

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

EMPANELMENT OF OFFICE ASSISTANT FOR PSU, OTELP.

Programme Director, OTELP invites applications from eligible candidates for empanelment of Office Assistant for PSU, OTELP to be engaged purely on contract. Application form along with the details of post can be downloaded from the website i.e. www.otelp.org. Last date of receipt of applications is 10.09.2014 at 5.00 pm.

Programme Director

Terms of Reference

Sl No.	Name of the post	Qualification	Work Assignment	Remuneration (Rs.)	Experience and Age on last date of application
1	Office Assistant	Graduate in any discipline having adequate knowledge in Computer	<ol style="list-style-type: none"> 1. He should enter & receipts of letters marked to them in Log books and provide file nos in the log books for each receipt within two days. 2. He should examine cases diligently and intelligently & in the light of the instruction if any given by the higher authority. 3. He should seek the assistance of the Desk Officer or any higher officer for disposal of work entrusted to him. 4. He should examine promptly all receipts marked to him and to submit them on the required dates. 5. He should put up cases after examination to the Desk Officer / higher officer on the date required and where no date is mentioned, within 3 days of the receipt of the cases and a list of previous references should be put up by him to facilitate counter marking. 6. He should bring to the notice of the higher authority periodically a list in the prescribed form of all files and papers entered in the log book which remain pending for more than 7 days. 7. He should note on each approved draft reply, the diary nos of all correspondences received from the Govt. of India, the Assembly Secretariat relating to Assembly Questions and any other correspondences, reply to which has to be watched. 	Rs.10,000.00 per month	Retired persons preferably ASO / SO / Desk Officer / Audit Officer of Odisha Secretariat or SO / Senior Assistant of HODs or Retd. AG Auditors having less than 62 years of Age.

			<ol style="list-style-type: none">8. He should prepare and submit weekly and monthly arrear lists in the prescribed forms.9. He should prepare fortnightly table of cases and submit it to the higher authority.10. He should maintain a forward dairy in the prescribed form as a reminder for action to be taken on cases on due dates.11. He should take prompt action regarding the recording of cases.12. He should report to and comply with the instructions of the higher authority.13. He should maintain guard files of import circulars and instructions.14. He should issue reminders on due dates to letters of which replies due have not been received.15. He should maintain all registers and records neatly and promptly.16. Any other work assigned by Programme Director, OTELP.		
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Odisha 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)	(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

Odisha Tribal Empowerment & Livelihoods Programme (OTELP)

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