



ସମନ୍ୱିତ ଆଦିବାସୀ ଉନ୍ନୟନ ସଂସ୍ଥା : ପାରାଲକ୍ଷେମୁଣ୍ଡି, ଗଜପତି, ଓଡ଼ିଶା ୭୫୧୨୦୦

INTEGRATED TRIBAL DEVELOPMENT AGENCY: PARALAKHEMUNDI
 (ST & SC DEVELOPMENT DEPARTMENT)

DISTRICT: GAJAPATI, ODISHA, PIN-761200

No. 2007 /ITDA Date 3/8/2023

To

President,
 Maharaja Infotech,
 Bhandari Street, Paralakhemundi
 Gajapati

Sub:- Engagement of 08 nos. of Coordinator and 08 nos. of MIS Assistant for implementation of "MO JUNGLE JAMI YOJANA".

Sir,

With reference to the aforementioned subject, I am to say that there are 08 nos. of Coordinator and 08 nos. of MIS Assistant are required for implementation of the State Sector Scheme titled "MO JUNGLE JAMI YOJANA" in the District. The Collector, Gajapati has been pleased to approve your organization for hiring of Man power to support FRA Cell at Tahasils & District level. The Selection of candidates should be done through open advertisement and interview process. The resumes of the applied candidate should be submitted to the selection panel prior to 3 days to the date of the interview of the candidate and the candidates will be selected on the basis of the recommendation of the selection panel.

In this connection you are instructed to publish an advertisement for engagement of Coordinators and MIS Assistants at an earliest as per the guidelines issued by the ST & SC Dev. Deptt., Odisha vide letter no. 12864 Dated 03.07.2023(Copy enclosed for reference).

Yours faithfully,

Encl:- As above.

Memo No. 2008 /2023/ITDA

Copy submitted to the Collector- cum- Chairperson DLC(FRA) Gajapati for favour of kind information.

[Signature]
 Project Administrator
 ITDA, Paralakhemundi
 Date 3/8/2023

Memo No. 2018 /2023/ITDA

Copy to the District Informatics Officer, NIC, Gajapati for information.

[Signature]
 Project Administrator
 ITDA, Paralakhemundi (Gp)
 Date 3/8/2023

[Signature]
 Special Officer
 ITDA, Paralakhemundi



MAHARAJA INFOTECH

Under Maa Ramachandi Educational Trust

Address: Odia Bhandari Street, Paralakhemundi, Gajapati Dist.

Mail Id: mitpltd2022@gmail.com, Contact No:7978676675

CONTRACTUAL APOINTMENT **Through Outsourcing**

M/s. Maharaja Infotech, Paralakhemundi, Gajapati invites applications from the eligible candidates for filling up the following posts **“MO JUNGLE JAMI YOJANA”** under **ITDA, Paralakhemundi, Gajapati** on Outsourcing basis with monthly remuneration as noted against each and subject to renewal as per terms and conditions of ST & SC Development Department, Odisha. Interested candidate can log on to www.gajapati.nic.in for details. The candidates should be sent the Bio-Data with self-attested Xerox copy of Aadhar card and all educational certificates through **Regd. Post / Speed Post** only and reach the **Maharaja Infotech, Odia Bhandari Street, Paralakhemundi** on or before **09.08.2023** by **5.00 P.M.**

Sl NO	Name of the Post	Remuneration	No. Of Vacancy	Qualification
01	Coordinator (All Tahasil of Gajapati Dist. and ITDA, Paralakhemundi Gajapati)	Rs: 25000/- per month (Inclusive of EPF, ESI, Other charge, etc)	08 Nos	<ul style="list-style-type: none">• Graduation and PGDCA with master degree will be preferred.• Experience: Minimum 2-3 years experience in NGO/ Social sector projects.
02	MIS Assistant (All Tahasil of Gajapati Dist. and ITDA, Paralakhemundi Gajapati)	Rs: 15000/- per month (Inclusive of EPF, ESI, Other charge, etc)	08 Nos	<ul style="list-style-type: none">• Graduation and PGDCA with master degree will be preferred.• Experience: Minimum 2 years experience in NGO/ Social sector projects

N.B.:

1. Fluency in oral and written communication in **Odia** and **English** is a mandatory requirement.
2. These positions are purely contractual and temporary basis. The contract can be terminated by either of the party with one-month notice or remuneration in line. Initial agreement will be for **6 months**. On satisfactory performance, the selected candidate will have the opportunity for a total period of **2 (two) years**.
3. The Selection will be made on **written test** and **computer test** only.



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APPLICATION FORM

Post Applied For:			Attested Photo Graph		
1. Name of the Candidate:					
2. Father's Name:					
3. Date Of Birth:			4. Sex:		
5. Age as on 01.08.2023:					
6. Category (SC/ST/OBC/ General):					
7. Present Contact Address with Telephone No			8. Permanent Contact Address with Telephone No:		
9. Email ID-			10. Mobile No:		
11. Language Spoken/ written:					
12. Education Qualification:					
Qualification	Institute Board	Year of Passing	Marks		
			Full Mark	Marks Secured	Percentage

13. Employment Record:		
Total years of Post qualification experience:		
Years of experience in the Development Sector/NGO:		
Year of Experience in Government:		
14. Current Employment:		
From Month/ Year	To Month/ Year	Designation
Location of Employment:		
Description of your duty:		
Reference-01 from current Employment		Reference-02 from previous Employment
Name:		Name:
Designation:		Designation:
Email ID-		Email ID-
Mob No:		Mob No:
Signature:		Signature:
Declaration: I do hereby declare that all the information furnished above are correct to the best of my knowledge and belief that, if any stage, it is found that any of the above information is false/ incorrect or is suppressed by me, my candidature/ appointment under Maharaja Infotech, Paralakhemundi, Gajapati is liable to rejected/terminated. I also declare that I have never been disengaged from Maharaja Infotech, Paralakhemundi on administrative ground such as disobedience/poor performance / misbehaviour/ criminal activities etc.		
Place:		Signature of the Applicant
Date:		