

INTEGRATED TRIBAL DEVELOPMENT AGENCY: PARALAKHEMUNDI

ସମନ୍ୱିତ ଆଦିବାସୀ ଉନ୍ନୟନ ସଂସ୍ଥା, ପାରଳାଖେମୁଣ୍ଡି, ଗଜପତି, ଓଡ଼ିଶା ୭୬୧୨୦୦

(DISTRICT: GAJAPATI, ODISHA, PIN-761200)

No: 1465 /2018-SDC

Date: 21.7.2018

ADVERTISEMENT FOR ENGAGEMENT OF STAFF FOR SDC

Applications in prescribed format (copy enclosed) are invited from interested retired Govt Employees having the age in between 60 years to 65 years and having good service records and physical fitness for engagement as Personal Assistant/Stenographer to Chairperson, Office Assistant, Office Attendant and applications are invited from fresh candidates for engagement as District Programme Coordinator on Contractual basis against the vacant posts in the Special Development Council, Gajapati (located opp. to Circuit house Paralakhemundi) created vide letter No.4148/P Dated: 26.3.2018 and Memorandum No.7889/Dated:06.06.2018 of Planning & Convergence Department, Odisha, Bhubaneswar.

Sl.No.	Name of the Post	Posts to be filled up	Consolidated Remuneration per month (Rupees)	Regular counterpart in Govt. Service
1	District Programme Coordinator	01	35,000/-	-
2	Personal Assistant/ Stenographer to Chairperson	01	13,000/-	Personal Assistant/ Sr.Stenographer
3	Office Assistant	01	13,000/-	Senior Clerk
4	Office Attendant	01	6,500/-	Peon

The engagement of Sl.No.2,3,4 are meant for retired Government Servant and the remuneration on engagement of retired Government Servants is excluding the Pension and TI which are availed by them towards their previous engagement in Govt. Service.

1) The eligibility criteria for the post of District Programme Coordinator for SDC shall be as under

i) Educational Qualification:- Post Graduate in Anthropology/ Economics/ Social Work/ Sociology/ Rural Development/ Tribal Studies/ Population studies from a recognized University/ Institute.

ii) Experience (a) Must be having at least two years of working experience in the field of Tribal Development/ Rural Development (b) should have working knowledge in Computer Applications (MS Office/ MS Word) .(c) should have adequate knowledge to work in multi-tasking environment having skills in managing and coordinating activities in a project mode (d) should have skills and proficiency in writing and drafting letters in English and Odia languages.(e) Preference to be given to persons who have worked with ITDAs in Government sponsored Tribal Development Programme.

iii) Age- Between 25 and 60 years.

2) The Contractual engagement shall be made initially for a period of one year and may be extended for a subsequent period of one year subject to satisfactory performance up to a total period of two years, not beyond the age of sixty five years of age in any case.

- The terms and conditions are subject to codal provisions, memoranda and Resolution issued by the Finance Department from time to time.
- The appointee has to discharge such duties and in such a manner, as may be prescribed by P & C Department from time to time.
- Performance of the appointees shall be monitored by the SDC against the monthly targets assigned to the appointee.
- The retired staff against whom a Vigilance Case or Departmental proceedings or Criminal Prosecution is contemplated or pending or who has been penalized for misconduct during the period upto ten years preceding his/ her retirement, or is a member of a political party will not be considered eligible for this re-engagement.
- During the period of the contract appointment, the appointee shall also be entitled to get travelling allowance/ Daily allowance in the requisite grade and scale/level as admissible to their regular counterparts on performance of official tour with the approval of competent authority.

- The period of contractual engagement shall not be counted as Government service for the purpose of pension and any other retirement benefit.
- The engaged staff will be subject to and will abide by the Conduct Rules applicable to the government Servants.
- The contractual engagement may be terminated at any time by the SDC for unsatisfactory performance, on notice of one month and in case of any misconduct including but not limited to, misappropriation, negligence or causing loss to Government, without any prior notice.
- The Collector & Chief Executive Officer, SDC reserves the right to reject, any/ all applications without assigning any reason thereof.
- The application complete in all respect in the 'FORMAT' provided in the official website www.gajapati.nic.in should reach to the Member Secretary, SDC-cum-Project Administrator, ITDA, Paralakhemundi, At/P.O.Paralakhemundi, Dist-Gajapati, PIN-7612000 on or before 08.08.2018 by Registered Post or Speed Post only. The applications received by hand or any other means and after the due date shall not be entertained.
- In case the persons who will be engaged as per this notification desires to resign from the engagement they may do so by applying before two month in writing to the Collector-cum-CEO,SDC Gajapati. After expiry of the application period, they may be relieved as per hand over of full charge of records and Cash/Bank Accounts etc. to the staff as ordered by the authority.


Collector-cum-CEO, SDC,Gajapati

FORMAT

APPLICATION FORMAT FORM FOR CONTRACTUAL APPOINTMENT

POST APPLIED FOR:-.....

1. NAME:-
2. FATHER'S NAME/ HUSBAND NAME:-
3. PERMANENT ADDRESS:-
4. PRESENT ADDRESS:-
5. TELEPHONE / MOBILE NO:-
6. E-MAIL ADDRESS:-
7. DATE OF BIRTH (Attach proof/ HSC Certificate):-
8. NAME/ DESIGNATION OF LAST POST HELD WITH DATE AND DURATION:-
9. DATE OF RETIREMENT (COPY OF RETIREMENT ORDER):-
10. LAST PAY DRAWN:-
11. EDUCATIONAL QUALIFICATION

(Attach photocopies of Certificates and mark Sheets.)

Sl.No.	Name of the Examination	Name of the Board/University	Year of passing	Percentage of Marks secured	Remarks
1	2	3	4	5	6

12. POST HELD ON LAST TEN YEARS:-
13. WHETHER ANY CRIMINAL CASE OR VIGILANCE INQUARY OR DEPARTMENTAL PROCEEDING WAS INITIATED OR IS PENDING AGAINST THE APPLICATIONT. IF YES, DID IT LEAD TO CONVICTION OR IMPOSITION OF PUNISHMENT OR IT IS STILL PENDING? GIVE DETAILS:-*
14. IF AFFILIATED WITH ANY POLITICAL PARTY AFTER RETIREMENT FROM GOVT. SERVICE:-
15. ANY OTHER RELEVANT INFORMATION:-
(N.B:-*relates to retired Govt. employees)

DECLARATION

I, Sri/ Smt.....son/ wife of do hereby solemnly declare that the information is furnished above is true to the best of my knowledge. If at any time, the information furnished is found to be in correct. I will be liable to be discharged from re-employment/ engagement without assigning any reason thereof.

Place:-

Date:-

Signature of Applicant