

M/s. - R.R. Enterprises
Plot No. SCR-46, Kharavel Nagar, Bhubaneswar-751001
Phone No. 0674-2392457 e-mail :rrenterprises155@gmail.com

Service Provider for engagement of staff in different ITDAs, **Odisha Tribal Empowerment & Livelihoods Programme (OTELP) Plus, ST & SC Development Department, Govt. of Odisha requires** Agriculture Officer, Office Assistant and Accounts Clerk. For further details please visit the website www.otelp.org/www.rrenterprisesjob.com. The Application form must reach by speed post/courier by dt. 20.08.2017.

How to apply

The applicants for different posts to submit their application form in prescribed format only through e-mail to support@otelp.org and through speed post/courier to M/s R.R.Enterprises, SCR-46, Unit-III, Kharvel Nagar, Bhubaneswar-1 with a copy to PSU, OTELP Plus, 2nd Floor, TDCCOL Building, Rupali Square, P.O.-Bhoi Nagar, Bhubaneswar-751022. For further details please visit the website www.otelp.org /www.rrenterprisesjob.com.

**TECHNICAL REQUIREMENTS FOR MANPOWER TO BE DEPLOYED
BY THE SUCCESSFUL MANPOWER SERVICE PROVIDER AGENCY IN THE OTELP PLUS.**

TERMS OF REFERENCE

1	Agricultural Officer	The Agricultural Officer should be an Agricultural Graduate	<ul style="list-style-type: none"> i. Facilitate the FNGOs on the preparation of project proposal in respect of MGNREGS-Plantation, Agri-Horti. Development and other livelihood activities and its successful execution. ii. Timely execution of the Plantation, Agri-Hort and other livelihood activities approved in AWPB. iii. Discharge the duty of Nodal Officer of the assigned block in the programme areas and validate the report/ returns submitted by the FNGO. iv. Keep upto date database on thematic area of OTELP Plus and upload the data in ITDA website. v. Compilation & submission of SoE and MPR to PSU in stipulated time. vi. Ensure timely execution of activities by Expert of FNGOs. vii. Disposal of file in stipulated days. viii. Apprise PA, ITDA on matter related to Agriculture & allied measures. ix. Collection & compilation of Annual Progress report/ Success Story /Case Studies/Learning / New Innovations/ Best Practices/ New Technology etc. x. Coordinate in organizing training/ workshop/exposure visit of the ITDA/FNGO staffs. xi. Online Entry of data related to MGNREGA. xii. Keep close liaison with other SMSs of ITDA/ Expert of FNGO/ District Line Department Officers. 	30,000/-	<ul style="list-style-type: none"> i. Minimum of 5 years experience in field level Agricultural Development and with a broad experience covering all aspects of Agriculture. ii. Minimum age 21 years iii. Maximum 45 years iv. Relaxation of upper age limit may be allowed up-to 5years in case of more qualified and experience candidates v. Preference will be given to the candidates having Experience in OTELP
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			xiii. Any other work as assigned by ITDA/ PSU/ Govt.		
2	Accounts Clerk	M.Com/B.Com with Tally	<p>i. Maintaining computerized data on the day to day accounts/records of all financial transactions of the programme;</p> <p>ii. Support in all financial and accounting functions of the programme including in preparation SoE, withdrawal application, audit preparation, response to audit observations, etc.;</p> <p>iii. Periodic field visits for verification and updation of records at FNGO & VDC level;</p> <p>iv. Assisting Finance Officer of OTELP Plus, ITDA in all matters related to financial management of the project;</p> <p>v. Any other tasks may be assigned from time to time.</p>	5,200/-	<p>i. 2-3 years of work experience; have worked in similar projects including company / CSR / NGOs/INGOs/government projects or schemes.</p> <p>ii. Knowledge in Tally.</p> <p>iii. Knowledge in computer.</p> <p>iv. Age limit: 45 years.</p> <p>v. Preference will be given to the candidates having Experience in OTELP</p>
3	Office Assistant	Graduate with DCA	<p>i. Management of OTELP Plus office including systematic storage and care of all files, reports, documents, etc. relating to the programme;</p> <p>ii. Support/undertake office work including typing, downloading data, service data entry, filing of information, etc.;</p> <p>iii. Attend to any query about the programme from government, public or any authorized entities including any assembly questions;</p> <p>iv. Provide assistance in organizing meetings, workshops, training programmes, managing stores & stationaries, records & office files;</p> <p>v. Focal point for general maintenance and safe custody of all office assets including office almirahs, phones, fax, wi-fi, photocopier, books, etc.;</p> <p>vi. Focal point for records of office vehicles including periodic check of vehicle log books and other records relating to vehicle movement, repairs, insurance, etc.;</p> <p>vii. Provide general assistance to the office management including general office cleanliness, minor repairs in the office, etc.;</p> <p>viii. Assisting PA, ITDA & SMSs in performing any office task specifically assigned by the PA, ITDA;</p> <p>ix. Miscellaneous minor functions as may be assigned from time to time.</p>	5,200/-	<p>i. 4-5 years of experience in Office Management/ data entry experience will be added advantage.</p> <p>ii. Ability to communicate in English and regional language.</p> <p>iii. Good knowledge in computer application.</p> <p>iv. Age limit: 45 years</p> <p>v. Preference will be given to the candidates having Experience in OTELP</p>

Odisha Tribal Empowerment & Livelihoods Programme (OTELP) Plus

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)	(First Name)	(Surname)
Father's /Husband's Name		
Mother's Name		
Address	<u>Permanent</u>	<u>Present</u>
Mobile:		
Telephone Residence		
Telephone Office		
E-mail id		
Adhar Card No.		
Date of Birth		
Age as on 01.01.2017		
Category (ST/SC/OBC/ General)		
Sex: (Male/ Female)		

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2. Education Qualification (10th Standard onwards)

Qualification	Institution	Subjects	Year of Completion	Division/ Grade

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

Course	Duration	Institution	Details

4. Computer Literacy:

Softwares/OS	Proficiency		
	Poor	Fair	Good
MS- Word			
MS -Excel			
MS- Power point			
Tally			

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7. **Any Other information** (May be provided by applicant on professional capacity to strengthen candidature)

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

Reference 1(Name, ,Designation, Official Address, Phone & E-mail id)	Reference 2(Name, ,Designation, Official Address, Phone & E-mail id)

9. **Character /Moral Certificate submitted (put ✓)** : Yes/No

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