

**ORISSA TRIBAL EMPOWERMENT & LIVELIHOODS PROGRAMME  
PROGRAMME SUPPORT UNIT  
2<sup>nd</sup> Floor, TDCCOL Building, Rupali Square, Bhubaneswar**

**EMPANELMENT OF SUBJECT MATTER SPECIALIST**

Orissa Tribal Empowerment & Livelihoods Programme, a 10 years Govt. of Orissa Programme funded by IFAD/WFP, under ST & SC Development Department, requires experienced professionals well versed with computers for empanelment of candidates for posting as Accounts Assistants in the vacancies at PSU, OTELP, Bhubaneswar.

<b>POST</b>	<b>JOB RESPONSIBILITY</b>	<b>QUALIFICATION</b>
<b>DEO-CUM-ACCOUNTS ASSISTANT</b>	To function as Accounts Assistant in the PSU for maintaining computerized data on the day-to-day accounts/records against all financial transactions and to assist the Chief Finance Officer of PSU in all matters related to financial management of the programme.	B.Com with PGDCA, expertise in Tally package of accounting. Any higher qualification in computer may be treated as an additional qualification. Previous experience in similar job/assignments will be given preference.

**Remuneration :** As existing under OTELP.

**Age :** 21-32 years on the date of advertisement. Relaxation of age upto maximum of 3 years to the candidates having higher qualification and adequate experience may be considered.

Application specifying post applied for with Photo copy of relevant documents/certificates and 2 recent passport size photographs should reach the office of PSU, OTELP, 2<sup>nd</sup> Floor TDCCOL Building, Rupali Square, Bhubaneswar, PIN-751022 by **18.09.2010**. For downloading application form please visit the web site of OTELP.

i.e. [www.otelp.org](http://www.otelp.org)

Only shortlisted candidates will be invited for written test/interview for empanelment.

**P.D. ,OTELP reserves the right of accepting or rejecting the application without assigning any reason.**

**Programme Director**

Orissa Tribal Empowerment & Livelihoods Programme (OTELP)

## APPLICATION FORM

<b>Position applied for</b>		<b>Paste recent Passport size photograph here</b>
<b>Date of application</b>		

**1. Personal Details**

<b>Name of the Candidate (Ms, Miss, Mrs, Mr)</b>	(First Name)	(Surname)
<b>Address</b>	<u>Permanent</u>	<u>Present</u>
<b>Mobile:</b>		
<b>Telephone - Residence</b>		
<b>Telephone Office</b>		
<b>Email address</b>		
<b>Date of Birth</b>		
<b>Category (ST/SC/ General)</b>		
<b>Sex: (Male/ Female)</b>		

**2. Education Qualification (10<sup>th</sup> Standard onwards)**

<b>Qualification</b>	<b>Institution</b>	<b>Subjects</b>	<b>Year of Completion</b>	<b>Division/ Grade</b>

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**3. Other trainings / qualifications including relevant short training courses**

<b>Course</b>	<b>Duration</b>	<b>Institution</b>	<b>Details</b>

**4. Computer Literacy:**

(Mention all software known/used)

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**5. Employment / Experience Records**

<b>Name and Address of the Employer</b>	<b>Designation</b>	<b>Period</b>	<b>Experience In year and Month</b>	<b>Brief description of duties</b>

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**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 person with whom you are professionally reported)**

Reference 1	Reference 2

**Declaration:**

I hereby declare that all statements made in the application 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 notice.

**Date:**

**Place:**

**Signature of the Applicant**