



**ODISHA PVTG EMPOWERMENT & LIVELIHOODS IMPROVEMENT PROGRAMME
ST&SC DEVELOPMENT DEPARTMENT**

TDCCOL Building, 2nd Floor, Bhoi Nagar, Bhubaneswar-751022



**ENGAGEMENT OF DATA ENTRY OPERATOR ON CONSULTANCY BASIS FOR
PROGRAMME MANAGEMENT UNIT (PMU) , OPELIP, BHUBANESWAR**

Programme Director, OPELIP invites applications from eligible candidates for engagement of (Data Entry Operator) DEO to be positioned at PMU on consultancy basis. Application form along with the details ToR for the post can be downloaded from two website i.e.. www.opelip.org & www.otelp.org. Last date of receipt of applications **by Post/courier only is 29.01.2018 up to 05.00 PM.**

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

-sd/-

Programme Director, OPELIP

Data Entry Operator

Qualification:

- Graduate in any subject with Post Graduate Diploma in Computer Application from a recognized institution.

Experience:

- 1-2 years of experience in data entry experience, noting & drafting .
- Typing speed at least 40wpm.
- Well conversant in Odia typing
- Good knowledge in computer application.
- Age limit: 40 years, with 5 years relaxation for exceptionally qualified candidates.

Job Description:

- (i) Collect data from SMSs of PMU and make necessary entry as and when required.
- (ii) Documentation of data and make necessary entries in the system with safe custodian of data/information;
- (iii) Assisting Programme Director in performing any office task specifically assigned by the Programme Director;
- (iv) Miscellaneous minor functions as may be assigned from time to time.

Consolidated Remuneration: Rs.10,000.00 per month


4/1/18



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

3. Other trainings / qualifications including relevant short training courses

Course	Duration	Institution	Details

Odisha PVTG Empowerment & Livelihoods Improvement Programme (OPELIP)

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