

**DISTRICT PROJECT OFFICE : S.S.A., SAMBALPUR**  
**Letter No.594/Estt** **Date.28.3.2011**



**ADVERTISEMENT FOR CONTRACTUAL ENGAGEMENT**

Applications are invited from the suitable interested candidates for filling up the existing vacancies of the following posts lying vacant in the District Project Office, SSA, Sambalpur on Contractual basis. Details of eligibility of candidates for the vacant posts, age, Educational qualification, experience, modalities of filling applications and Bio-data formats consolidated salary etc. may be downloaded from the website viz. [www.opepa.in](http://www.opepa.in) and [www.sambalpur.nic.in](http://www.sambalpur.nic.in) respectively. Interested candidates fulfilling the eligibility criteria mentioned in the above website are requested to apply to the undersigned on or before 10.04.11 (during office hours) which to be received in District Project Office, SSA, Sambalpur. The undersigned reserves the right to cancel any or all proposals without assigning any reason thereof. Vacancies may vary at the time of actual engagement.

Sl. No.	Name of the posts to be filled up	No. of posts vacant	Desired qualification	Consolidated Salary
01	Coordinator, Girls' Education	01	1st Division in Post Graduation in Sociology/ Woman studies / Anthropology	Rs.11,025/- (Consolidated)+ HRA (as applicable)
02	Junior Stenographer	01	Graduate in First Division with Shorthand	Rs.8,820/- (Consolidated)+ HRA (as applicable)
03	Data Entry Operator	02	Degree in PGDCA from a recognized University/ Institution having wound knowledge in MS Office, Data Entry in English/Oriya with Degree in 1 <sup>st</sup> Division from any recognized University.	Rs.6,725/- (Consolidated)+ HRA (as applicable)

**Age:** A Candidates should be within 21-32 year of age as on 1st January 2011. in case of SC, ST, SEBC, Women candidates and Ex-Serviceman, the upper age limit will be relaxed by 5 years. For physically handicapped candidates, the upper age limit will be relaxed by 10 years, under ORV act.1975 and rules there under.

**Mode of Application:** A candidate may make an application for Sambalpur District irrespective of any post lying vacant as per vacancy list on the basis of eligibility. No reservation policy should be followed for the engagement of the staff under SSA as it is a project. Applications will be submitted through Registered Post/ Speed Post only. The candidate should clearly mentioned the Name of the post applied for on the top of the Envelop. The applications should be addressed to Collector & Chairman, SSA, Sambalpur to be received in District Project Office, SSA, Sambalpur.

**Tenure of engagement**

The tenure of engagement for different posts on contractual basis will be for an initial period of one year. The contractual engagement is extendable from month to month/ year to year on the basis of satisfactory performance to be evaluated by the authority from time to time. The engagement can also be terminated at any time without assigning any reason thereof. The engagement is purely on contractual basis.

**Documents to be attached**

1. Attested photocopies of all documents in support of age, Educational Qualification, Experience and Caste must be submitted with the application form.
2. The candidate furnishing fake certificate, mark sheet shall be disengaged immediately and will be liable for appropriate legal action.
3. A candidate furnishing certificates, mark sheets with grades and grade points from the examining bodies shall also furnish numerical equivalence of grace/grade points from the examining bodies.
4. The candidates are required to produce attested photocopies of all certificates/documents with application in support of qualification, mark secured and experience.
5. 01 recent passport size photograph duly attested must be affixed to the application.

**Mode of selection**

Applications will be scrutinized on the basis of career marks obtained in the qualifying examination. A panel will be prepared getting twice the number of vacancies in order of merit after conducting a physical verification of Certificates by Collector-cum-Chairman. The Collector will call thrice the number of vacancies for certificate verification. Applications without bio-data and certificates of qualifying examination shall be summarily rejected. For Technical Posts like Date Entry Operator, Stenographer, a test may be conducted under the Chairmanship of Collector-cum-Chairman through subject expert at the time of physical verification. In case two or more candidates secure the same marks, the older in age and if age are same, the candidate passing H.S.C. examination earlier will be placed above the other in select list.

**Eligibility**

The candidate –

- i. Must be a permanent resident of Orissa/must be a citizen of India.
- ii. Must have passed at least M.E. standard in Oriya language.
- iii. Must be of sound mind.
- iv. Must not be having more than one spouse living.
- v. Must furnish no objection certificate from the employer if in service.
- vi. Should be capable of taking up extensive tours and field visits.
- vii. Should have functional computer literacy and capable to do her/his own assignment in computer.

**Intimation of Objection**

A seven days objection will be invited from the candidates publishing tentative draft panel for different candidates through [www.opepa.in](http://www.opepa.in) / [www.sambalpur.nic.in](http://www.sambalpur.nic.in) /Notice Board of SSA, Sambalpur.

## B I O – D A T A

01. Name of the candidate: \_\_\_\_\_  
(In Block Letters)
02. Father's/Husband's Name: \_\_\_\_\_
03. Permanent Address : \_\_\_\_\_  
\_\_\_\_\_
04. Present Address : \_\_\_\_\_  
\_\_\_\_\_
05. E-mail Address/Telephone No/ : \_\_\_\_\_  
Mobile No.
06. Nationality : \_\_\_\_\_
07. Languages Known : \_\_\_\_\_
08. Date of Birth : \_\_\_\_\_
09. Sex(Male/Female) : \_\_\_\_\_
10. Marital Status(Married/Unmarried): \_\_\_\_\_
11. Category(SC/ST/SEBC) : \_\_\_\_\_
12. Educational Qualification : \_\_\_\_\_
13. Extra Qualification assured : \_\_\_\_\_

Exam Passed	Board/ University/ Institution	Year of Passing	Division/ Grade	Full Marks	Marks Secured (including extra optional)	%of Marks
H.S.C.						
C.H.S.E.						
Graduation						
Post Graduation						
M.Phil/Ph.D						
Others						

14. Technical Qualification(if any) \_\_\_\_\_
15. Working Experience : \_\_\_\_\_

### DECLARATION

I do hereby declare that the above statements are true and correct to the best of my knowledge and belief.

Full Signature of the Candidate

Place:

Date:

Enclosure:

1. Attested photocopy of Residential Certificate.
2. Attested/self signed photocopy of all Educational and Technical certificagtes.
3. Documents in support of experiences.

**MODEL FORM FOR WRITTEN UNDERTAKING**

I \_\_\_\_\_ Son/daughter of \_\_\_\_\_  
who has been given an offer of contract appointment for the post of \_\_\_\_\_ carrying a  
consolidated salary of Rs. \_\_\_\_\_ Rupees \_\_\_\_\_  
only per month of fully aware that my appointment is purely temporary and on contract basis and can be  
terminated at any time without any notice and assigning any reason thereof.

Further, I undertake that I will abide all terms & conditions of “OPEPA Service Rules &  
Regulations-1996” in all respect.

Further, I am fully aware that my continuance in the said post is subject to my satisfactory  
performance to be evaluated by the appropriate authority.

Further, I do hereby give an undertaking that in future I shall not claim regular scale of pay and  
other allowances for continuing in the said post merely on the ground that I have been given a contractual  
appointment.

The documents which has only been submitted by me to the authority is original and if found  
false in due course, my engagement will be automatically forfeited/cancelled.

Date:  
Place:

Signature of the Candidate  
Name in full  
Detail Permanent Address

Detail Present Address

1. Witness number one  
Signature & Address:
  
2. Witness number two  
Signature & Address: