

**OFFICE OF THE PROJECT ADMINISTRATOR,
INTEGRATED TRIBAL DEVELOPMENT AGENCY, PHULBANI**

No: 1452 / /2023 -SDC

Date: 26/06/2023

ADVERTISEMENT

Applications in prescribed form are invited from the intending candidates for filling up the following posts for District Programme Coordinator & Office Assistant in the Special Development Council vide Letter No.7889/P dated, 06.06.2018.& 4148/P dtd.26.03.2018 respectively under Govt. of Odisha Planning & Convergence Deptt. Odisha, Bhubaneswar for Kandhamal District on Contractual Basis with consolidated remuneration vide Finance Department office Memorandum No. 7022 dated 17.03.2018 and Letter No.198 dtd. 03.04.2023 of Secretary, SLAU. In case of non-availability of suitable candidates from Kandhamal District, applications of the candidates from other Districts will be considered.

Sl. No	Name of the Posts	No. of Post	Remuneration per month	Remarks
01	District Programme Coordinator	01	Rs. 35,000/- per month	To be appointed by concerned ITDA on contractual basis through selection process with consolidated remuneration.
02	Office Assistant	01	Rs.20,000/-	Only retired Govt. Servant who have worked during their service period as Senior Clerk with Computer Knowledge can apply

GENERAL ELIGIBILITY:

(A) District Programme Coordinator

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 writing and drafting letters in English and Odia languages.

- (e) Preference to be given to persons, who have worked with ITDAs in Government sponsored Tribal Development Programme.
- (iii) **Age:** Between 25 and 60 years.

2. As regards fixation of T.A. and D.A. 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 dtd. 17-05-2008, which inter alia stipulates that the contractual employees will be entitled to Travelling Allowance / Daily Allowances 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 T.A.
3. These entitlements are admissible from the date of creation of the posts or date of joining of the incumbent(s), whichever is later.

(B) For engagement of Retired persons for the posts of – 1. Office Assistant

1. Govt employees retired on attaining the age of superannuation must not be **above the age of 65 years**. He/ she must have good service records and he/she is physically fit to discharge the Govt duty. The physical fitness certificate duly certified by a Registered Medical Practitioner should attached with the application form.
2. The retired employee against whom vigilance case/Departmental proceedings/ Criminal prosecution is contemplated or pending or who has been penalized for misconduct during the period of the ten years preceding his/her retirement will not be considered for re-engagement.
3. The retired employee who has been a member of any political party after his/her retirement shall not be eligible for re-engagement.
4. The appointee has to discharge the duties as prescribed by the SDC from time to time.
5. Performance of the appointee shall be monitored rigorously by the Govt. against the monthly targets assigned to them.
6. The contractual engagement will be made for a period of one year and that may be extended by a further period of one year subject to satisfactory performance and shall not be extended beyond attaining the age of 65 years by the contractual employees.
7. The period of contractual engagement shall not be counted to Government services for the purpose of pension or any other retirement benefits.
8. The contractual engagement may be terminated at any time by the SDC for unsatisfactory performance, without giving any notice
9. General instruction of Government regarding terms and conditions for contractual engagement issued from time to time will be applicable and binding on the officers.
10. In case the employee desires to resign from the engagement, he/she may do so by giving a notice of one month in writing to PA, ITDA, Phulbani. The Officer may be

relieved after handing over full charges of records to the relieving officer as decided by the SDC.

11. The engaged officer will be subject to and will abide by the Conduct Rules applicable to the Government Employees.
12. The terms and conditions are subject to codas provisions and memorandum and resolutions issued by the Finance Department/ Govt. from time to time.
13. The appointee will furnish an undertaking at the time of joining the duty in regards to the truth and correctness of the information furnished by him/her.
14. The application complete in all respect in the FORMAT provided in the official website www.Kandhamal.nic.in should reach to the Member Secretary, SDC-cum-PA, ITDA, Phulbani, At/Po : Phulbani, Dist: Kandhamal, PIN : 762001 on or before 10.07.2023 by Registered Post or Speed Post only superscripting neatly on the envelope the post for which he/she applied for. Incomplete applications and applications reached beyond the closing date of submission shall not be entertained and shall be summarily rejected.

The P.A. ITDA, Phulbani reserves the right to accept/ reject any/ all applications with/without assigning any reasons thereof.

By Order of Collector,


PA, ITDA-cum-Member
Secretary, SDC, Kandhamal

Memo No: 1453/SDC

Date: 26/06/2023

Copy forwarded to the District Informatics Officer, NIC, Phulbani for information and necessary action. He is requested to upload the Advertisement in the District Website for wide publication.

Copy forwarded to the District Employment Officer, Phulbani for information and necessary action. He is requested to display the Advertisement in his Office Notice Board for wide publication.

Copy submitted to the ADM, Phulbani for favour of information and necessary action. He is requested to display the Advertisement in their Office Notice Board for wide publication.

Copy to Notice Board.

Copy to Guard File (Estt.)


PA, ITDA-cum-Member
Secretary, SDC, Kandhamal