



INTEGRATED TRIBAL DEVELOPMENT AGENCY: MALKANGIRI
(ST & SC Dev. Deptt. Govt. of Odisha)
Email ID:itdamkn@nic.in

Letter No. ~~1380~~ 1381/VIII/2025

Date. 18/06/2025

To

The DEGM,
Collectorate, Malkangiri.

Sub:- Regarding publishing of advertisement for the post of Coordinator & MIS Assistant engaged at FR Cell through outsourcing agency under DA-JGUA.

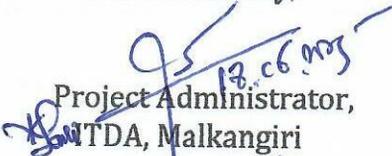
Sir,

With reference to the subject cited above, I am to enclose herewith the advertisement for engagement of Coordinator, FRA & MIS Assistant through outsourcing agency, Shiva Computech, Malkangiri for functioning of FR Cell at Sub-Divisional Level under DA-JGUA in this district.

Hence, you are requested to publish the said advertisement in the district portal for wide publication.

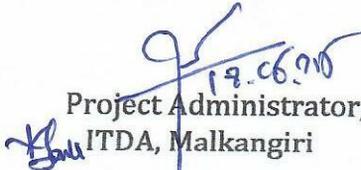
Encl:- as above

Yours faithfully,


Project Administrator,
ITDA, Malkangiri
Date. 18/06/2025

Memo No. ~~1380~~ 1381/2025

Copy to Shiva Computech, Malkangiri for information and necessary action.


Project Administrator,
ITDA, Malkangiri

SHIVA**COMPUTECH**

MALKANGIRI - 764 048

Deals :

Govt. Project Works, Govt. Order Suppliers
and all types of Computer Accessories,
Computer Selling & Servicing

A SERVICE PROVIDER AGENCY**CONTRACTUAL APPOINTMENT THROUGH OUTSOURCING**

M/s Shiva Computech (Manpower Service Provider Agency), Malkangiri invites applications from the eligible candidates for filling up the posts of Coordinator and MIS Assistant under ITDA, Malkangiri on outsourcing basis. The candidates visit the official website of the Government www.malkangiriodisha.gov.in for further details. The candidates should submit their Resumes and all educational certificates along with the proof of age through Regd. Post/Speed post only. The applications should reach the above address on or before **25.06.2025** by 5.00 pm.

Sl. No.	Name of the Post	Remuneration	No. of Vacancy	Qualification & Experience
01	Coordinator (FRA)	Rs. 35000/- per month (Inclusive of EPF, ESI, Service Charge, GST etc)	01 No	<ul style="list-style-type: none"> * Graduation and PGDCA individuals with master degree will be preferred. * Minimum 2-3 years experience in NGO/Social sector projects. * Candidates from Malkangiri District will be preferred . * Fair understanding of Central/State Govt. Schemes. * Experience in delivery of training & Capacity building programmes/initiatives . * Experience of Networking with Line Department of Government.
02	MIS Assistant	Rs. 25000/- per month (Inclusive of EPF, ESI, Service Charge, GST etc)	1 No.	<ul style="list-style-type: none"> * Graduation and PGDCA individuals with master degree will be preferred. * Minimum 2 years experience in Data Entry and large scale data bas management in Govt./reputed private Agency. * Proficiency in the use of MS Office Specially MS Office , MS Excel and conversant with internet/use of online platforms is a mandatory requirement. * Candidates from Malkangiri District will be preferred .

N.B:

1. These positions are purely contractual and temporary basis. The contract can be terminated by either of the party with one month notice or remuneration in line. The probation period would be for **6 months**. On satisfactory performance, further continuance up to one year shall be considered.
2. Fluency in oral and written communication in English and Odia mandatory requirement.
3. The selection process may includes **Written test, Skill test and Interview**.

Ch. Narayana Patra
M/s Shiva Computech (MSPA)
Malkangiri.