



ODISHA PVTG EMPOWERMENT & LIVELIHOODS IMPROVEMENT PROGRAMME
ST & SC DEVELOPMENT DEPARTMENT
2nd floor, TDCCOL Building, Rupali Square, Bhubaneswar – 751022



RECRUITMENT OF ACCOUNTS ASSISTANT FOR PROGRAMME MANAGEMENT UNIT(PMU), BHUBANESWAR

Programme Director, OPELIP invites applications from eligible candidates for recruitment of Accounts Assistant to be positioned at PMU on contractual basis. Application form along with the detailed ToR for the post can be downloaded from two websites i.e. www.opelip.org & www.otelp.org. Last date of receipt of applications **by post/courier only is 19.02.2018 at 05.00 PM.**

Only shortlisted candidates will be called for Interview for recruitment. Programme Director, OPELIP reserves the right of accepting or rejecting the applications without assigning any reason thereof.

-Sd/-
Programme Director

| Sl. No. | Name of the Post | Qualification | Work Assignment | Consolidated Remuneration (in Rs.) per month | Experience and Age as 01.01.2018 |
|---------|--------------------|---|--|---|---|
| 01 | Accounts Assistant | -Graduate / Post in Commerce; preference will be given to candidates with degree / diploma/ certificate in computer science/ computer application | <p>(i) Maintaining computerized data on the day to day accounts / records of all financial transactions of the programme.</p> <p>(ii) Support in all financial and accounting functions of the project including in preparation SoE, withdrawal application, Audit Preparation, response to audit observation etc;</p> <p>(ii) Periodic field visits of MPA for compliance of fiduciary functions;</p> <p>(iii) Assisting Manager (Finance) of PMU in all matters related to financial management of the project</p> <p>(iv) Any other tasks may be assigned from time to time</p> | 20,000.00 | <p>4-5 years of work experience for Post Graduates and 7-8 years experience for Bachelor degree; have worked in similar projects including company / CSR / NGOs/ INGOS/ Government Projects or schemes.</p> <ul style="list-style-type: none"> - Knowledge in Tally. - Knowledge in Computer. - Age Limit- 40 years, relaxable by 5 years for exceptionally experience candidates. |

- The post is purely contractual and temporary in nature.
- The initial engagement will be for a period of one year and further renewable subject to satisfactory performance.
- Incomplete applications in any form will be summarily rejected.
- Candidates are advised to apply only in the prescribed application form.
- No application will be entertained after due date and time of receipt
- Canvassing in any form will be liable for disqualification.
- Only shortlisted candidates, based on qualification and experience relevant to the post shall be called for interview.



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 | | |
| E-mail 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 PVTG Empowerment & Livelihoods Improvement Programme (OPELIP)

3. Other trainings / qualifications including relevant short training courses

| Course | Duration | Institution | Details |
|---------------|-----------------|--------------------|----------------|
| | | | |
| | | | |
| | | | |
| | | | |

4. Computer Literacy:

(Mention all software known/used)

| |
|--|
| |
|--|

5. Employment / Experience Records

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

Odisha PVTG Empowerment & Livelihoods Improvement Programme (OPELIP)

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 persons to whom you have professionally reported)

| Reference 1 | Reference 2 |
|-------------|-------------|
| | |

Declaration:

I do hereby declare that all statements made in the application form 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 further notice.

Date:

Place:

Signature of the Applicant