescribed format by Speed Post/Regd. Post/Courier service only on or before 24<sup>th</sup> May, 2022 by 5.00 PM. Application beyond the dateline will not be considered. Only shortlisted candidates will be called for interview for engagement. The detailed ToR along with prescribed application format is available at our official website [www.opelip.org](http://www.opelip.org).

Programme Director reserves the right to accept or reject the applications without assigning any reason thereof.

Programme Director *sdf*

Odisha PVTG Empowerment and Livelihoods Improvement Programme (OPELIP)  
**ST & SC Development Deptt., Govt. of Odisha**

*9/11*  
**Term of Reference (ToR) for  
Executive Assistant in  
Programme Management Unit,  
Odisha PVTG Empowerment & Livelihoods Improvement Programme  
(OPELIP)  
ST & SC Development Department Govt. of Odisha**

**1. Qualification:**

- Graduate from a recognized University in any subject with Post Graduate Diploma in computer application.

**2. Experience:**

- 4-5 years of experience in Office Management/Data entry experience will be added advantage.

**3. Skills**

- Good knowledge on noting / drafting etc.
- Good knowledge in computer applications.
- Ability to communicate in English and regional language.

**4. Age limit:**

- 40 years, with 5 years relaxation for exceptionally qualified candidates.

**5. Consolidated Remuneration per month**

- ₹.15,000.00 (Rupees fifteen Thousand) only

| Sl. No. | Job Description   |
|---------|---|
| 1.      | (i) Management of PMU office including systematic storage and care of all files, reports, documents, etc. relating to the programme;<br>(ii) Support/undertake office work including typing, downloading data, service data entry, filing of information, etc.;<br>(iii) Attend to any query about the programme from government, public or any authorized entities including any assembly questions;<br>(iv) Provide assistance in organizing meetings, workshops, training programmes, managing stores & stationaries, records & office files;<br>(v) Focal point for general maintenance and safe custody of all office assets including office almirahs, phones, fax, wi-fi, photocopier, books, etc.<br>(vi) Focal point for records of office vehicles including periodic check of vehicle log books and other records relating to vehicle movement, repairs, insurance, etc; |

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| (vii) Provide general assistance to the office management including general office cleanliness, minor repairs in the office, etc.; |
| (viii) Assisting Programme Director in performing any office task specially assigned by the Programme Director.                    |
| (ix) Miscellaneous minor functions may be assigned from time to time.  |

*P. S. S.*  
**Programme Director**

## APPLICATION FORM

|                             |  |   |
|-----------------------------|--|---|
| <b>Position applied for</b> |  | <b>Paste recent Passport size photograph here</b> |
| <b>Date of application</b>  |  |   |

### 1. Personal Details

|   |                  |                |
|---|------------------|----------------|
| <b>Name of the Candidate</b><br>(Ms, Miss, Mrs, Mr) | (First Name)     | (Surname)      |
| <b>Address</b>                                      | <u>Permanent</u> | <u>Present</u> |
| <b>Mobile:</b>                                      |                  |                |
| <b>Telephone - Residence</b>                        |                  |                |
| <b>Telephone Office</b>                             |                  |                |
| <b>Email address</b>                                |                  |                |
| <b>Date of Birth</b>                                |                  |                |
| <b>Category (ST/SC/ General)</b>                    |                  |                |
| <b>Sex: (Male/ Female)</b>                          |                  |                |

### 2. Education Qualification (10<sup>th</sup> Standard onwards)

| Qualification | Institution | Subjects | Year of Completion | Division/ Grade |
|---------------|-------------|----------|--------------------|-----------------|
|               |             |          |                    |                 |
|               |             |          |                    |                 |
|               |             |          |                    |                 |
|               |             |          |                    |                 |

**Other trainings / qualifications including relevant short training courses**

| <b>Course</b> | <b>Duration</b> | <b>Institution</b> | <b>Details</b> |
|---------------|-----------------|--------------------|----------------|
|               |                 |                    |                |
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|               |                 |                    |                |

**3. Computer Literacy:**

(Mention all software known/used)

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**4. Employment / Experience Records**

| <b>Name and Address of the Employer</b> | <b>Designation</b> | <b>Period</b> | <b>Experience In year and Month</b> | <b>Brief description of duties</b> |
|---|--------------------|---------------|-------------------------------------|------------------------------------|
|   |                    |               |                                     |                                    |
|   |                    |               |                                     |                                    |
|   |                    |               |                                     |                                    |

**5. Language Proficiency** (Please tick in the Appropriate box)

| Language                     | Ability to Converse |      |      | Ability to Read |      |      | Ability to Write |      |      |
|------------------------------|---------------------|------|------|-----------------|------|------|------------------|------|------|
|                              | Poor                | Fair | Good | Poor            | Fair | Good | Poor             | Fair | Good |
| English                      |                     |      |      |                 |      |      |                  |      |      |
| Hindi                        |                     |      |      |                 |      |      |                  |      |      |
| Oriya                        |                     |      |      |                 |      |      |                  |      |      |
| Other (Please specify _____) |                     |      |      |                 |      |      |                  |      |      |

**6. Reference:** (Two person with whom you are professionally reported)

| Reference 1                              | Reference 2                              |
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| <br><br><br><br><br><br><br><br><br><br> | <br><br><br><br><br><br><br><br><br><br> |

**Declaration:**

I do hereby declare that all statements made in the application form are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect at any point of time, my candidature/ appointment may be cancelled/ terminated without any further notice.

**Date:**

**Place:**

**Signature of the Applicant**