



ODISHA PVTG EMPOWERMENT & LIVELIHOODS IMPROVEMENT PROGRAMME

ST & SC DEVELOPMENT DEPARTMENT

2nd floor, TDCCOL Building, Rupali Square, Bhubaneswar - 751022

Notice No. 3644 /Date : 04-11-2022/



ENGAGEMENT OF "PERSONAL ASSISTANT TO PROGRAMME DIRECTOR, OPELIP"

Programme Director, OPELIP invites applications from eligible candidates for engagement of "**Personal Assistant to Programme Director**" at PMU, OPELIP on Contractual basis to be positioned at PMU, OPELIP, 2nd floor, TDCCOL Building, Rupali Square, Bhubaneswar - 751022. Application form along with the detailed ToR can be downloaded from our official website i.e. www.opelip.org. Last date of receipt of applications **by post/courier only 17th November, 2022 at 05.00 PM**. Application beyond the dateline will not be considered.

Only shortlisted candidates will be called for Interview for empanelment. Programme Director, OPELIP reserves the right of accepting or rejecting the applications without assigning any reason thereof.

Sd/-

Programme Director

**Programme Director
OPELIP, ST & SC Dev. Department
Govt. of Odisha**

04-11-22



PMU, OPELIP, ODISHA PVTG EMPOWERMENT & LIVELIHOODS IMPROVEMENT PROGRAMME
ST & SC Development Department, Govt. of Odisha,
TDCCOL Building, 2nd Floor, Bhoi Nagar, Bhubaneswar, Tel: (91) 674 - 2542709



Terms of Reference (ToR) Personal Assistant to Programme Director, PMU, OPELIP.

No. 3643 Date: 04-11-2022

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Sl. No.	Name of the post	Qualification	Work Assignment	Consolidated Remuneration per month	Experience	Age
01	Personal Assistant to Programme Director, PMU, OPELIP.	Graduate, PGDCA with Stenography course form a Regd. Institute <ul style="list-style-type: none">100 wpm in shorthand.50 wpm in Computer typing	He will be responsible for following duties: <ul style="list-style-type: none">To keep the Programme Director, PMU, OPELIP free from routine nature of work by mailing correspondence, filing papers, making appointments, arranging meeting and collecting information so as to give the officer more time to devote himself to the work in which he has specialized.Maintain the confidentiality and secrecy of confidential and secret papers entrusted to him.Undertake dictation in shorthand and its transcription in the best manner possible.Fix up of appointments and if necessary cancelling them.Screen the telephone calls and the visitors in a tactful manner.Keep an accurate list of engagements, meetings etc. and reminding the Programme Director sufficiently in advance.Keep a note of the movement of files, seen by his officer and other officers, if necessary.Maintain tour details with all relevant records of PD, OPELIP.Support/undertake office work including typing, downloading data, service data entry, filing of information, etc.Provide assistance in organizing meetings, workshops, training programmes & managing office files.Safe custody of office assets.Any other works as assigned by PD, OPELIP time to time.	₹.20,000.00 (Rupees Twenty thousand) only.	At least 3 Years Experience in office work. Experience in similar position shall be preferable.	Maximum 40 years as on 1 st Nov. 2022

- The post is co-terminus with the programme and temporary in nature.
- The initial engagement will be for a period of one year.

4/10/22

Programme Director

OPELIP, ST & SC Dev. Department

Govt. of Odisha



APPLICATION FORM

Position applied for	Personal Assistant to Programme Director (PA to PD, OPELIP)	Paste recent Passport size photograph here
Date of application		

1. Personal Details

Name of the Candidate (Ms, Miss, Mrs, Mr)	(First Name)	(Surname)
Address	<u>Permanent</u>	<u>Present</u>
Mobile No.:		
Telephone - Residence		
Telephone Office		
Email address		
Date of Birth		
Category (ST/SC/ General)		
Sex: (Male/ Female)		

2. Education Qualification (10th Standard onwards)

Qualification	Institution	Subjects	Year of Completion	Division/ Grade

Other trainings / qualifications including relevant short training courses

Course	Duration	Institution	Details

3. Computer Literacy:

(Mention all software known/used)

4. Employment / Experience Records

Sl. No.	Name and Address of the Employer	Designation	Period	Experience In year and Month	Brief description of duties

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

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