ODISHA TRIBAL EMPOWERMENT & LIVELIHOODS PROGRAMME Plus (OTELP Plus)
ST & SC DEVELOPMENT DEPARTMENT
2nd Floor, TDCC Building, Rupali Square, Bhubaneswar-751022

EMPANELMENT OF ACCOUNTANT FOR PSU, OTELP PLUS &
EXECUTIVE ASSISTANT, PROJECT ASSISTANT (MIS) FOR PMU, OPELIP

Programme Director, OTELP Plus/OPELIP invites applications from eligible candidates for empanelment of **Accountant** to be positioned at **PSU OTELP PLUS & Executive Assistant, Project Assistant (MIS) to be positioned at PMU, OPELIP** purely on contractual basis. Application form along with the detail ToR for each post can be downloaded from the Website i.e. www.otelp.org. Last date of receipt of applications by Speed Post/Registered Post/Courier Service only is dt. 24.12.18 up to 5.00 PM. Only short listed candidates will be called for interview for empanelment.

Programme Director, OTELP Plus /OPELIP reserves the right to accept or reject the applications without assigning any reason thereof.

-Sd/-
Programme Director

TECHNICAL REQUIREMENTS FOR MANPOWER TO BE DEPLOYED AT PSU, OTELP PLUS, BHUBANESWAR.

TERMS OF REFERENCE (DIRECT RECRUITMENT)

Sl No.	Name of the post	Qualification and Eligible Criteria	Experience and Age as on last date of Application	Consolidated Remuneration per Month
1	Accountant	M.com/B.com with Tally	• 4-5 years of work experience; have worked in similar projects including company / CSR / NGOs/ INGOs/government projects or schemes. • Age limit: 45 years. • Preference will be given to the candidates having Experience in OTELP.	Rs.8880.00

Odisha Tribal Empowerment & Livelihoods Programme Plus (OTELP PLUS)

APPLICATION FORM

Position applied for		Paste recent Passport size photograph here
Date of application		

1. Personal Details

Name of the Candidate (Ms./ Mrs./ Mr.)	(First Name)	(Surname)
Address	**Permanent**	**Present**
Mobile No.:		
Telephone Residence		
Telephone Office		
E-mail id		
Date of Birth		
Category (ST/SC/ General)		
Sex: (Male/ Female)		

2. Education Qualification (10th Standard onwards)

Qualification	Institution	Subjects	Year of Completion	Division/ Grade

3. Other trainings / qualifications including relevant short training courses

Course	Duration	Institution	Details

4. Computer Literacy:

(Mention all software known/used)

5. Employment / Experience Records

Name and Address of the Employer	Designation	Period	Experience In year and Month	Brief description of duties

6. **Language Proficiency (Please tick in the appropriate box)**

Language	Ability to Converse			Ability to Read			Ability to Write		
	Poor	**Fair**	**Good**	**Poor**	**Fair**	**Good**	**Poor**	**Fair**	**Good**
English									
Hindi									
Oriya									
Other (Please specify _____)									

7. **Reference: (Two persons to whom you have professionally reported)**

Reference 1	Reference 2

Declaration:

I do hereby declare that all statements made in the application form are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect at any point of time, my candidature/ appointment may be cancelled/ terminated without any further notice.

Date:
Place: **Signature of the Applicant**