

DISTRICT PROJECT OFFICE, SSA, SAMBALPUR

2nd Floor of Collectorate, Sambalpur

Contractual Engagement of Account-Cum-DEO

1. DETAILS OF ELIGIBILITY CRITERIA, QUALIFICATION AND NUMBER OF VACANCIES

1A. ELIGIBILITY

The Candidate

- i. Must be a permanent resident of Orissa/ must be a citizen of India.
- ii. Must have passed at least ME standard in Oriya language.
- iii. Must be 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 tour and field visits.
- vii. Should have functional computer literacy and capable to do her/ his own assignment in computer.

1B.NO. OF VASCANCIES, QUALIFICATION AND REMUNERATION

Sl. No	Name of the post	Place of Engagement	No of vacancy	Qualification	Consolidated remuneration
1	2	3	4	5	6
1	Accountant-cum-Data Entry Operator	At Block level (BRC)	Total 9(Nine)@ one post for each Block)	B.Com in 1 st Division with minimum 3 years of experience in Accounting/ ICWAI(Inter)/ ICAI(Inter) with at least 2 years of experience Basic computer knowledge in Accounting package like Tally, TCSEX. Preference to ICWA/ICAI (Inter) candidates.	Rs. 8,820/- (Consolidated) +HRA (as applicable from place to place)

2. BLOCKWISE VACANCIES OF SAMBALPUR.

Sl. No.	Name of the Block	No. of vacancies
1	BAMRA	1(One)
2	DHANKAUDA	1(One)
3	JAMANKIRA	1(One)
4	JUJUMORA	1(One)
5	KUCHINDA	1(One)
6	NAKTIDEOL	1(One)
7	MANESWAR	1(One)
8	RAIRAKHOL	1(One)
9	RENGALI	1(One)

3. MODE OF APPLICATION

A candidate may make an application in the prescribed format at annexure 'A' for Sambalpur district irrespective of any Block on the basis of eligibility. Applications will be submitted through Registered Post/ Speed Post only. The candidate should clearly mention the Name of the Post applied for in the top of the Envelope. The application should be addressed to the **Collector-Cum-Chairman, SSA, Sambalpur, AT/PO 2nd Floor of Collectorate, Dist:- Sambalpur, Pin-768001.**

4. AGE

A candidate should be within 21-32 years of age as on 1st January 2011. In case of SC/ST, SEBC, Woman candidate and Ex-serviceman, the by 05 years. For Physically Handicapped candidates, the upper age limit will be relaxed by 10 years, under ORV Act, 1975 and rules there under.

5. RESERVATION

No reservation policy should be followed for engagement of staff under SSA as it is a project and decided by 8th Executive Committee Meeting, OPEPA

6. REMUNERATION

Details of remuneration for the above post is mentioned in advertisement and also in clause No. 1 B.

7. EXECUTION OF CONTRACT / AGREEMENT

A contract / agreement in the form of an undertaking and TOR shall be executed by the candidates at the time of engagement. DPC, SSA, Cuttack will sign TOR at the time of joining of candidates on behalf of SPD, OPEPA and will forward ink-signed copy of TOR and undertaking to SPO, OPEPA for record and reference.

8. TENURE OF ENGAGEMENT

A. 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.

B. All proposal of extension of contract will be sent to SPD, OPEPA for approval. The contract will be said to be renewed only from the date of approval by SPD, OPEPA.

9. HOW TO APPLY

The candidate shall apply in the prescribed Application form available in OPEPA website, i.e. www.opepa.in and district website www.sambalpur.nic.in.

10. LAST DATE FOR SUBMISSION

The application should reach to the Collector-cum-Chairman, SSA, Sambalpur by due date i.e. 16th June 2011 through Registered Post and Speed Post only. Incomplete application form and application form received after due date shall be summarily rejected. The authority will not be responsible for any postal delay in receipt of applications.

11. 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 shall also furnish numerical equivalence of grades / 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. One recent passport size photograph duly attested must be affixed to the application.

12. MODE OF SELECTION

Applications will be scrutinized on the basis of career marks obtained in the qualifying examination and experience. Basic computer knowledge in accounting package like Tally, TCSEX is essential for considering candidature.

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 number of vacancies for certificate verification.

Applications without bio-data and certificates of qualifying examination shall be summarily rejected.

As it is a Technical Post a test may be conducted at the District Level under the Chairmanship of Collector-cum-Chairman through subject expert at the time of physical verification of original certificates. In case two or more candidates secure the same marks the older in age and if are same he candidate passing H.S.C. examination earlier will be placed above the other in select list.

13. PREPARATION OF DRAFT PANEL

A Draft panel will be prepared getting twice number of vacancies in order of merit after conducting a physical verification of certificates/ test for technical posts as mention in clause 15.

14. INVITATION OF OBJECTION

A seven days objection will be invited from the candidates publishing tentative draft panel for different candidates through OPEPA website i.e. www.opepa.in / District website www.sambalpur.nic.in / Notice Board of SSA, Sambalpur.

15. PUBLICATION OF FINAL MERIT LIST

After due approval of the Committee under the Chairmanship of Collector-cum-Chairman, SSA, Sambalpur Final panel list will be submitted to SPD, OPEPA for approval and after approval of the same will be transmitted to Collector-cum-Chairman, SSA, Sambalpur for publication. The panel of selected candidates will remain valid for one year from the date of publication. **The engagement order will be issued under the signature of Collector-cum-Chairman, SSA only after due approval of SPD, OPEPA.**

Application for the post of Accountant-cum-Data Entry Operator at Block level.

BIO-DATA

- 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 :

Space for
Photograph

Exam Passed	Board/ University/ Institution	Year of Passing	Division/ Grade	Full Marks	Marks Secured(Including extra optional)	% if Marks
H.S.C						
C.H.S.E.						
Graduation						
Post Graduation						
Computer Knowledge						
Others						

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

Designation	Nature of the work	Name of the Organization	Type of Organization (Govt./Project/ Private/ NGO)	Period of Service		
				From	To	Completed Year

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 Certificates.
3. Documents in support of experiences.

ORISSA PRIMARY EDUCATION PROGRAMME AUTHORITY

“SHIKSHA SOUDHA”. UNIT-V, BHUBANESWAR-751001

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 the authority is original and if found false in due course, my engagement will be automatically forfeited/ cancelled.

Date: _____ Signature of the Candidate :

Place: _____ Name in full :

Detail Permanent Address :

Detail Present Address :

1. Witness number one
Signature & Address :

2. Witness number two
Signature & Address :