

**INTEGRATED TRIBAL DEVELOPMENT AGENCY, MALKANGIRI**

No. 1472/VI-75/18 - ITDA(SDC)

Date : 10.08 2018

**ADVERTISEMENT**

Applications in the prescribed format (copy enclosed) are invited from interested retired Government employees (not above the age of 65 years) having good service records and physical fitness for engagement as Personal / Stenographer to Chairperson / Office Assistant / Office Attendant on contractual basis against vacant posts in the Special Development Council (SDC), Malkangiri.

Further, application are also invited from the fresh candidates (25 to 60 years) for engagement as District Programme Coordinator against vacant posts in the Special Development Council (SDC), Malkangiri under Planning & Convergence Department, Govt. of Odisha vide L.No. 4148/P Dated 26.03.2018 to provide Secretarial Support. The application complete in all respect in the FORMAT (provided in the official website of [www.malkangiri.nic.in](http://www.malkangiri.nic.in) should be addressed to the Member Secretary-cum-PA, ITDA, Malkangiri, Pin – 764048 on or before 25.08 2018 by Registered Post/ Speed Post only.

*Cy72*  
*09/08/18*

**COLLECTOR, MALKANGIRI**

Memo No 1473/VI- 15 /17, Dev.

Date: 10.08 2018

Copy to the District Information and Public Relation Officer, Malkangiri for information & necessary action.

Copy to the Correspondent, Odia Daily Pragatibadi / English Daily Odisha Post (Local Edition) for information with a request to publish the advertisement for one day before the scheduled date (**Size - 8 x 6 cm ( Black & White)** ). The charges will be paid as per approved rate of Govt. in I & PR Deptt. Odisha. Complimentary copy of the Newspapers containing the tender call notice may be sent to this office for reference and record.

Copy submitted to the Deputy Director (Advt.), I & P.R. Deptt., Odisha, Bhubaneswar for favour of kind information.

*[Signature]*  
Project Administrator  
ITDA, Malkangiri

## INTEGRATED TRIBAL DEVELOPMENT AGENCY, MALKANGIRI

No. 1473 / VI-75/18 - ITDA(SDC)

Date : 10.08.2018

### ADVERTISEMENT

**(ENGAGEMENT FOR THE POST OF DISTRICT PROGRAMME COORDINATOR, PERSONAL ASSISTANCE/ STENOGRAPHER TO CHAIRPERSON, OFFICE ASSISTANT & OFFICE ATTENDANT FOR THE OFFICE OF THE SPECIAL DEVELOPMENT COUNCIL, MALKANGIRI UNDER PLANNING & CONVERGENCE DEPARTMENT, GOVT. OF ODISHA**

Applications in the prescribed format (copy enclosed) are invited from interested retired Government employees (not above the age of 65 years) having good service records and physical fitness for engagement as Personal / Stenographer to Chairperson / Office Assistant / Office Attendant on contractual basis against vacant posts in the Special Development Council (SDC), Malkangiri.

Further, application are also invited from the fresh candidates (25 to 60 years) for engagement as District Programme Coordinator against vacant posts in the Special Development Council (SDC), Malkangiri under Planning & Convergence Department, Govt. of Odisha vide L.No. 4148/P Dated 26.03.2018 to provide Secretarial Support. The candidate should submit their application form in sealed cover on or before .....07.2018 by Registered Post/ Speed Post only..

Sl. No.	Name of the post	Post to be Filled up	Consolidated Remuneration per month (Rupees)	Regular Counterpart In Government Service	Remarks
1	District Programme Coordinator	01	35,000/-	—	On contractual basis through selection process
2.	Personal Assistant / Stenographer to Chairperson	01	13,000/-	Personal Assistant / Sr. Stenographer	On contractual basis through selection process from among retired
3.	Office Assistant	01	13,000/-	Sr. Clerk	- do -
4.	Office Attendant	01	6,500/-	Peon	- do -

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.

The eligibility criteria for the post of District Programme Coordinator at Sl. No. 1 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 :**

- Must be having at least two years of working experience in the field of Tribal Development / Rural Development
- Should have working knowledge in computer applications ( MS Office / MS Word ) .
- Should have adequate knowledge to work in multi-tasking environment having skills in managing & coordinating activities in a project mode.
- Should have skills and proficiency in writing and drafting letters in English and Odia Languages.
- Preference to be given to persons, who have worked with ITDAs in Government sponsored Tribal Development Programme

**iii) Age : Between 25 and 60 years.**

The contractual engagement shall be made initially for a period of 1 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 65 (sixty five) years of age in any case.

- 1) The terms and conditions are subject to codal provisions, memoranda and Resolution issued by the Finance Department from time to time.
- 2) Consolidated remuneration of the contractual employee's shall be at the rate as mentioned above and excluding the pension and TI which are availed by them.
- 3) The appointee has to discharge such duties and in such a manner, as may be prescribed by P & C Department from time to time.
- 4) Performance of the appointees shall be monitored by the SDCs against the monthly targets assigned to the appointee.
- 5) The retired person 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 re-engagement.
- 6) The period of contractual engagement shall not be counted as Government Service for the purpose of pension and any other retirement benefits.
- 7) The engaged officer will be subject to and will abide by the Conduct Rules applicable to the Government Servants.
- 8) The contractual engagement may be terminated at any time by the SDCs 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.
- 9) In case the officers desire to resign from the engagement, he may do so by giving a notice of two months in writing to the Chairperson SDC, Collector, Malkangiri. After expiry of the notice period, the officer may be relieved after handing over full charges of records and cash/Bank Account to the relieving Officer as decided by the Authority.
- 10) As regarding fixation of TA and DA 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 Dated 17.05.2008, which *inter alia* stipulates that the contractual employees will be entitled to 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. They would not be entitled to any Transfer TA.

- 11) Candidates for the contractual posts for the SDC shall be selected by the Selection Committee under the Chairmanship of the District Collector and Chief Executive Officer, SDC.
- 12) The Collector & Chief Executive Officer, SDC, Malkangiri 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 of [www.malkangiri.nic.in](http://www.malkangiri.nic.in)) should be addressed to the Member Secretary-cum-PA, ITDA, Malkangiri, Pin – 764048 on or before ~~25.07.2018~~ <sup>25</sup> 08.2018 by Registered Post/ Speed Post only. Application (s) received thereafter shall not be entertained. The applications received by hand or any other means shall not be entertained.

*C.H.L.*  
09/8/18

COLLECTOR, MALKANGIRI

Memo No 1474 VI-75/18, .

Date: 10.8.2018

Copy submitted to the Chairperson, SDC, Malkangiri for information and wide publication in the notice board.

*[Signature]*  
Project Administrator  
ITDA, Malkangiri

Memo No 1475 VI-75/18, .

Date: 10.8.2018

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

*[Signature]*  
10/8/18  
Project Administrator  
ITDA, Malkangiri

Memo No 1476 VI-75/18, .

Date: 10.8.2018

Copy submitted to the Additional District Magistrate, Malkangiri / Project Director, DRDA, Malkangiri / Sub Collector, Malkangiri for information and necessary action.

Copy to the Notice Board, ITDA, Malkangiri / All the Block Development Officers / All the Tahasildars / DIP&RO, Malkangiri/ Dy. Director, DPMU, Malkangiri/ DWO, Malkangiri/ Executive Officer, Municipality, Malkangiri / NAC Balimela for information and wide publication.

Copy to the District Informatics Officer, NIC, Malkangiri for information and necessary action. He is requested to publish the above advertisement in the District Portal [www.malkangiri.nic.in](http://www.malkangiri.nic.in) for the period from 11.07.2018 to 21.07.2018 for wide publication and timely response by the interested applicants.

Copy to the PA to Collector, Malkangiri for kind information of the Collector, Malkangiri.

*[Signature]*  
Project Administrator  
ITDA, Malkangiri

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

1. Name :
2. Father/Husband's Name :
3. Permanent Address :
  
4. Present Address :
  
  
5. Telephone / Mobile No. :
6. E-mail Address :
7. Date of Birth :
8. Name /Designation of last post held with date & duration :
9. Date of Retirement (Copy of Retirement Order) :
10. Last Pay Drawn :
11. Educational Qualification :
12. Posts held in last 10 years :
13. Whether any Criminal case OR Vigilance inquiry 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.
13. Any other Relevant information

Affix  
passport size  
photograph

**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 without assigning any reason thereof.

Place

Date:

**Signature of Applicant**

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

1. Name :
2. Father/Husband's Name :
3. Permanent Address :
  
4. Present Address :
  
5. Telephone / Mobile No. :
6. E-mail Address :
7. Age :
8. Date of Birth :
9. Any other Relevant information

Affix 2 passport size photograph
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Sl No	School / Board / University	Name of the School / College / University	Subject	% of Marks
1	H.S.C			
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	Speaking (Yes/ No )
1	English		
2	Odia		

**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 disengaged from the engagement without assigning any reason thereof.

Place

Date:

**Signature of Applicant**