

ToR for MPA Level Staff

SL No	Position	Job Description	Education Qualification	Age on 01.01.17	Professional Experience	Monthly Consolidated Salary(in Rs.)
1	MIS Assistant (DEO)	Collecting inputs from the project area from the implementing agencies in the specified format; Feeding into the MIS and generating progress reports, trends on a monthly basis for review and action by the MPA technical team and management; and Consolidating information at the district level and providing regular updates to the PMU at the state level	Post Graduate Diploma in Computer Application(P GDCA) /BCA/B.Tech in Computer Science or equivalent from recognized university/ institutes	Maximum 45 years	Minimum 3-4 years of experience having expertise in basic application software and hardware and adequate training in the specific MIS	10,000/-
2	Accountant	Budgeting and accounting of the programme at MPA Level; Expediting the release of funds for timely implementation of different activities by the MPAs, SHGs and VDCs; Maintaining records of all financial matters related to the programme; Preparing requests for release of funds from the state with required statement of expenditure; Preparing guidelines for auditing SHG and VDC accounts and engaging Auditors for auditing SHG and VDC accounts; Overseeing procurement of NGOs and contract agreements Maintaining contract register	Should be a Graduate in Commerce/ MBA(Finance) from recognized university/institutes Familiar with financial management software (like Tally)	Maximum 45 years	With a minimum of 5-6 years of relevant experience (specially 3-5 years in Development sector). Must be computer literate along with latest Tally Software.	15,000/-

How to apply

The applicants for different posts i.e. MIA Assistant(DEO) & Accountant to submit their application form in prescribed format only through post/courier on or before 28.11.2017 to M/S R.R.Enterprises, SCR-46, Kharvel Nagar, Bhubaneswar-1 with a copy to PMU, OPELIP, 2nd Floor, TDCCOL Building, Rupali Square, P.O.Bhoi Nagar, Bhubaneswar-751022. For further details please visit the website **www.opelip.org** /**www.rrenterprisesjob.com**.

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)
Father's /Husband's Name		
Mother's Name		
Address	<u>Permanent</u>	<u>Present</u>
Mobile:		
Telephone Residence		
Telephone Office		
E-mail id		
Adhar Card No.		
Date of Birth		
Age as on 01.01.2017		
Category (ST/SC/OBC/ General)		
Sex: (Male/ Female)		

Odisha PVTG Empowerment & Livelihoods Improvement Programme (OPELIP)

2. Education Qualification (10th Standard onwards)

Qualification	Institution	Subjects	Year of Completion	Division/ Grade

3. Other trainings /additional qualifications including relevant short training courses

Course	Duration	Institution	Details

4. Computer Literacy:

Softwares/OS	Proficiency		
	Poor	Fair	Good
MS- Word			
MS -Excel			
MS- Powerpoint			
Tally			

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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

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 _____)									

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7. **Any Other information** (May be provided by applicant on professional capacity to strengthen candidature)

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8. **Reference:** (Two persons to whom you have professionally reported)

Reference 1(Name, ,Designation, Official Address, Phone & E-mail id)	Reference 2(Name, ,Designation, Official Address, Phone & E-mail id)

9. **Character /Moral Certificate submitted (put ✓)** : Yes/No

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