

**ODISHA TRIBAL EMPOWERMENT & LIVELIHOODS  
PROGRAMME  
PROGRAMME SUPPORT UNIT  
ST & SC DEVELOPMENT DEPARTMENT  
2<sup>nd</sup> floor, TDCC Building, Rupali Square,  
Bhubaneswar – 751022**

***Empanelment for the post of Stenographer-cum-DEO for  
contractual engagement at Programme Support Unit,  
OTELP***

Programme Director, OTELP invites applications from eligible candidates for empanelment of Stenographer-cum-DEO to be purely engaged on contract. Application form along with details of posts can be downloaded from the Web Site of OTELP i.e. [www.otelp.org](http://www.otelp.org). The last date for receipt of the application is 05.10.2013 at 5.00 PM.

***Programme Director***

***Date:***

***Place:***

## Terms of Reference

Sl No	Name of the Post	Qualification	Work Assignment	Experience	Age	Monthly Remuneration
1	Stenographer-cum-Data Entry Operator	Graduate in any discipline with PGDCA and Stenography	<p>As a Stenographer-cum-Data Entry Operator, shall be responsible for:</p> <ol style="list-style-type: none"><li>1. Taking dictation and doing typing assignment as and when required.</li><li>2. Documentation of data and make necessary entries in the system.</li><li>3. Feeding into the MIS and generating progress reports, trends on a monthly basis.</li><li>4. Consolidating information at the state level for the programme and providing regular updates.</li><li>5. Performing and discharging any other duty to be assigned by Programme Director.</li></ol>	3 years	32 as on 01.09.2013	Rs. 8,000/-

- The Post is purely contractual in nature, terms and conditions of contractual staff are as per **Annexure-'I'**.
- Candidates are advised to apply only in the prescribed format (**Annexure-'II'**).
- No application will be entertained after the due date of received.
- Canvassing in any form will liable for disqualification.
- Only shortlisted candidates based on qualification, experience & relevance to the post will be called for personal interview.
- Programme Director, OTELP reserves the right to reject or accept any application without assigning any reason.

**TERMS & CONDITIONS OF STAFF ON CONTRACT BASIS**

1. Initially the appointment will be on provisional basis and the contract for period on one year will be made subject to verification of.
  - Medical Certificate issued by medical officer not below the rank of Assistant in support of physical fitness.
  - Character certificate issued by two gazette officers.
  - Relieve order, clearance certificate from previous employer, if employed.
2. The appointment will be on consolidated emoluments per month, which will comprise of consolidated salary, inclusive of all allowance like H.R.A, conveyance allowance, etc, No other allowance of benefit of facility shall be granted except as may be mandatory (like CPF/pension fund contribution)
3. The engagement does not confer any right to a regular appointment at any time in the PSU or any other State Govt. organizations; the engagement is purely temporary in nature and shall not invite any legal recourse now in the future.
4. The staff will be allowed a maximum of 15days leave in year subject to prior approval of the Programme Director, Any unauthorized absence shall attract proportionate deduction from the consolidated monthly remuneration.
5. Women staff members will be additionally entitled to 90 days maternity leave, subjected to completing one year of service in the project. The maternity leave could be availed only once during the project period.
6. The staff will be entitled to accumulate leave as long as they are working in the project and they will be allowed to en-cash the accumulated leave at the end of the contract.
7. That in the event of unauthorized absence beyond a period of fifteen days during the contract period (i.e. for one) or any other misconduct shall render the staff liable for immediate disengagement. The expression misconduct would mean improper or unprofessional behavior, bad management, misbehavior etc. whether an act is misconduct or not be construed by P.D. at his discretion.
8. The staff shall be held personal responsible for any loss sustained by the project through fraud or negligence on his/her part.
9. Neither the OTELP programme not the State Government of Odisha shall be liable for any compensation towards sickness and injury during the period of the contract.
10. That the contractual engagement can be terminated prematurely by the P.D. of the staff by giving at least thirty days prior notice except cases of misconduct (including unauthorized absence) as mentioned in clause-& above.
11. Upon termination of the Agreement, the staff shall be liable to hand over all the assets and records of the project in his/her possession to the P.D. or any officer authorized by him.
12. In case of any doubt/ dispute in regard to implementation any of the above clauses, the decision of the Chairperson, OTELP shall be final.

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**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**

Course	Duration	Institution	Details

**4. Computer Literacy:**

(Mention all software known/used)

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**5. Employment / Experience Records**

Name and Address of the Employer	Designation	Period	Experience In year and Month	Brief description of duties

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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**