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Dated: 12 / 10 / 2018

Advertisement for the post of Block level Accountant-cum-Support Staff

Applications are invited from eligible candidates having following qualification for filling up the following posts under RTE-SSA, Kalahandi on contractual basis with consolidated remuneration.

Sl.No.	Name of the Post	No. of post	Qualification	Consolidated remuneration
01	Block level Accountant-cum-Support Staff	07 (Seven)	Graduation in commerce having basic knowledge in computer	Rs. 7100/- per month

Application form and detail conditions can be down loaded from the District website www.kalahandi.nic.in and OPEPA website i.e. www.opepa.in . Interested candidates fulfilling the eligible criteria mentioned above may apply to the undersigned on or before 09.11.2018 (during the office hours). The application must be sent by Speed post/Register Post only to the District Project Coordinator, SSA, Kalahandi, Bhawanipatna. The undersigned reserves the right to cancel any or part of the advertisement without assigning any reason thereof. Vacancy may vary at the time of actual engagement. The Envelope must be super scribe "Application for the post of Block level Accountant-cum-Support staff". In case of requirement of any corrigendum the same will be published in the District website only. Hence candidates are to visit the district website frequently.

By order of Collector-cum,-Chairman
District Project Coordinator,
SSA, Kalahandi

APPLICATION FORM

(For Office Use- Diary No. _____)

Application for the post of

Affix one recent colour passport size photograph duly attested.

B I O - D A T A

1. Name of the candidate.....
(in Block Letters)
2. Father's/Husband's Name.....
3. Permanent Address
4. Present Address
5. E-mail Address/Telephone/Mobile No
6. Nationality
7. Date of Birth
8. Age as on 01.10.2018:Year.....months.....Days
9. Sex (Male/Female)
10. Marital Status (Married/Unmarried)
11. Category (SC/ST/SEBC/Women/PH)
12. Educational Qualification
13. Details of Educational Qualification:

Exam. Passes	Board/University/ Institution	Year of Passing	Division/Grade	Full Marks	Marks secured	% of Marks
H.S.C						
C.H.S.E						
Graduation						
DCA/PGDCA						
MCA						
Others						
Computer course						

14. Working Experience

Designation	Nature of the work	Name of the organization	Type of organization (Govt./Project/Private/NGO)	Period of services		Completed Years
				From	To	

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: -

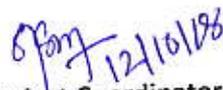
Date: -

Enclosure:

- I. Attested photocopy of Residential certificate
- II. Attested/self signed photocopy of all Educational Qualification
- III. Documents in support of experiences
- IV. Written undertaking of the candidate.

GENERAL CONDITION

- I. Age limit for all the posts is 21-42 years as on 01.10.2018
- II. 5 years age relaxation would be applicable for candidates belonging to SC/ST/SEBC/Women categories and 10 years for PH candidates
- III. All the posts are purely contractual and can be terminated at any time.
- IV. These posts are purely co-terminuous with the tenure of SSA programme.
- V. Selection of candidates will be made strictly on merit basis basing on their essential qualification.
- VI. Functional computer Literacy for all the posts is essential.
- VII. Attested photocopies of all documents in support of age, educational qualification, Experience and Caste must be submitted with the application form.
- VIII. The candidates furnishing fake certificate, mark sheet shall be disengaged immediately and will be liable for appropriate legal action.
- IX. A candidate furnishing certificates, mark sheets with grades and grade points from the examining bodies shall also furnish numerical equivalence of grace/grace points from the examining bodies.
- X. The candidates are required to produce self attested photocopies of all certificate/documents with application in support of qualification. Mark secured and experience
- XI. 01 recent passport size photograph duly attested must be affixed to the application.
- XII. Candidate must have passed Odia up to 10th standard.
- XIII. In complete application and applications without required supporting documents will be rejected.


District Project Coordinator,
SSA, Kalahandi

CONTRACT OF ENGAGEMENT (T.O.R.)

This contract of engagement is made in between Shri/Smt/Miss _____ and OPEPA, the appointing authority and for the employer in one part.

AND

Mr/Mrs/Miss _____ the employee in the other part as per the terms and conditions given here under.

1. That the employee agrees to work under the appointing authority on purely temporary basis for a particular period on receiving remuneration on lump sum basis without having any right of any permanent and /or regularization and equal treatment like any other regular employee of the appointing authority or State Government in future.

2. That the employee agrees to work under the appointing authority in the manner provided herein below: -

i. Scope of work:

- ▶ He/she has been engaged in the post as per his/her qualification and specific nature of job has been assigned to him/her.
- ▶ He/She shall take up any work/assignment given to him/her of the respective intervention/branch.
- ▶ He/she shall develop strategies and ensure effective implementation of the interest of the programme of the concerned intervention/branch.
- ▶ He/she shall undertake any additional duties assigned to him/her for the interest of the programme.
- ▶ His/her performance will be reviewed by the competent authority as and when required.

ii. Term of engagement:

This term of engagement will be for six months and will commence from _____ till _____. The engagement can be extended further on six months basis subject to the following condition.

- ▶ His/her performance is found to be satisfactory.
- ▶ He/she cleared all personal advances received/granted by OPEPA at the time of preceding one month of the end of the last tenure of engagement before further extension.

iii. Term of Payment:

- ▶ The consolidated remuneration per month on completion of the same not exceeding Rs. _____ will be paid to him/her (employee). This amount includes all the cost, tax obligation and other charges.
- ▶ He/she will work for the full month except public holidays. Normally the working hours will be 10.00 am to 5.00 pm. If necessary he/she may have to work beyond office hours to complete the given assignment in time.
- ▶ He/she will report to _____ for Coordination. Acceptance and Approval of work assigned to him/her.

- iv. He/she by this contract under takes to perform the services with high standards of professional and ethical competence and integrity.
- v. If his/her performance is not found to be satisfactory, then the State project Director, OPEPA, the employer reserves the right to terminate this contract of engagement at any point of time either by giving him/her one month notice in advance or paying one month salary/remuneration in lieu thereof.
- vi. In the even he/she wants to quit the engagement, may do so by giving one month advance notice to the employer and after giving all accounts, expenditure of funds received by him/her for spending in the project and after discharging all liabilities. Otherwise the employer will take all legal steps to recover such loss and dues from him/her any act of misappropriation of funds of OPEPA, and for any such commission and omission in course of doing the job. If the same is detected.

FOR OPEPA, THE EMPLOYER

Signed by _____

Title:

FOR THE EMPLOYEE

Signed by _____

Title:

UNDERTAKING

I _____ Son/daughter of _____
_____ who has been given as offer of contract appointment for the post of _____
_____ carrying a consolidated salary/remuneration 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 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:

Signature of the candidate

Place:

Name in Full:

Detail Permanent Address

Detail Present Address:

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