

DISRICT PROJECT OFFICE
SARVA SIKSHYA ABHIYAN, KEONJHAR
Near Block Education Campus, Back side of SP Office, Kenjhar-758001
No. 1962 /Estt./15 Dtd. 27.04.2016


ADVERTISEMENT

Applications are hereby invited from the deserving candidates for the post of Accountant-cum-Support Staff for contractual engagement at Block Level (BRC), SSA, Keonjhar with a consolidated remuneration.

DETAILS OF VACANCY

SL. NO.	NAME OF THE POST	NO. OF VACANCIES	QUALIFICATION	CONSOLIDATED REMUNERATION	AGE AS ON 01.12.2015
1	Accountant -cum- Support Staff	17	Graduation in Commerce having basic knowledge in computer	Rs.5200/- per month	21 to 42 years as on 01.12.2015


Application form and other details can be down loaded from the website (www.opepa.in & www.kenujhar.nic.in). Interested candidates fulfilling the eligibility criteria mentioned above are requested to apply on or before **11.05.2016**(during office hours). The applications should be sent by Speed Post / Registered Post only to the District Project Co-ordinator, Sarva Siksha Abhiyan (SSA), Keonjhar, PIN Code: 758001 and should mention the name of the post" Accountant-cum-Support Staff" on the top of the envelope. The incomplete applications form and forms received after due date shall be summarily rejected. The undersigned reserves the right to cancel any or all the proposals without assigning any reason thereof. Vacancies may vary time at the time of actual engagement.


Collector-cum-Chairman,
RTE-SSA, Keonjhar

General Conditions:

1. Age limit is 21-42 years as on 01.12.2015.
2. 5 years age relaxation would be applicable for candidates belonging to SC/ST/SEBC/Women Categories & 10 years for PH candidates.
3. The mentioned post is purely contractual and can be terminated at any time.
4. These posts are 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 is essential.
7. After engagement no transfer will be made from the concerned Block.


15/12/15
Office ARSR
Kalyan


15/12/15
FCSSA K/6



APPLICATION FORM

Application for the post of _____ at BRC

AFFIX PASSPORT
SIZE PHOTOGRAPH
HERE

BIO-DATA

- 01. Name of the candidate (In Block Letters) :
- 02. Father's/Husband's Name :
- 03. Permanent Address :
- 04. Present Address :
- 05. E-mail Address :
- Mobile/Telephone No. :
- 06. Nationality :
- 07. Date of Birth :
- 08. Sex (Male/Female) :
- 09. Marital Status (Married/Unmarried):
- 10. Category(SC/ST/SEBC/WOMEN/PH) :
- 11. Educational Qualification:
- 12. 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						
DCA/PGDCA						
MCA						
Computer Course						
Others						

[Handwritten Signature]

13. Working Experience

Designation	Nature of the work	Name of the Organization	Type of the 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 Qualification.
3. Documents in support of experiences.
4. Written undertaking of the candidate.
5. Attested photocopy of Caste Certificate in case of SC/ST/SEBC.



C.P.T.03

ODISHA PRIMARY EDUCATION PROGRAMME AUTHORITY
SIKSHA SOUDHA: UNIT-V, BHUBANESWAR-751001

MODEL FORM FOR WRITTEN UNDERTAKING

I, _____ son/daughter of
_____ who has been given an offer of contract
appointment for the post of _____ carrying a consolidated
salary of Rs. _____ /-(Rupees _____ only per
month of fully aware that my appointment is purely temporary and on contract basis
and can be terminated at any time without any notice and assigning any reason
thereof.

Further, I undertake that I will abide all terms & conditions of "OPEPA Service
Rules & Regulations-1996" in all respect.

Further, I am fully aware that my continuance in the said post is subject to my
satisfactory performance to be evaluated by the appropriate authority.

Further, I do hereby give an undertaking that in future I shall not claim regular
scale of pay and other allowances for continuing in the said post merely on the
ground that I have been given a contractual appointment.

The documents which has only been submitted by me to the authority is
original and if found false in due course, my engagement will be automatically
forfeited/cancelled.

Date:

Place:



Signature of the Candidate

Name in full

Details of Permanent Address

Details of Present Address

1. Witness number one
Signature & Address
2. Witness number two
Signature & Address

CONTRACT OF ENGAGEMENT (T.O.R.)

This contract of engagement is made in 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 regularization 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 condition.

- His/her performance is found to be satisfactory.



[P.T.O]

- 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 5.00 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 undertakes to perform the services with high standards 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

Signed by _____

Title:



FOR THE EMPLOYEE

Signed by _____

Title:

(P.T.O.)

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ODISHA PRIMARY EDUCATION PROGRAMME AUTHORITY
"SIKSHA SOUDHA,"UNIT-V, BHUBANESWAR-751001

UNDERTAKING

(Under Rule-8 of OPEPA Service Rules & Regulations, 1996)

I, _____ do hereby undertake
that, I have not been sentenced for any offence.

Also, I do hereby undertake that, I have neither been discharged nor been
dismissed from any service under the State/Central Government or any authority or
body under the State or Central Government.



Signature of the employee with address