



ଓଡ଼ିଶା ଅନୁସୂଚୀତ ଜନଜାତି ସଶକ୍ତିକରଣ ଓ ଜୀବିକା ନିର୍ବାହ କାର୍ଯ୍ୟକ୍ରମ

ODISHA TRIBAL EMPOWERMENT & LIVELIHOODS PROGRAMME

(ଅନୁସୂଚୀତ ଜନଜାତି ଓ ଅନୁସୂଚୀତ ଜାତି ଉନ୍ନୟନ ବିଭାଗ)

(INTEGRATED TRIBAL DEVELOPMENT AGENCY, MALKANGIRI)

Dist: MALKANGIRI, PIN-764048, Tel: 06861-230544, Fax: 230245, Email- itda.malkangiri@otelpl.org



No.: 959 /OTELP, ITDA/ File No.

Date: 20.09.2014

Applications are invited from eligible candidates to fill up the following vacancies purely on contractual basis in OTELP, ITDA, Malkangiri.

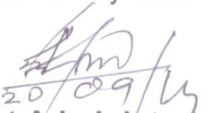
Sl No.	Name of the post	No. of vacancies	Minimum educational qualification required	Experience required	Monthly consolidated remuneration.
1.	Accountant	01	Graduate in commerce with 50% marks & PGDCA, Tally ERP-9.0	Minimum 2 years in book keeping from any reputed organization or Govt. Sector	Rs.10,000/- (Ten Thousand) only.
2.	Office Assistant	01	Any Graduate with PGDCA	Minimum 2 years experience in Official works from any reputed organization or Govt. Sector.	Rs.8,000/- Rupees Eight Thousand only.
3.	Steno- Cum-DEO	01	Any Graduate with PGDCA, Minimum 80 words per minute in short hand and 40 words per minute in type writing	Minimum One year experience from any reputed organization or Govt. Sector.	Rs. 8,000/- Rupees Eight Thousand only.

Age Minimum: - Minimum 18 years and maximum 32 years (as on 21/09/2014). Relaxation of age to ST/ SC/ SEBC/ PH/ Woman candidates will be applicable as per state Govt. Rule.

Interested candidates having the above mentioned requisite qualifications may apply in prescribed format. Preference will be given to the eligible candidates of Malkangiri District. In case of non- availability of suitable candidates in Malkangiri District, candidates of other district may be considered.

The duly filled in application should be addressed to the Project Administrator, ITDA, OTELP, Malkangiri. The application should be send by resisted/ speed post only and reach OTELP, Malkangir on or before 09/10/2014 by 5.00 PM. For any postal delay of missing, the authority will not be held responsible. Only short listed candidates will be called for skilled test and personal interview. For downloading application form please visit to Web site:- www.malkangiri.nic.in, www.otelpl.org/malkangiri

The undersigned reserves all rights to reject any or all applications at any time without assigning any reason thereof.


20/09/14
Project Administrator,
ITDA, OTELP, Malkangiri.

Memo No.....959(i) //Dated. 20.09.2014

Copy to the DIO, NIC, Malkangiri, with a request to publish the advertisement in the district website.

Copy to Editor, Samabad (Jeypore Edition) with a request to advertised the advertisement on dated.21.09.2014 positively.



Project Administrator,
ITDA, OTELP, Malkangiri

Memo No.....959(ii) //Dated. 20.09.2014

Copy submitted to P.A. to Collector, Malkangiri./ ADM, Malkangiri/ Project Director,DRDA Malkangiri/Sub-Collector, Malkangiri/ BDO, Malkangiri/ Tahasildar, Malkangiri/ Executive Officer, NIC, Malkangiri/ District Employment Officer, Malkangiri with a request to affix the advertisement in your Office Notice Board.



Project Administrator,
ITDA, OTELP, Malkangiri

Orissa Tribal Empowerment & Livelihoods Programme (OTELP) MALKANGIRI

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)
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



**ORISSA TRIBAL EMPOWERMENT & LIVELIHOODS PROGRAMME (OTELP)
INTEGRATED TRIBAL DEVELOPMENT AGENCY, MALKANGIRI,**

ST & SC Development Department, Govt. of Orissa

Ph. (06861) 230544, E-Mail – itda.malkangiri@otelp.org Website: - www.otelp.org

Letter No:-960__/File no- V-7/2014

Date: 20/09/2014

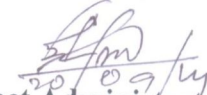
To
The Editor Sambad. Jeypore Edition.

Sub: Publish of advertisement in your Daily Paper on dt: 21/09/2014

Sir,

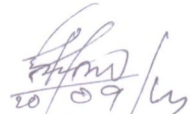
With reference to subject cited above, I request you to publish the advertisement as per detailed given below.

Yours Faithfully,


20/09/14
**Project Administrator,
OTELP,ITDA, Malkangiri**

Advertisement No: 959 dt:20/09/2014

The Project Administrator, ITDA, OTELP Malkangiri under ST & SC Development Department invites application for the post of Accountant, Office Assistant and Steno cum DEO from eligible candidates. The application must reach to the undersigned on or before 09/10/2014 by 5.00 PM. For further details please log on to our website: www.otelp.org/malkangiri, www.malkangiri.nic.in


20/09/14
**Project Administrator,
OTELP,ITDA, Malkangiri**