

Details of Vacancy and Eligibility Criteria:

Sl No	Position	No. of posts	Remuneration	Minimum Education Qualification and Experience
1	Co-ordinator (10 nos. of Tahasil and 1 no. ITDA, Nabarangpur)	11 nos	Rs. 25,000/- (Inclusive of EPF, ESI, Other charges etc)	<p><u>Education</u></p> <ul style="list-style-type: none"> • Candidate should have completed graduation, Individuals with Master's Degree will be preferred. <p><u>Work Experience</u></p> <ul style="list-style-type: none"> • Minimum 2-3 years of experience in NGO/Social sector projects. • Candidates from the concerned district should be preferred for all the positions under the scheme. • Experience of working with government projects will be an added advantage. • Fair understanding of Central/State Govt Schemes & community mobilization skills. • Experience in delivery of training & capacity building programmes/ initiatives. • Experience of networking with line departments of governments. <p><u>Language and competency</u></p> <ul style="list-style-type: none"> • Fluency in oral and written communication in English and Odia. <p><u>Computer Skills</u></p> <ul style="list-style-type: none"> • Proficiency in computer skills like the use of MS Office and conversant with internet/ emails.
2	MIS Assistant (10 nos. of Tahasil and 1 no. ITDA, Nabarangpur)	11 nos.	Rs. 15,000/- (Inclusive of EPF, ESI, Other charges etc)	<p><u>Education</u></p> <ul style="list-style-type: none"> • Candidate should have completed graduation, Individuals with Master's Degree will be preferred. <p><u>Work Experience</u></p> <ul style="list-style-type: none"> • 2 years of experience in Data entry and large-scale Database management in any reputed govt./private agency. • Proficiency in the use of MS Office specifically MS Office, MS Excel and conversant with internet/ use of online platforms is a mandatory requirement. <p><u>Language and competency</u></p> <ul style="list-style-type: none"> • Fluency in oral and written communication in Odia and English is a mandatory requirement..

General Eligibility Criteria:

- Must be below 55 years of age as on 01.07.2023
- Knowledge in Odia is essential
- Knowledge in Computer is mandatory
- The candidate must be willing to stay and travel extensively in remote villages in the areas.

14. Experience Details :

Sl No.	Name of the Organization	From	To	Year

Declaration:

I do here by declared that the information furnished above are true to the best of my knowledge and belief and that any stage, it is found that any of the above information is false/ incorrect or suppressed by me, my candidature/ engagement under “ Mo Jungle Jami Yojana” Office of the ITDA, Nabarangpur shall be terminated.

Date:

Place:

Full Signature of the Applicant



SANTOSHI INFOTECH COMPUTER CENTRE

A VOCATIONAL TRAINING & SERVICE PROVIDER
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ENGAGEMENT OF MANPOWER FOR “MO JUNGLE JAMI YOJANA” UNDER ITDA, NABARANGPUR THROUGH OUTSOURCING

Advt No. 1071/2023

Date: 22.07.2023

Application are invited with complete Bio-data in the relevant field from intending eligible persons for engagement of Coordinator and MIS Assistant “Mo Jungle Yojana” under ITDA Nabarangpur on “Outsourcing” basis in the Ten Tahasils of Nabarangpur District and ITDA Office by 31.07.2023. Applicants can log on www.nabarangpur.nic.in . In for details of vacancy, eligibility criteria, age, remuneration, application forms other terms and conditions. The candidates are advised to send their self attested photocopies of all the relevant educational certificates in accordance to the post applied for along with completed prescribed. The application will be received through speed post or courier in the above address the engagement in co-terminus with the scheme.

Sl. No	Position	Remuneration	No. of Vacancy	Educational Qualification	Experience
1	Coordinator (All Tahasil and ITDA Nabarangpur)	Rs. 25,000/- per month (inclusive of EPF, ESI, Other charge etc.)	11 nos	Graduation with Master Degree will be preferred	Minimum 2-3 years of experience n NGO/Social project with Govt. Project should be preferred for all positions under the scheme.
2	MIS Assistant (All Tahasil and ITDA Nabarangpur)	Rs. 15,000/- per month (inclusive of EPF, ESI, Other charge etc.)	11 nos	Graduation and PGDCA with Master Degree will be preferred.	2 years of experience in Data entry and large scale Database Management in any reputed Govt./Private agency and MS Office, Internet.

NB: Language and Competency:

- Fluency in oral and written communication in Odia and English is a mandatory requirement.

Nature of Engagement:

- Mode of engagement will be completely contractual and on temporary basic. The contract can be terminated by either of the party with one-month prior notice or remuneration in licu. Initial agreement will be for 06 months. On satisfactory performance for a total period of two years.

Selection will be made on merit basis & Computer Test.

For more details – Contact: 9337791458


Proprietor,
Santoshi Infotech Computer Centre,
Nabarangpur