

INTEGRATED TRIBAL DEVELOPMENT AGENCY : SUNDARGARH
(SPECIAL DEVELOPMENT COUNCIL, SUNDARGARH)

No. 133 / ITDA (SDC) / Dt- 7 / 7 / 2018

ADVERTISEMENT FOR ENGAGEMENT OF STAFF FOR S.D.C

Applications in the prescribed format (copy enclosed) are invited from the interested retired Govt. employees (not above the age of 65 years) having good service records and physical fitness for engagement as Personal Assistant/ Stenographer to Chairperson, Office Assistant, Office Attendant. Further, applications are also invited from the fresh candidates for engagement AS Programme Coordinator on contractual basis in the Special Development Council, Sundargarh as per Letter No. 4142/Dt. 26.03.2018 of Govt. in Planning & Convergence Department., Odisha, Bhubaneswar.

SL. No	Name of the post	Post to be filled up	Consolidated Remuneration per month(Rupees)	Regular Counterpart on Government Service
1	District Programme Coordinator (Fresh Candidate)	01	35,000/-	-
2	Personal Assistant/ Stenographer to Chairperson	01	13,000/-	Personal Assistant/ Sr. Stenographer
3	Office Assistant	01	13,000/-	Sr. Clerk
4	Office Attendant	01	6,500/-	Peon

The engagement of persons at Sl. No. 2, 3 & 4 are meant for retired Government Servants and the remuneration on engagement will be excluding the pension and TI which are being availed by them.

1. 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 & proficiency in writing & drafting letters in English and Odia languages. (e) Preference to be given to persons, who have worked with ITDAs in Government sponsored Tribal Development Programmes.
 - iii. **Age**:- The age should be between 25 to 60 years.

2. The contractual engagement shall be made initially for a period of one year and may be extended for a period of another year subject to satisfactory performance up to a total period of two years not beyond the age of 65 years in any case.
- i. The terms & conditions are subject to codal provisions, memorandum and resolution issued by the Finance Department from time to time.
 - ii. The appointee has to discharge such duties and in such a manner, as may be prescribed by P & C Department from time to time.
 - iii. Performance of the appointees shall be monitored by the SDC against the monthly targets assigned to the appointee.
 - iv. The retired staff 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 this re-engagement.
 - v. During the period of the contract appointment, the appointee shall also be entitled to get travelling allowance/ daily 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.
 - vi. The period of contractual engagement shall not be counted as government service for the purpose of pension and any other retirement benefit.
 - vii. The engaged staff will be subject to and will abide by the rules applicable to the Govt. Servants.
 - viii. The contractual engagement may be terminated at any time by the SDC for unsatisfactory performance, on notice of one month and in any case of any misconduct including but not limited to, misappropriation, negligence or causing loss to Government, without any prior notice.
 - ix. The application complete in all respect in the format provided in the official website www.sundargarh.nic.in should reach to the Member Secretary, SDC-cum-PA, ITDA, Sundargarh, Dist-Sundargarh, PIN-770001 on or before 20.07.18 by Registered post or Speed post only. The applications received by hand or any other means shall not be entertained.

7.7.18
Project Administrator, ITDA,
Sundargarh-Cum-Member Secretary, SDC.

Memo No. 1352 / ITDA (SDC) / Dt- 7 / 7 / 2018

Copy submitted to ADM, Sundargarh/ ADM, Rourkela/ PD, DRDA, Sundargarh/ All Sub-Collectors/ All Tahsildars/ All BDOs/ DWO, Sundargarh/ Dist. Employment Officer, Sundargarh/ for information & necessary action with a request to display the advertisement in their office notice board for wide publication.
Copy to office notice board

7.7.18

**Project Administrator, ITDA,
Sundargarh-Cum-Member Secretary, SDC.**

Memo No. 1333 / ITDA (SDC) / Dt- 7 / 7 / 2018

Copy submitted to the Special Secretary to Govt. SSD Department/ Addl. Secretary to Govt., P & C Department, Odisha, Bhubaneswar, SCSTRTI Building & Ex-Officio, Advisor (TD & SDC) to Govt., in P & C Department, SCSTRTI Building, CRP Square, Bhubaneswar for favour of kind information.

7.7.18

**Project Administrator, ITDA,
Sundargarh-Cum-Member Secretary, SDC.**

Memo No. 1334 / ITDA (SDC) / Dt- 7 / 7 / 2018

Copy to DIO, NIC, Sundargarh with a request to upload this Advertisement Notice in the Sundargarh District Web Site www.sundargarh.nic.in for the period from 09.07.2018 to 20.07.2018 for wide publication and timely response by the interested applicants.

7.7.18

**Project Administrator, ITDA,
Sundargarh-Cum-Member Secretary, SDC.**

**APPLICATION FORMAT FOR CONTRACTUAL APPOINTMENT OF
RETIRED GOVERNMENT OFFICERS**

1. Name :
2. Father's/Husband's Name :
3. Permanent Address :
4. Present address :
5. Telephone/ Mobile No. :
6. E-Mail Address :
7. Age :
8. Date of Birth :
9. Name/ designation of last post held with date and duration :
10. Date of retirement (Copy of retirement order) :
11. Last pay Drawn :
12. Educational Qualification :
13. Post held in last ten years :
14. Whether any criminal cases or vigilance inquiry or
Departmental Proceeding was initiated or is pending
against the applicant. If, yes
Did it lead to still pending? Give details :
15. Any other relevant information :

Declaration

I, Sri/Smt. _____
Son/Wife of _____
do hereby solemnly declared that the information furnished above is true to
the best of my knowledge. If at any time, the information furnished is found to
be in correct. I will be liable to be disengaged from my engagement without
assigning any reason thereof.

Place:

Date:

Signature of Applicant

APPLICATION FORMAT FOR DISTRICT PROGRAMME COORDINATOR
(ONLY FOR FRESH CANDIDATES)

1. Name :
2. Fathers Name/Husband's Name :
3. Permanent Address :
4. Present address :
5. Telephone/ mobile No. :
6. E-Mail Address :
7. Age :
8. Date of Birth :
9. Other relevant information, if any :

Sl. No.	School/Board/University	Name of the School/College/University	Subject	% of Marks
1	H.S.E			
2	C.H.S.E			
3	Graduation			
4	Post Graduation			
5	Others if any			

10. Years of Experience :
11. Computer Skills/Knowledge :
12. Proficiency in languages :

Sl. No.	Languages	Writing (Yes/ No)	Speaking (Yes/ No)
1	English		
2	Oriya		

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 in correct. I will be liable to be disengaged from the engagement without assigning any reason thereof.

Place:

Date:

Signature of Applicant