

ORISSA TRIBAL EMPOWERMENT & LIVELIHOODS PROGRAMME
PROGRAMME SUPPORT UNIT
2nd 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 DFID/IFAD/WFP, under ST & SC Development Department, requires experienced professionals well versed with computers for empanelment of candidates for posting as Finance Officer in the likely vacancies in OTELP districts.

POST	JOB RESPONSIBILITY	QUALIFICATION
Finance Officer	Budgeting and Accounting of the programme, ensuring timely flow of funds for implementation of different activities by the ITDAs, Self Help Groups, Village Development Committees, maintaining records of all financial matters related to the programme, preparing guidelines for auditing SHG & VDC accounts etc.	Chartered (final / inter), cost Accountancy / M.com / MBA (Fin) with minimum 3-5 years experience.

Remuneration: As existing under OTELP.

Age: 21-35 years on the date of advertisement. Relaxation of age upto maximum of 5 years to the candidates having exceptionally high qualification and adequate experience is admissible.

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, 2nd Floor TDCCOL Building, Rupali Square, Bhubaneswar, PIN- 751022 by 15. 05.2010. For downloading application form please visit the web site of OTELP.

i.e. www.otelp.org

Only sort listed candidates will be invited for written test/interview for empanelment of different posts.

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

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

1. Personal Details

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

2. Education Qualification (10th Standard onwards)

Qualification	Institution	Subjects	Year of Completion	Division/ Grade

Orissa Tribal Empowerment & Livelihoods Programme (OTELP)

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