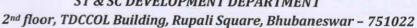


### ODISHA PVTG EMPOWERMENT & LIVELIHOODS IMPROVEMENT PROGRAMME ST & SC DEVELOPMENT DEPARTMENT





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

at Bullin



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



No. 3643 Date: 04-11-20

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# SL Name of the Qualification Terms of Reference (ToR) Personal Assistant to Programme Director, PMU, OPELIP.

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resonal Graduate, PGDCA He will be responsible for following duties:  with Stenography course form a gramme Regd. Institute rector, 100 wpm in shorthand.  • 50 wpm in Computer typing Computer typing Pix up of appointments and if necessary cancelling them.  • Steen the telephone calls and the visitors in a tactful manner. Keep an acturate list of engagements, meetings etc. and the conficers, if necessary.  • Maintain tour details with all relevant records of PD, OPELIP.  • Any other works as assigned by PD, OPELIP time to time.	The post is co-terminus with the programme and ter			
Work Assignment  for following duties:  ramme Director, PMU, OPELIP free from routine y mailing correspondence, filing papers, making ranging meeting and collecting information so as r more time to devote himself to the work in identiality and secrecy of confidential and secret to him.  on in shorthand and its transcription in the best nents and if necessary cancelling them.  one calls and the visitors in a tactful manner. te list of engagements, meetings etc. and gramme Director sufficiently in advance.  movement of files, seen by his officer and other visits with all relevant records of PD, OPELIP.  e office work including typing, downloading entry, filing of information, etc.  e in organizing meetings, workshops, training naging office files.  ce assets.	DOST IS COLTONIA		Assistant to Programme Director, PMU, OPELIP.	post
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Consolidated Remuneration per month  *.20,000.00  Qupees Twenty nousand) only.		nents and if necessary cancelling them.  one calls and the visitors in a tactful manner.  te list of engagements, meetings etc. and gramme Director sufficiently in advance.  movement of files, seen by his officer and other ry.  ills with all relevant records of PD, OPELIP.  e office work including typing, downloading entry, filing of information, etc.  e in organizing meetings, workshops, training naging office files.  Ice assets.  (Figure 1. (Figure 1. (Figure 2. (Fig	To keep the Programme Director, PMU, OPELIP free from routine lature of work by mailing correspondence, filing papers, making ppointments, arranging meeting and collecting information so as o give the officer more time to devote himself to the work in which he has specialized.  Idaintain the confidentiality and secrecy of confidential and secret apers entrusted to him.  Indertake dictation in shorthand and its transcription in the best namer possible.	nent
		office work. Experience in similar position shall be preferable.	At least 3 Years	Experience
At least 3 Years Experience in office work. Experience in similar position shall be preferable.		Maximum 40 years as on 1st Nov. 2022		Age



Nava.

Programme Director

OPELIP, ST & SC Dev. Department

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



# **APPLICATION FORM**

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

### 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 (10<sup>th</sup> Standard onwards)

Qualification	Institution	Subjects	Year of Completion	Division/ Grade

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

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

Course	Duration	Institution	Details

3.	Computer	<b>Literacy:</b>
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c. 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

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

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

Language	Ability	to Con	verse	Ability	to Reac	l	Ability	to Wri	te
	Poor	Fair	Good	Poor	Fair	Good	Poor	Fair	Good
English									
Hindi									
Oriya									
Other (Please specify)									

6.	Reference: (	(Two pe	erson with	whom	you are	professiona	lly re	ported)	
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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