

## INTEGRATED TRIBAL DEVELOPMENT AGENCY : BARIPADA :

(Ph. & Fax No. (06792) 260250 e.mail - [itdabpd@nic.in](mailto:itdabpd@nic.in))

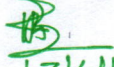
### ADVERTISEMENT

No. 2419 //ITDA. Baripada Dt. 13/6/18 2018  
(Engagement for the post of District Programme Coordinator, Retired persons on Contractual basis of Personal Assistant/ Stenographer to Chairperson, Office Assistant & Office Attendant for the office of the Special Development Council, Mayurbhanj under Planning & Convergence Department, Govt. of Odisha).

Applications in the prescribed format (copy enclosed) ) are invited from interested candidates for the post of (1) District Programme Coordinator, (2) Retired persons on Contractual basis of Personal Assistant/ Stenographer to Chairperson, Office Assistant & Office Attendant for the office of the Special Development Council, Mayurbhanj under Planning & Convergence Department, Govt. of Odisha against the created post of the Special Development Council, Mayurbhanj under Planning & Convergence Department, Govt. of Odisha vide letter No. 4148/P dt. 26.03.2018. The candidate should submit their application form in sealed cover by Registered post/Speed post only.

Sl. No.	Name of the posts	Post to be filled up	Consolidated remuneration per month (Rupees)	Remarks
1	District Programme Coordinator	01	Rs. 35,000/-	On contractual basis through selection process with consolidated remuneration
2	Personal Assistant/ Stenographer to Chairperson	01	13,000/-	On contractual basis through selection process from among retired persons
3	Office Assistant, Sr. Clerk	01	13,000/-	-do-
4	Office Attendant, Peon	01	6,500/-	-do-

(The details can be had from the office of the Project Administrator, ITDA, Baripada in person/District website [www.mayurbhanj.nic.in](http://www.mayurbhanj.nic.in).)

  
13/6/18  
Project Administrator  
ITDA, Baripada  
& Head of Officer, SDC, Mayurbhanj

## ELIGIBILITY CRITERIA :


- The contractual engagement shall be made initially for a period of 1 year and may be extended for a subsequent period of 1 years subject to satisfactory performance up to a total period of two years not beyond the age of sixty five years of age in any case
- The terms and conditions are subject to codal provisions, memorandum and Resolution issued by the Finance Department from time to time.
- The appointee has to discharge such duties and in such a manner as may be prescribed by the Chairman & Chief Executive Officer, SDC.
- Performance of the appointee shall be monitored by the SDCs against the monthly targets assigned to the appointee.
- The retired persons against whom a Vigilance Case or Departmental proceedings or Criminal prosecution is contemplated or pending or who has been penalized for misconduct during the period up to ten years preceding his/her retirement, or is a member of a political party will not be considered eligible for re-engagement .
- Consolidated remuneration of the contractual employees shall be at the rate as mentioned above and excluding the pension and TI which are availed by them
- The period of contractual engagement shall not be counted as Government Service for the purpose of pension and any other retirement benefits.
- The engaged officers will be subject to and will abide by the conduct Rules applicable to the Government Servants.
- **The selection of candidates for contractual post of District Programme Coordinator created for the SDC should be made in a transparent manner through a Selection Committee.**
- The eligibility criteria for the post of District Programme Coordinator for SDC shall be as under.
  - (i)**Educational Qualification** : Post Graduate in Anthropology/ Economics/ Social Work/ Sociology/rural Development/Tribal Studies/ Population Studies from a recognized University/Institute.
  - (ii)**Experience** : (a)Must be having at least two years of working experience in the field of Tribal Development/ Rural Development. (b)Should have working knowledge in computer applications (MS Office/ MS Word). (c)Should have adequate knowledge to work in multi-tasking environment having skills in managing & coordinating activities in a project mode. (d)Should have skills and proficiency in wiring and drafting letters in English and Odia languages Preference to be given to persons, who have worked with ITDAs in Government sponsored Tribal Development programme
  - (iii)**Age**: Between 25 (Twenty five) and 60 Years.
- As regards fixation of TA and DA in respect of the newly created posts for the SDCs at the district level on consolidated salary, the same shall be guided by the Finance Department Memo No. 25485(255)/F dt. 17.5.2008, which inter alia stipulates that the contractual employees will be entitled to Travelling Allowance/Daly Allowance in the requisite grade and scale/level as admissible to their regular counterparts on performance of official tour with the approval of competent authority. They would not be entitled to any Transfer TA.



- These entitlements are admissible from the date of creation of the posts or date of joining of the incumbent(s), whichever is later.
- This has been concurred by the Finance Department in OSWAS file NO PT2-PC-PRGI-MISC-0048-2017 of the Planning & Convergence Department.
- The contractual engagement may be terminated at any time by the SDC for unsatisfactory performance, on notice of one month and in case of any misconduct including, but not limited to, misappropriation, negligence or causing loss to Government, without any prior notice.
- In case the persons desire to resign from the engagement, he may do so by giving a notice of two months in writing to the Chairman & Chief Executive Officer, SDC, Mayurbhanj. After expiry of the notice period, the appointee may be relieved after handing over full charges of records and cash/Bank Account to the relieving Officer as decided by the Authority.
- The Chairman & Chief Executive Officer, SDC, Mayurbhanj reserves the right to reject any/all applications without assigning any reason thereof.


The application complete in all respect in the FORMAT (provided in the District website [www.mayurbhanj.nic.in](http://www.mayurbhanj.nic.in) should be addressed to the Project Administrator, ITDA, Baripada & Head of Office, SDC, Mayurbhanj and should reach the office within 10 days from the date of publication of the advertisement.

Application (s) received thereafter shall not be entertained.

  
Project Administrator  
ITDA, Baripada  
& Head of Office, SDC, Mayurbhanj

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Copy to the Chairman, SDC, Mayurbhanj for information and wide publication in the notice board.

  
Project Administrator  
ITDA, Baripada  
& Head of Office, SDC, Mayurbhanj

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Copy to Notice Board of I.T.D.A, Baripada / Project Administrator, ITDA Kaptipada (Udala)/ Rairangpur/ Karanjia/ Deputy Director, Horticulture, Baripada / District Welfare Officer, Mayurbhanj / General Manager, D.I.C. Mayurbhanj / Project Director, DRDA Mayurbhanj/ Addl. District Magistrate, Mayurbhanj/ District Planning Officer, Mayurbhanj Baripada / All Block Development Officers for wide publication.

Copy to District Information Officer, NIC Baripada for information and necessary action.

  
Project Administrator  
ITDA, Baripada  
& Head of Officer, SDC, Mayurbhanj

## FORMAT

### APPLICATION FORM FOR CONTRACTUAL ENGAGEMENT OF RETIRED GOVT. SERVANTS

- (1) NAME :
- (2) FATHER'S NAME/HUSBAND'S NAME :
- (3) PERMANENT ADDRESS:
  
- (4) PRESENT ADDRESS:
  
- (5) TELEPHONE/MOBILE NO.
- (6) E-MAIL ADDRESS :
- (7) DATE OF BIRTH :
- (7) NAME/DESIGNATION OF LAST POST HELD WITH DATE AND DURATION :
- (9) DATE OF RETIREMENT (COPY OF RETIREMENT ORDER) :
- (10) LAST PAY DRAWN :
- (11) EDUCATIONAL QUALIFICATION
- (12) POST HELD IN LAST TEN YEARS :
- (13) WHETHER ANY CRIMINAL CASE OR VIGILANCE INQUIRY OR DEPARTMENTAL PROCEEDING WAS INITIATED OR IS PENDING AGAINST THE APPLICANT, IF YES, DID IT LEAD TO CONVICTION OR IMPOSITION OF PUNISHMENT OR IT IS STILL PENDING? GIVE DETAILS
- (14) ANY OTHER RELEVANT INFORMATION :

### DECLARATION

I, Sri/Smt \_\_\_\_\_ son/ wife of \_\_\_\_\_ do hereby solemnly declare that the information furnished above is true to the best of my knowledge. If at any time, the information furnished is found to be correct. I will be liable to be discharged from re-employment without assigning any reason thereof.

Signature of Applicant

Place:

Date :

## FORMAT

### APPLICATION FORM FOR CONTRACTUAL ENGAGEMENT OF DISTRICT PROGRAMME COORDINATOR

- (1) NAME :
- (2) FATHER'S NAME/HUSBAND'S NAME :
- (3) PERMANENT ADDRESS:
  
- (4) PRESENT ADDRESS:
  
- (5) TELEPHONE/MOBILE NO.
- (6) E-MAIL ADDRESS :
- (7) DATE OF BIRTH :
- (8) EDUCATIONAL QUALIFICATION:
  
- (9) EXPERIENCE IF ANY
  
- (10) WHETHER ANY CRIMINAL CASE OR VIGILANCE  
INQUIRY OR DEPARTMENTAL PROCEEDING WAS  
INITIATED OR IS PENDING AGAINST THE APPLICANT,  
IF YES, DID IT LEAD TO CONVICTION OR IMPOSITION  
OF PUNISHMENT OR IT IS STILL PENDING? GIVE  
DETAILS
- (11) ANY OTHER RELEVANT INFORMATION :

### DECLARATION

I, Sri/Smt \_\_\_\_\_ son/ wife of  
\_\_\_\_\_ do hereby solemnly declare that  
the information furnished above is true to the best of my knowledge. If at any time, the information  
furnished is found to be correct. I will be liable to be discharged from re-employment without  
assigning any reason thereof.

Signature of Applicant

Place:

Date