

**ODISHA TRIBAL EMPOWERMENT & LIVELIHOODS PROGRAMME Plus (OTELP Plus)
ST & SC DEVELOPMENT DEPARTMENT**

2nd Floor, TDCC Building, Rupali Square, Bhubaneswar-751022

**EMPANELMENT OF ACCOUNTANT FOR PSU, OTELP PLUS &
EXECUTIVE ASSISTANT, PROJECT ASSISTANT (MIS) FOR PMU, OPELIP**

Programme Director, OTELP Plus/OPELIP invites applications from eligible candidates for empanelment of **Accountant** to be positioned at **PSU OTELP PLUS & Executive Assistant, Project Assistant (MIS) to be positioned at PMU, OPELIP** purely on contractual basis. Application form along with the detail ToR for each post can be downloaded from the Website i.e. www.otelp.org. Last date of receipt of applications by Speed Post/Registered Post/Courier Service only is dt. 24.12.18 up to 5.00 PM. Only short listed candidates will be called for interview for empanelment.

Programme Director, OTELP Plus /OPELIP reserves the right to accept or reject the applications without assigning any reason thereof.

**-Sd/-
Programme Director**

TECHNICAL REQUIREMENTS FOR MANPOWER TO BE DEPLOYED AT PMU, OPELIP, BHUBANESWAR.

TERMS OF REFERENCE (DIRECT RECRUITMENT)

Sl. No.	Name of the Post	Qualification and experience	Consolidated Remuneration	Job Description
1	Executive Assistant	<p>Graduate in any subject with Post Graduate Diploma in computer application</p> <p>Experience:</p> <ul style="list-style-type: none"> • 4-5 years of experience in Office Management/ data entry experience will be added advantage. • Ability to communicate in English and regional language. • Good knowledge in computer application. <p>Age limit:- 40 years, with 5 years relaxation for exceptionally qualified candidates.</p>	Rs.15,000/- per month	<p>(i) Management of PMU office including systematic storage and care of all files, reports, documents, etc. relating to the programme;</p> <p>(ii) Support/undertake office work including typing, downloading data, service data entry, filing of information, etc.;</p> <p>(iii) Attend to any query about the programme from government, public or any authorized entities including any assembly questions;</p> <p>(iv) Provide assistance in organizing meetings, workshops, training programmes, managing stores & stationeries, records & office files;</p> <p>(v) Focal point for general maintenance and safe custody of all office assets including office almirahs, phones, fax, wi-fi, photocopier, books, etc.;</p> <p>(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.;</p> <p>(vii) Provide general assistance to the office management including general office cleanliness, minor repairs in the office, etc.;</p> <p>(viii) Assisting Programme Director in performing any office task specifically assigned by the Programme Director;</p> <p>(ix) Miscellaneous minor functions as may be assigned from time to time.</p>

2	Project Assistant (MIS)	<p>PGDCA / BCA or equivalent from recognized University / institutes.</p> <p>Experience:</p> <ul style="list-style-type: none"> • 4-5 years of working experience in relevant field. • Ability to communicate in English and regional language. • Good knowledge in computer application. <p>Age limit :- 40years, with 5years relaxation for exceptionally qualified candidates</p>	Rs.10000/- (Rupees Ten Thousand) only	<ul style="list-style-type: none"> (i) Collecting inputs from MPAs in the specified format and feeding into the MIS and generating progress reports, trends on a monthly basis for review and action by the MPA technical team and management. (ii) Consolidating information and providing regular updates to Manager (MIS, M & E). (iii) Assisting Manager (MIS, M & E) in performing any office task. (iv) Support to Manager (MIS, M & E) on establishing/ setting up a computerized Programme monitoring system and developing formats and procedures for establishing a web based management information system (MIS). (v) Support to Manager (MIS, M&E) for developing Management Information System and preparation of the Annual Work Plan and Budget and Procurement Plan of the project each year. (vi) Managers (MIS, M&E) in setting up M & E matrix and required formats for field data collection in consultation with the Programme Officers (vii) Ensure that regular field data is collected, entered in the appropriate system, data validated with concerned Programme Officer, analyzed and reported as required. (viii) Ensuring gender disaggregation of data in all indicators (ix) Collect and assist Manager (MIS, M & E) to analyze data from the filed and prepare monthly progress reports/ quarterly reports / half- yearly reports/ annual progress reports on implementation and impact; (x) Any other task as may be reasonably assigned by the Programme Director.
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APPLICATION FORM

Position applied for		Paste recent Passport size photograph here
Date of application		

1. Personal Details

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

2. Education Qualification (10th Standard onwards)

Qualification	Institution	Subjects	Year of Completion	Division/ Grade

3. Other trainings / qualifications including relevant short training courses

Course	Duration	Institution	Details

4. Computer Literacy:

(Mention all software known/used)

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5. Employment / Experience Records

Name and Address of the Employer	Designation	Period	Experience In year and Month	Brief description of duties

6. **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 _____)									

7. **Reference:** (Two persons to whom you have 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