

DISTRICT PROJECT OFFICE  
SSA,BHADRAK

NO 6299 /DT 24.05.11 /

To

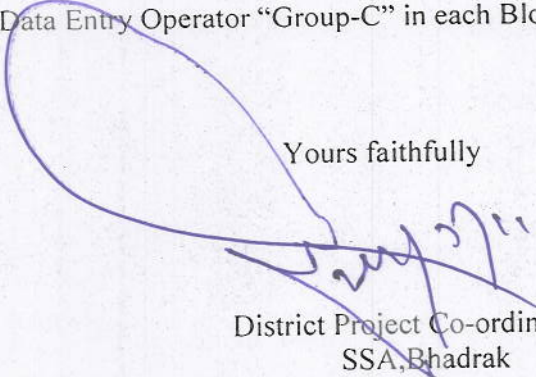
The District Informatics Officer  
NIC,Bhadrak.

Sub: Hosting of advertisement for the post of Accountant-Cum-Data Entry Operator  
"Group- C" in Official Web site.

Sir,

In the above cited subject ,I would like to enclose herewith the copy of the advertisement signed by the Collector-Cum-Chairman, SSA ,Bhadrak ,terms & conditions and bio data format (both hard copy & soft copy) for publication in official website for advertisement of Accountant-Cum-Data Entry Operator "Group-C" in each Block under District Project office, SSA, Bhadrak.

Yours faithfully

  
District Project Co-ordinator  
SSA,Bhadrak

Enclosure:As above.

**DISTRICT PROJECT OFFICE  
SSA, BHADRAK  
ADVERTISEMENT**

No 6295 /Dt 24.05.11 /

Applications in prescribed format are invited from the eligible candidates for the post of Accountant-cum-Data Entry-Operator "Group C" in each Block of Bhadrak District and the requisite qualifications as such are indicated below. The post is on contract basis and bound by the OPEPA terms and conditions. The consolidated remuneration on contract basis is to be paid as mentioned below. The authority has every right to terminate any person at any time without giving prior notice.

Sl No	Name of the Post	Place of Engagement	No of Vacancy	Qualification	Consolidated remuneration including all charges.
1	Accountant-cum-Data Entry Operator 'Group C	At Block Level (BRC)	07	B.Com in 1 <sup>st</sup> Division with minimum 3years of experience in accounting /ICWAI (Inter) / ICAI (Inter) with at least 2years of experience. Basic computer knowledge in accounting package like Tally, TCSEX. Preference to ICWA / ICAI (Inter) candidates.	Rs.8820/- (Consolidated) + HRA (As applicable)

**ELIGIBILITY**

The candidate:-

1. Must be a permanent resident of Orissa/must be a citizen of India.
2. Must have passed at least M.E standard in Oriya language.
3. Must be of sound mind.
4. Must not be having more than one spouse living.
5. Must furnish no objection certificate from the employer if in service.
6. Should be capable of taking up extensive tours and field visits.
7. Should have functional computer literacy and capable to do her/his own assignment in computer.

**AGE**

A candidate should be within 21-32 years of age as on 1<sup>st</sup> January-2011. In case of SC/ST, SEBC, Women candidate and Ex-service man, the upper age limit will be relaxed by 05 years. For Physically Handicapped candidates, the upper age limit will be relaxed by 10 years, under ORV Act, 1975 and rules there under.

**DOCUMENTS TO BE ATTACHED**

1. Attested photocopies of all documents in support of age, Educational Qualification, Experience and caste must be submitted with the application form.
2. The candidates furnishing fake certificate, mark sheet shall be disengaged immediately and will be liable for appropriate legal action.
3. A candidate furnishing certificates, mark sheets with grades and grade points from the examining bodies shall also furnish numerical equivalence of grade/grade points from the examining bodies.
4. The candidates are required to produce attested photocopies of all certificates/documents with application in support of qualification, mark secured and experience.
5. 01 recent passport size photograph duly attested must be affixed to the application.

**EXECUTION OF CONTRACT/AGREEMENT:**

A contract /agreement in the form of an undertaking and TOR shall be executed by the candidates at the time of engagement.

**TENURE OF ENGAGEMENT :**

- A. The tenure of engagement for different 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 reason thereof. The engagement is purely on contractual basis.
- B. All proposal of extension of contract will be sent to SPD , OPEPA for approval. The contract will be said to be renewed only from the date of approval by SPD, OPEPA.

**HOW TO APPLY:**

The candidate shall apply in the prescribed Application Form available in OPEPA website i.e [www.opepa.in](http://www.opepa.in) and [www.bhadrak.nic.in](http://www.bhadrak.nic.in) .

The candidates can apply his/her application through Regd.Post and Speed Post only addressed to "The Collector-Cum-Chairman, SSA, Bhadrak At. Upperbagurai Po. Madhabnagar Dist.Bhadrak". The candidate must write "APPLICATION FOR THE POST OF ACCOUNTANT -CUM-DATA ENTRY OPERATOR "GROUP -C".

**LAST DATE FOR SUBMISSION :**

The application should reach the District Project Office, Sarva Sikshya Aviyan , Bhadrak on or before 10.06.2011 by 1P.M .Incomplete application form and application form received after due date shall be summarily rejected .The authority will not be responsible for any postal delay in receipt of applications.

Application form and details can be down loaded from the website ([www.opepa.in](http://www.opepa.in)) & [www.bhadrak.nic.in](http://www.bhadrak.nic.in) .Interested candidates fulfilling the eligibility criteria mentioned above are requested to apply to the undersigned on or before 10.06.2011 (during office hours) by 1P.M . The applications may be sent by Speed post/Registered Post as in the above address The undersigned reserves the right to cancel any or all the proposals without assigning any reason thereof. Vacancies may vary at the time of actual engagement.

By the order of Collector-Cum-Chairman

District Project Co-ordinator  
SSA,Bhadrak

Memo No 6295 /DT 24.05.11 /

Copy forwarded to the ADM, Bhadrak / P.D.DRDA,Bhadrak / Sub-Collector, Bhadrak / DWO,Bhadrak/Employment Officer,Bhadrak for information and necessary action. They are requested to display the advertisement in their Notice Board for wide publicity. Copy to Collectorate Notice Board /DPC,Office Notice Board for wide publication.

District Project Co-ordinator  
SSA,Bhadrak

Memo No 6297 /DT 24.05.11 /

Copy submitted to the Commissioner-Cum-Secretary -cum-State Project Director, OPEPA, Bhubaneswar for kind information and necessary action.

District Project Co-ordinator  
SSA,Bhadrak

B I O - D A T A



- 01. Name of the candidate (In Block Letters) : .....
- 02. Father's / Husband's Name : .....
- 03. Permanent Address : .....
- 04. Present Address : .....
- 05. E-mail 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 :

Exam Passed	Board/ University/ Institution	Year of Passing	Division/ Grade	Full Marks	Marks Secured (including extra optional)	% of Marks
H.S.C.						
C.H.S.E.						
Graduation						
Post Graduation						
Computer Knowledge						
Others						

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

15. Working Experience :

Designation	Nature of the work	Name of the Organization	Type of Organization (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:

Full Signature of the Candidate

Date :

Enclosure:

1. Attested photocopy of Residential Certificate.
2. Attested / self signed photocopy of all Educational and Technical certificates.
3. Documents in support of experiences.