



ସର୍ବ ଶିକ୍ଷା ଅଭିଯାନ



ସବିଏ ପଢ଼ନ୍ତୁ ସବିଏ ବଢ଼ନ୍ତୁ

DISTRICT PROJECT OFFICE, SARVA SIKSHA ABHIYAN, NAYAGARH

NEAR DRDA, AT/PO/DIST. – NAYAGARH – 752069

Ph. No. – (06753) 254236, Fax – (06753) 253701

E-mail – dpcnayagarh@opepa.in, nayagarhmis@opepa.in

No.

1616

Date

5/5/18

ADVERTISEMENT

Applications are invited from the eligible candidates for filling up the post of Accountant cum Support Staff as mentioned below under RTE/Sarva Shiksha Abhiyan, Nayagarh on contractual basis with consolidated remuneration as mentioned against the post.

SL NO	Name of the Post	No of Posts	Qualification	Consolidated remuneration
01	Accountant-cum-Support Staff	04	Graduation in Commerce having basic knowledge in Computer	Rs. 7,100/- per month

Application forms along with detailed terms & condition can be downloaded from the official website www.opepa.in/ www.nayagarh.nic.in . Interested candidates fulfilling the eligibility criteria mentioned in this advertisement may apply to the undersigned **on or before 7th June, 2018** (during office hours) i.e 7.00 AM to 1.00 PM . Applications must be sent by Speed Post or Registered Post to the District Project Office, Sarva Shiksha Abhiyan, (Near DRDA) Nayagarh, Odisha-752069. Incomplete applications and applications submitted by any other mode and applications received after the due date and time shall be summarily rejected and claims in this regard what so ever shall not be entertained. 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 applications without assigning any reason thereof. Vacancies may vary at the time of actual engagement.

By order of Collector-cum- Chairman

**District Project Coordinator,
RTE-Sarva Shiksha Abhiyan, Nayagarh**

GENERAL CONDITIONS

1. Age limit for the post is 21-42 years as on 07.06.2018.
2. 5 years age relaxation would be applicable for candidates belonging to SC/ST/SEBC/WOMEN Categories & 10 years for PH candidates.
3. The post is purely contractual and can be terminated at any time.
4. The post is co-terminuous with the tenure of SSA programme.
5. Selection of candidates will be made strictly on merit basis basing on their essential qualification.
6. Functional computer literacy for the post of Accountant cum Support Staff is essential
7. Prior to engagement of the selected candidate, he/she has to sign a contract in respect of his /her engagement (TOR) adhering to the format prescribed by OPEPA.
8. In consonance with direction of OPEPA in letter no 129.dated 06.01.2012, no reservation policy shall be followed in this engagement process.

APPLICATION FOR THE POST OF: _____

Space for
photograph

BIO-DATA

1. Name of the Candidate (In Block letters) :
2. Fathers Name :
3. Permanent Address :

4. Present Address :
5. E-mail :
- Mobile No :
6. Nationality :
7. Date of Birth (as recorded in HSC Certificate) :
8. Sex (Male/Female) :
9. Marital Status (Married/Unmarried) :
10. Category(SC/ST/SEBC/Women/PH) :
11. Educational Qualification :
12. Details of Educational Qualification :

Exam Passed	Board/University /Institution	Year of Passing	Division /Grade	Full Marks	Marks Secured	% of Mark
H.S.C						
C.H.S.E						
Graduation						
DCA/PGDCA						
MCA						
Others						
Computer Course						

13. Working Experience

Designation	Nature of the work	Name of the Organisation	Type of Organisation (Govt ./ Project/Private /NGO)	Period of Services		
				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.

Full Signature of the Candidate

Place:

Date :

Enclosure :

1. Attested Photocopy of Residential Certificate
2. Attested /self signed photo copy of all Educational qualification
3. Document in support of Experience
4. Written Under taking of the candidate

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CONTRACT OF ENGAGEMENT (T.O.R.)

This contract of engagement is made between Shri/Smt./Miss _____ and OPEPA, the appointing authority and for the employer in one part.

AND

Mr./Mrs./Miss _____ the employee in the other part as per the terms and conditions given here under.

1. That the employee agrees to work under the appointing authority on purely temporary basis for a particular period on receiving remuneration on lump sum basis without having any right of any permanent appointment and/or regularisation and equal treatment like any other regular employee of the appointing authority or State Government in future.
2. That the employee agrees to work under the appointing authority in the manner provided herein below.

i) Scope of Work:

- He/She has been engaged in the post as per his/her qualification and specific nature of job has been assigned to him/her.
- He /She shall take up any work/assignment given to him/her of the respective intervention /branch
- He/ She shall develop strategies and ensure effective implementation of the programme of the concerned intervention/branch
- He/ She shall undertake any additional duties assigned to him/her for the interest of the programme.
- His/her performance will be reviewed by the competent authority as and when required.

ii) Term of engagement:

This term of engagement will be for three months and will commence from _____ till _____. The engagement can be extended further on three months basis subject to the following conditions.

- His/ her performance is found to be satisfactory.
- He/ she has cleared all personal advance received / granted by OPEPA at the time of preceding one month of the end of the last tenure of engagement before further extension.

iii) **Term of Payment:**

- The consolidated remuneration per month on completion of the same not exceeding Rs. _____ will be paid to him/ her (employee). This amount includes all the cost, tax obligation and other charges.
- He/ she will work for the full month except public holidays. Normally the working hours will be 10.00 A.M. to 5 P.M. If necessary he/ she may have to work beyond office hours to complete the given assignment in time.
- He / She will report to _____ for Coordination, acceptance and approval of work assigned to him/her.

iv) He/ She by this contract under takes to perform the services with high standard of professional and ethical competence and integrity.

v) If his/her performance is not found to be satisfactory, then the State Project Director, OPEPA, the employer reserves the right to terminate this contract of engagement at any point of time either by giving him/ her one month notice in advance or by paying one month salary/remuneration in lieu thereof.

vi) In the events he/she wants to quit the engagement, may do so by giving one month advance notice to the employer and after giving all accounts, expenditure of funds received by him/her for spending in the project and after discharging all liabilities. Otherwise the employer will take all legal steps to recover such loss and dues from him / her and his / her successors besides taking step for criminal prosecution for his/her any act of misappropriation of funds of OPEPA, and for any such commission and omission in course of doing the job , if the same is detected.

FOR OPEPA, THE EMPLOYER

FOR EMPLOYEE

Signed by _____

Signed by _____

Title:

Title:

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