

**SPECIAL DEVELOPMENT COUNCIL : KEONJHAR**

No .....973...../ Dtd.....29/6...../2018

**ADVERTISEMENT FOR ENGAGEMENT OF STAFF FOR S.D.C.**

Applications in the prescribed format (copy enclosed) are invited from interested retired Govt. employees not above the age of 65 years and having good service records and physical fitness for engagement as **Personal Assistant/ Stenographer to Chairperson, Office Assistant , Office Attendant** and applications are invited from fresh candidates for engagement as **District Programme Cordinator on Contractual basis** against the vacant posts in the Special Development Council,Keonjhar (located within the campus of ITDA.Keonjhar) created vide Govt. in Planning & Convergence Deptt. letter No. 4148/ P/ Dtd. 26.3.18.

Sl.No	Name of the post	Post to be filled up	Consolidated Remuneration per month ( Rupees)	Regular counterpart in Govt. Service
01	Personal Assistant / Stenographer to Chairperson	01	13,000/-	Personal Assistant/ Sr. Stenographer
02	Office Assistant	01	13,000/-	Sr.Clerk
03	Office Attendant	01	6,500/-	Peon
04	District Programme Coordinator	01	35,000/-	-

The engagement of Sl.No.1,2,3 are meant for retired Government Servant and the remuneration on engagement of retired Government Servants is excluding the Pension and TI which are 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 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 Programmme.

(iii)Age- Between 25 and 60 years

2) \* The contractual engagement shall be made initially for a period of one year and may be extended for a subsequent period of 1 year subject to satisfactory performance up to a total period of two years not beyond the age of sixty five years of age in any case.

- The terms and conditions are subject to codal provisions, memoranda and Resolution Issued by the Finance Department from time to time.
- The appointee has to discharge such duties and in such a manner, as may be prescribed by P & C Department from time to time.
- Performance of the appointees shall be monitored by the SDC against the monthly targets assigned to the appointee.

- 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 upto ten years preceding his/her retirement, or is a member of a political party will not be considered eligible for this re-engagement.
- 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.
- The period of contractual engagement shall not be counted as Government service for the purpose of pension and any other retirement benefit.
- The engaged staff will be subject to and will abide by the Conduct Rules applicable to the Government Servants.
- The contractual engagement may be terminated at any time by the SDC for unsatisfactory performance, on notice of one month and in case of any misconduct including but not limited to, misappropriation, negligence or causing loss to Government, without any prior notice.
- The Collector & Chief Executive Officer, SDC reserves the right to reject, any / all applications without assigning any reason thereof.
- The application complete in all respect in the FORMAT provided in the official website [www.kendujhar.nic.in](http://www.kendujhar.nic.in) should reach to the Member Secretary, SDC -cum- PA,ITDA,Keonjhar,At/PO- Mandua,Dist, Keonjhar, PIN 758014 on or before **5.7.18** by Registered post or Speed post only. The applications received by hand or any other means shall not be entertained.

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20/06/18  
Project Administrator, ITDA,  
Keonjhar-cum- Member Secretary, SDC

Memo No

974

/ITDA (SDC) Dated :

20.6.18

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

Copy to Office Notice Board.

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20/06/18  
Project Administrator, ITDA,  
Keonjhar-cum- Member Secretary, SDC

Memo No

975

/ITDA (SDC) Dated :

20.6.18

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

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20/06/18  
Project Administrator, ITDA,  
Keonjhar-cum- Member Secretary, SDC

## FORMAT

### APPLICATION FORMAT FORM FOR CONTRACTUAL APPOINTMENT.

POST APPLIED FOR.....

1. NAME:-
2. FATHER'S NAME / HUSBAND NAME:-
3. PERMANENT ADDRESS:-
4. PRESENT ADDRESS:-
5. TELEPHONE / MOBILE NO. :-
6. E-MAIL ADDRESS:-
7. DATE OF BIRTH :- (Attach proof/HSC Certificate)
8. NAME / DESIGNATION OF LAST POST HELD WITH DATE AND DURATION: \*
9. DATE OF RETIREMENT (COPY OF RETIREMENT ORDER):- \*
10. LAST PAY DRAWN:-\*
11. EDUCATIONAL QUALIFICATION :- (Attach Photocopies of Certificates & Mark sheets)
12. POST HELD IN LAST TEN YEARS:-\*
13. WHETHER ANY CRIMINAL CASE OR VIGILANCE INQUARY OR DEPARTMENTAL PROCEEDING WAS INITIATED OR IS PENDING AGAINST THE APPLICANT.  
IF YES, DID IT LEAD TO CONVICTION OR IMPOSITION OF PUNISHMENT OR IT IS STILL PENDING ? GIVE DETAILS :-\*
14. ANY OTHER RELEVANT INFORMATION:-

( NB - \* relates to retired Govt. employees)

## 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 correct. I will be liable to be discharged from re-employment / engagement  
without assigning any reason thereof.

Place:-

Date:-

Signature of Applicant