

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



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

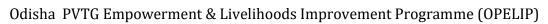
Programme Director, OPELIP invites applications from eligible candidates for recruitment of Accounts Assistant to be positioned at PMU on contractual basis. Application form along with the detailed ToR for the post can be downloaded from two websites i.e. <a href="https://www.opelip.org">www.opelip.org</a> & <a href=

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

SI. No.	Name of the Post	Qualification	Work Assignment	Consolidated Remuneration ( in Rs.) per	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	<ul> <li>(i) Maintaining computerized data on the day to day accounts / records of all financial transactions of the programme.</li> <li>(ii) Support in all financial and accounting functions of the project including in preparation SoE, withdrawal application, Audit Preparation, response to audit observation etc;</li> <li>(ii) Periodic field visits of MPA for compliance of fiduciary functions;</li> <li>(iii) Assisting Manager (Finance) of PMU in all matters related to financial management of the project</li> <li>(iv) Any other tasks may be assigned from time to time</li> </ul>	month 20,000.00	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.  - 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	1				Paste recent	
Date of application					Passport size photograph here	
	nal Details	6				
Name of the Can (Ms/ Miss/ Mrs/			(First Name)		(Surname)	
Address			<u>Permanent</u>		<u>Present</u>	
Mobile:						
Telephone Resid	lence					
Telephone Office	е					
E-mail address						
Date of Birth						
Category (ST/SC/ General)						
Sex: (Male/ Fem	ale)					
2. Educa	ition Qual	ificatio	n (10 <sup>th</sup> Standard o	onwards)		
Qualification	Institu	tion	Subjects	Year of Completio	Division/ n Grade	

### 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	Designation	Experience In year	Brief description of duties
Employer		and	
		Month	

#### 6. **Language Proficiency** (Please tick in the appropriate box)

Language	Ability to Converse		Ability to Read			Ability to Write			
	Poor	Fair	Good	Poor	Fair	Goo	Poor	Fair	Good
English						d			
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