



ODISHA TRIBAL EMPOWERMENT & LIVELIHOODS PROGRAMME (OTELP)

ITDA, Balliguda, Kandhamal, Odisha

(ST & SC Development Department. Govt. of Odisha)

Phone No – 06846-243983

www.otelp.org

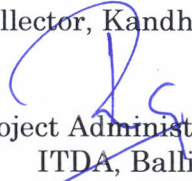
Letter NO- 77

Dated: 28.01.2014

CONTRACTUAL ENGAGEMENT

OTELP, ITDA, Balliguda invites applications from eligible candidates for the post of Account Assistant in the above office. Candidates must have completed B.com with 50% marks with computer knowledge in Tally accounting package. He/ She must be within 30 years of age as on 01.01.2014 & must have 2 years experience on accounting. The post carries monthly remuneration of Rs. 10.000/- & it is purely contractual in nature. Detailed Bio-data along with Xerox copy of all testimonials should reach in the above office by Registered post/ by hand on or before 10.02.2014. Preference will be given to the candidates of Kandhamal District. The shortlisted candidates will be intimated to appear written, Computer proficiency and viva-voce test which will be held in the month of February, 2014. The undersigned reserves all right to modify, cancel or reject the advertisement/ applications without assigning any reason thereof. Details can be seen in www.otelp.org, www.kandhamal.nic.in

By the order of Collector, Kandhamal


Project Administrator
ITDA, Balliguda

APPLICATION FORM

Post applied for		Paste recent passport size photograph here
-------------------------	--	--

1. Personal Details

Name of the Candidate (Miss, Mrs, Mr)	
Present Address	
Permanent Address	
NB :-	(Candidates of Kandhamal District are requested to submit a copy of their Residence Certificate)
Mobile No :	
Telephone – Residence	
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	Percentage Secured

3. Other Trainings / Qualifications including relevant short training courses

Course	Duration	Institution	Details

4. Computer Literacy:

(Mention all software known/ used)	
Programming Language	:
Operating System	:
Tally Package	:

5. Employment / Experience Records

Name and Address of the Employer	Designation	Period		Experience in Year and Month	Brief description of duties
		From	To		

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