



## OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, KALAHANDI

(District Welfare Section)

Phone No. (06670) 230553, Fax : 230303, email : dwo.kalahandi@gmail.com

Letter No. 2578 /FRA

Dated : 12/08/2025

To

The District Informatics Officer (DIO)  
NIC, Kalahandi

Sub: Request to conduct skill test of 61 candidates for the post of Co-ordinators & 27 candidates for MIS-Assistants for Sub-Divisional Headquarter.

Sir,

With reference to the subject cited above, it was decided to conduct skill test of candidates applied for the post of Co-ordinator & MIS-Assistant for the Sub-Divisional Headquarter on **19.08.2025 at 01.00pm** at Govt. College Engineering, Kalahandi, Bhawanipatna.

**For Co-ordinator:-** (61 nos. candidates) "Proficiency in the use of MS Office specifically MS Office and conversant with internet/ emails."

**For MIS-Assistant:-** (27 nos. candidates) "Proficiency in the use of MS Office specifically MS Word/ Excel and conversant with internet/ use of online platforms is mandatory requirement."

In this regard I am to request you to conduct above skill test of the candidates on **19.08.2025 at 01.00pm** at Govt. College Engineering, Kalahandi, Bhawanipatna.

Yours faithfully,

  
Additional District Magistrate, (Rev.)  
Kalahandi

Memo No. 2579 / Dated. 12/08/2025

Copy to the Principal, Govt. College of Engineering, Kalahandi, Bhawanipatna for information and necessary action. He is requested to spare the computer lab alongwith computer operators on the said date.

  
Additional District Magistrate, (Rev.)  
Kalahandi

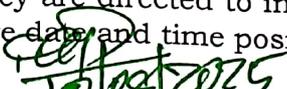
Memo No. 2580 / Dated. 12/08/2025 Kalahandi

Copy to District e-Governance Manager, for information and necessary action. He is requested to publish the **attached list** of selected candidates on the official district website ([kalahandi.odisha.gov.in](http://kalahandi.odisha.gov.in)) at the earliest for wider circulation and information of them.

  
Additional District Magistrate, (Rev.)  
Kalahandi

Memo No. 2581 / Dated. 12/08/2025

Copy to Director, RAZ Menpower & Consult, Bhubaneswar/ Unique Security Service, Balesore for information and necessary action. They are directed to intimate the candidates (**attached list**) to appear skill test on the above date and time positively.

  
Additional District Magistrate, (Rev.)  
Kalahandi

