

**DISTRICT PROJECT OFFICE
SARVA SHIKSHA ABHIYAN, CUTTACK.**

No. 5414 / Date 16/08/11

VII-09/03


**ADVERTISEMENT FOR THE POST OF DATA ENTRY OPERATOR, OFFICE ASSISTANT, PEON
AND NIGHT WATCHMAN-CUM-SWEEPER**

Applications are invited from eligible candidates for filling up of the following posts in District Project Office, Sarva Shiksha Abhiyan, Cuttack and O/O D.I of Schools, Athagarh on contract basis with a consolidated remuneration.

Sl. No.	Name of the Post	No. of Vacancy	Qualification	Consolidated remuneration including all charges
1	Data Entry Operator	01 (For Office of D.I Of Schools, Athagarh)	Degree in PGDCA from a recognized University/ Institution having sound knowledge in MS-Office, Data Entry in English/ Oriya with Degree in 1 st Division from any recognized University.	Rs. 6,725/- (Consolidated)+ HRA(as applicable from place to place)
2	Office Assistant	01 For D.P.O, Cuttack	Graduate in First Division	Rs. 6,725/- (Consolidated)+ HRA(as applicable from place to place)
3	Peon	02 For D.P.O, Cuttack	Class -VIII Pass	Rs. 5623/- (Consolidated)+ HRA(as applicable from place to place)
4	Night Watchman-Cum-Sweeper	01 For D.P.O, Cuttack	Class -VIII Pass	Rs. 5623/- (Consolidated)+ HRA(as applicable from place to place)

Application forms and details can be down loaded from the official website www.opepa.in and www.cuttack.nic.in. Interested candidates fulfilling the eligibility criteria mentioned above are requested to apply to the undersigned on or before 5:09:2011 during office hours. The candidates should clearly mention the "Name of the Post Applied for" on the top of the envelope. Applications must be sent by **Speed Post or Registered Post** addressed to the **Collector-Cum-Chairman, Sarva Shiksha Abhiyan, Cuttack, Collectorate Building, P.O.-Chandinichowk, Cuttack**. Incomplete application forms and applications received after the due date shall be summarily rejected. The authority will not be responsible for any postal delay in receipt of applications.

The undersigned reserves the right to cancel any or all the proposals without assigning any reason thereof.


Collector-Cum-Chairman,
Sarva Shiksha Abhiyan, Cuttack.

**DETAILS OF ELIGIBILITY CRITERIA, QUALIFICATION AND
NUMBER OF VACANCIES UNDER SSA, CUTTACK**

ELIGIBILITY

The Candidate

- i. Must be a permanent resident of Orissa/ must be a citizen of India.
- ii. Must have passed at least ME standard in Oriya language.
- iii. Must be sound mind.
- iv. Must not be having more than one spouse living
- v. Must furnish no objection certificate from the employer if in service.
- vi. Should be capable of taking up extensive tour and field visits.
- vii. Should have functional computer literacy and capable to do her/ his own assignment in computer.

DESIGNATION WISE NO. OF VACANCIES, QUALIFICATION AND REMUNERATION

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MODE OF APPLICATION

Applications shall be submitted through Registered Post/ Speed Post only. The candidate should clearly mention the Name of the Post applied for on the top of the Envelope. The candidate has to make separate application form for applying different categories of posts, if one has requisite qualification. The application should addressed to the **Collector-Cum-Chairman. SSA, Cuttack, Collectorate Building, Po: Chandinchowk, Cuttack** only in prescribed format.

AGE

A candidate should be within 21-32 years of age as on 1st January 2011. In case of SC/ST, SEBC, Woman candidate and Ex-serviceman, the upper age limit will be relaxed by 5 years, for physically handicraft candidates the upper age limit will be relaxed by 10 years, under ORV Act, 1975 and rules there under.

RESERVATION

No reservation policy should be followed for engagement of staff under SSA as it is a project and decided by 8th Executive Committee Meeting, OPEPA

EXECUTION OF CONTRACT / AGREEMENT:

A contract / agreement in the form of an undertaking and TOR shall be executed by the candidates at the time of engagement. DPC, SSA, Cuttack will sign TOR at the time of joining of candidates on behalf of SPD, OPEPA and will forward ink-signed copy of TOR and undertaking to SPO, OPEPA for record and reference.

TENURE OF ENGAGEMENT

- A. The tenure of engagement for different posts on contractual basis will be for an initial period of one year. The contractual engagement is extendable from month to month / year to year on the basis of satisfactory performance to be evaluated by the authority from time to time. The engagement can also be terminated at any time without assigning any reason thereof. The engagement is purely on contractual basis.
- B. All proposal of extension of contract will be sent to SPD, OPEPA for approval. The contract will be said to be renewed only from the date of approval by SPD, OPEPA.

LAST DATE FOR SUBMISSION

The application should reach to the Collector-cum-Chairman, SSA, Cuttack by due date i.e. 5/09/-----2011 through Registered Post and Speed Post only. Incomplete application form, application form received by other mode and application form received after due date shall be summarily rejected. The authority will not be responsible for any postal delay in receipt of applications.

DOCUMENTS TO BE ATTACHED

1. Attested photocopies of all documents in support of age, Educational Qualification, Experience and Caste must be submitted with the application form.
2. The candidate furnishing fake certificate, mark sheet shall be disengaged immediately and will be liable for appropriate legal action.
3. A candidate furnishing certificates, mark sheets with grades ad grade points shall also furnish numerical equivalence of grades / grade points from the examining bodies.
4. The candidates are required to produce attested photocopies of all certificates / documents with application in support of qualification, mark secured and experience.
5. One recent passport size photograph duly attested must be affixed to the application.

Application for the post of _____

BIO-DATA

Space for
photograph

01. Name of the candidate (In Block Letters) :
02. Father's / Husband's Name :
03. Permanent Address :
04. Present Address :
05. E-mail Address / Telephone No / Mobile No. :
06. Nationality :
07. Languages Known :
08. Date of Birth :
09. Sex (Male / Female) :
10. Marital Status (Married/Unmarried):
11. Category (SC / ST / SEBC) :
12. Educational Qualification :
13. Extra qualification assured :

Exam Passed	Board/ University/ Institution	Year of Passing	Division/ Grade	Full Marks	Marks Secured (including extra optional)	% of Marks
H.S.C.						
C.H.S.E.						
Graduation						
Post Graduation						
M.Phil/Ph. D						
Others						

14. Technical Qualification (if any) :

15. Working Experience :

Designation	Nature of the work	Name of the Organization	Type of Organization (Govt./ Project/ Private/ NGO)	Period of Service		
				From	To	Completed Years

DECLARATION

I do hereby declare that the above statements are true and correct to the best of my knowledge and belief.

Place:

Full Signature of the Candidate

Date :

Enclosure:

1. Attested photocopy of Residential Certificate.
2. Attested / self signed photocopy of all Educational and Technical certificates.
3. Documents in support of experiences.