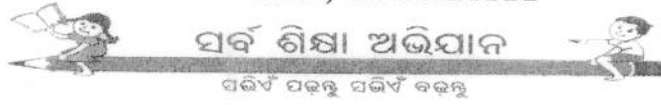




**OFFICE OF THE DISTRICT PROJECT COORDINATOR,  
SSA, GAJAPATI**

-Mail dpessagajapati.opepa@nic.in

Ph.: 06815-222646,  
06815-223646(Fax)



No: 4598

Date: 27-11-12

**ADVERTISEMENT**

Applications are invited from eligible candidates for filling up of following posts from Sl. No 1 to 2 on contractual engagement in the District Project Office, Sarva Sikhya Abhijan, Gajapati.

Further for the post of Data Entry Operator at SL No 3 will filled up through service providers The tender paper can be obtained from District Project Office, SSA, Gajapati on Payment of Rs.500/- in shape of Bank Draft drawn in favor of District Project Coordinator, SSA, Gajapati drawn on any Nationalized Bank locating at Paralakhemudi , Gajapati .

SL. No	Name of the Post	No of Vacancy	Essential Qualification	Consolidated remuneration including all charges	Last date for receipt of applications
1	Programmer " Group C"	01	Graduate with First Class with MCA from a recognized University /Institution having sound knowledge in DBMS /RDBMS ,Microsoft Office, Data Communication , Internet, Web technology, SQL Server and VB net , etc.	Rs 17089/- (Consolidated ) + HRA (as applicable from place to place)	12.12.2012 ( By Regd. Post Speed Post only)
2	Office Assistant " Group C "	01	Graduate with first class	Rs 10424/- ( Consolidated) + HRA (as applicable)	
3	Data Entry Operter(Man Power Service Providing agencies)	07	Graduation in any discipline with DCA / PGDCA having a typing speed of 4000 character Per Minute in English and well trained in MS Office & thereof and LAW function		1 Last date for issue of Tender Papers 12.12.2012 By 1.30 P.M 2. Opening of Tenders 12..12..2012 by 4.00 P.M

The details regarding other eligibility criteria, application format etc, are available in web site [www.gajapati.nic.in](http://www.gajapati.nic.in) and also at District Project Office, SSA, Gajapati. Applications received after due date will not be entertained. The undersigned reserves the right to cancel any or all the proposals without assigning any reason thereof.

Sd/-  
Collector –cum – Chairman,  
SSA, Gajapati

**APPLICATION FOR THE POST OF \_\_\_\_\_****BIO-DATA**

01. Name of the Candidate : \_\_\_\_\_  
( In Block Letters)
02. Father's/Husband's Name : \_\_\_\_\_
03. Permanent Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
04. Present Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
05. Email Address/Telephone No./ Mobile No. : \_\_\_\_\_
06. Nationality : \_\_\_\_\_
07. Languages Known : \_\_\_\_\_
08. Date of Birth : \_\_\_\_\_
09. Sex (Male/Female) : \_\_\_\_\_
10. Marital Status ( Married/ Unmarried) : \_\_\_\_\_
11. Category (SC/ST/SEBC) : \_\_\_\_\_
12. Educational Qualification : \_\_\_\_\_
13. Extra qualification assured : \_\_\_\_\_

Space for  
Photograph

<b>Exam passed</b>	<b>Board/ University/ Institution</b>	<b>Year of Passing</b>	<b>Division/ Grade</b>	<b>Full Marks</b>	<b>Marks Secured (including extra optional)</b>	<b>% of Marks</b>
H.S.C						
C.H.S.E.						
Graduation						
Post Graduation						
Others						

14. Technical Qualification( if any):.....

15. Working Experience:

Designation	Nature of the work	Name of the Organisation	Type of Organisation (Govt./Project/ Private/ NGO)	Period of Service		
				From	To	Completed Years

### **DECLARATION**

I do hereby declare that the above statements are true and correct to the best of my knowledge and belief.

Place :.....

Date :.....

**Full Signature of the Candidate**

### **Enclosure**

1. Attested Photo copy of residential certificate.
2. Attested / self signed photo copy of all education and Technical Certificates.
3. Documents in support of experience.

## Other Conditions

### 1. ELIGIBILITY

The candidate :-

- Must be a permanent resident of Odisha/ Must be a citizen of India
- Must have passed Odiya as a subject at HSC level examination.
- Must be sound in mind
- Must not be having more than one spouse living.
- Must furnish no objection certificate from the employer if in service
- Should be capable of taking of extensive tours and field visit.
- Should clearly mention name of the post applied for in the top of the envelope
- The application should be addressed to the Collector cum Chairman, SSA, In-front of District Treasury Po: Paralakhemundi Dist: Gajapati 761 200.

### 2. AGE

The candidate should be within 21-32 years of age as on 01.12.2012 . In case of SC,ST,SCBC, Woman candidate and Ex-Serviceman, the upper age limit will be relaxed by 5 years. For Physically handicapped candidates, the upper age will be relaxed by 10 years under ORV Act 1975 and rules there under.

### 3. EXECUTION OF CONTRACT/ AGREEMENT

A contract/ agreement in the form of an undertaking and TOR shall be executed by the candidate at the time of engagement . The District Project Coordinator, SSA, Gajapati will sign the TOR at the time of joining of the candidate on behalf of State Project Director, OPEPA and will forward ink signed copy of TOR and undertaking to State Project Office, OPEPA for record and reference.

### 4. TENURE OF ENGAGEMENT:

- a. The tenure of engagement for the posts on contractual basis will be for an initial period of one year. The contractual engagement is extendable from month to month/ year to year on the basis of satisfactory performance to be evaluated by the authority from time to time. The engagement can also be terminated at any time without assigning any reasons thereof. The engagement is purely on contractual basis.
- b. Proposal of extension of the contract will be sent to SPD , OPEPA for approval. The contract will be said to be renewed only from the date of approval by the SPD,OPEPA.

### 5. DOCUMENTS TO BE ATTACHED:

- a. Attested photocopies all documents in support of age, educational qualification, Professional Qualification, experience, caste, employment Registration and residence must be submitted with the application form.

- b. The candidates furnish fake certificate, mark sheet shall be disengaged immediately and will be liable for appropriate legal action.
- c. A candidate furnished certificate, mark sheet with grades and grade points from the examination bodies shall also furnish numerical equivalence of grade/Grade points from the examination bodies.
- d. One recent pass port size photograph duly attested should be affixed to the application form

**6. MODE OF SELECTION:**

Applications will be scrutinized on the basis of career marks obtained in the qualifying examinations. A panel will be prepared getting thrice the number of vacancies and the Collector will call for certificate verification.

Application without Bio-data and certificate & Mark Sheets of the qualifying examination shall be summarily rejected.

Since the posts advertised are technical posts a test will be conducted at the district level under the chairmanship of Collector cum Chairman, through subject experts at the time of Physical verification.

In case of two or more candidates secure the same marks, the older in age and if the age are same, the candidate passing HSC examination earlier will be placed above the other in the selected list.

**7. PREPARATION OF LIST AND ENGAGEMENT:**

A draft panel will be prepared getting twice number of vacancy in order of merit after conduct of Physical verification of Certificate/ test for the posts advertised. A seven days objections will be invited from the candidates publishing tentative draft panel through [www.gajapati.nic.in/](http://www.gajapati.nic.in/) notice board of SSA, Gajapati. After due approval of the committee under the Chairmanship of Collector cum Chairman, SSA, Gajapati the final panel list will be submitted to SPD, OPEPA for approval and after approval of the same will be transmitted to Collector cum Chairman, SSA, Gajapati for publication. The panel of selected candidates will remain valid for one year from the date of publication. The engagement order will be issued under the signature of Collector-cum-Chairman, SSA, Gajapati only after due approval of SPD, OPEPA.