



ସମନ୍ୱିତ ଆଦିବାସୀ ଉନ୍ନୟନ ସଂସ୍ଥା ପୁଲବାଣୀ

ଅନୁସୂଚିତ ଜନଜାତି ଅନୁସୂଚିତ ଜାତି ଉନ୍ନୟନ ବିଭାଗ
ଓଡ଼ିଶା ସରକାର

OFFICE OF THE PROJECT ADMINISTRATOR, I.T.D.A, PHULBANI
ST & SC Development Department Tel: (06842)254149
GOVERNMENT OF ODISHA E-Mail: itdaphulbani@gmail.com

Letter No. 1563 /I.T.D.A. dated 04.07.2025

Advertisements

In pursuance of letter No. 12204/SSD dated 23.05.2025 of Govt. in SSD Dev., M & BCW Deptt., applications in prescribed format are invited from the interested candidates of Kandhamal District in Prescribed format for engagement of Co-Ordinators & MIS Asst. in FRA Cells (Dharti Aaba Units) at Sub-Divisional Level under "**Dharti Aaba Janajatiya Gram Utkarsh Abhiyan**"(DA-JGUA) through third party/service provider.

Location of FR Cell

1. Sub-Collector's Office, Balliguda
2. Sub-Collector's Office, Phulbani.

Vacancy:

1. Co-Ordinator = 2 posts
2. MIS Assistant= 2 posts

Eligibility Terms & Conditions:

(I) Age Limits:

A candidate must have attained the age of 21 years and must not be above the age of 32 years on the 1st of January 2025 i.e.,

- (2) The upper age-limit as prescribed by Govt. will be relaxed:
 - (a) Up to five years for SC, ST & PWD candidates.
 - (b) Three years for SEBC/OBC candidates.

(II) Educational Qualifications & Work Experience: (For Co-Ordinators)

- He/She must have completed graduation from a recognized University/Board. Individuals with Master's degree will be preferred.
- Minimum 2-3 years of experience in NGO/Social Sector Projects/Govt./private Agency.
- Candidates from the Kandhamal district should be preferred under the Scheme.
- Experience of working with Govt. 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 Govt.

(III) Language & competency :

- Fluency in oral & written communication in English & Odia.
- Proficiency in Computer skills like the use of MS Office & conversant with internal/emails.]

(IV) Educational Qualifications & Work Experience: (For MIS Assistant)

- He/She must have completed graduation from a recognized University/Board with PGDCA course. Individuals with Master's degree will be preferred.
- Minimum 2 years of experience in data entry and large-scale database management in any reputed Govt./Private agency.
- Candidates from the Kandhamal district should be preferred under the Scheme.
- Proficiency in the use of MS Office specifically MS Office, MS Excel & conversant with internet/use of online platforms is a mandatory requirement.

(V) Language & competency :

- Fluency in oral & written communication in English & Odia.

(VI) Selection Procedure:

A selection Committee will be constituted under the Chairmanship of Addl. District Magistrate (Revenue), Kandhamal. The Committee shall finalize the eligible candidates out of merit list basing on the minimum qualification. The final selection shall be made on the basis of personal interview, work experience, Computer Skill Test, preference for Higher Education (Master Degree) and candidates belongs to Kandhamal district. as follows:

The duration of the interview will be of 10 Minutes & the duration of Computer Skill test will be 30 minutes. The duration of interview & skill test shall be changed as per decision taken by the selection committee if required.

(VII) Remuneration:

1. Co-Ordinator

Consolidated remuneration @ Rs.35,000/-(Rupees thirty five thousand) only per month (Inclusive of all taxes) subject to submission of signed absentee statement and performance report by the concerned Sub-Collector/Nodal Officer by 5th of each succeeding month.

2. MIS Assistant

Consolidated remuneration @ Rs.25,000/-(Rupees twenty five thousand) only per month (Inclusive of all taxes) subject to submission of signed absentee statement and performance report by the concerned Sub-Collector/Nodal Officer by 5th of each succeeding month.

(VIII) Nature of Engagement:

Mode of engagement will be completely contractual and on temporary basis. The contract agreement will be for a period of 1(One) year. The contract can be terminated by either of the party with one-month prior notice or remuneration in lieu.



(IX) Documents to be attached along with application Form:

1. Self attested Photo copy of Residence Certificate.
2. Self attested Photo copy of Caste Certificate.
3. Self attested Photo copy of 10th certificate & Mark sheet.
4. Self attested Photo copy of +2 Certificate & Mark sheet.
5. Self attested Photo copy of Graduation/Mater Degree Certificate & Mark sheet.
6. Self attested Photo copy of Adhaar Card.
7. Self attested 2 Pass photo size photograph.
8. Self attested copy of Computer education certificate.
9. Self attested copy of experience certificate issued by NGO/Social Sector projects/Govt./private agency.
10. A self undertaking that he/she will be performed his/her duties as assigned by Govt. as when required in FR cell.
11. One demand draft wroth of Rs.100/- (Rupees one hundred) only in favour of P.A. ITDA Phulbani towards examination fees shall be accompanied with application Form.

N.B. There shall no accommodation facilities available for the candidates.

No T.A./D.A. shall be provided to the candidates for their entrance test or personal interview.

The application completed in all respect in the prescribed FORMAT provided in the official website www.kandhamal.nic.in shall reach to **P.A., I.T.D.A, Phulbani, At/Po:Phulbani, Dist: Kandhamal, PIN : 762001 (Official Contact Details:- 8917304484/9348986833)** on or before **19-07-2025, by 5.00.P.M** through Registered Post/Speed Post/By hand superscribed neatly on a sealed envelope "Application for Co-Ordinator Or MIS Asst" .

Incomplete applications received beyond the closing date of submission shall not be entertained and shall be summarily rejected. **The date of Computer skill test & Personal Interview will be intimated to the eligible candidates through E- Mail and official website www.kandhamal.nic.in .**

The P.A. I.T.D.A-cum-Nodal Officer on FRA.ITDA, Phulbani reserves the right to accept/reject any/all applications with/without assigning any reasons thereof.


**Project Administrator-cum-
Nodal Officer on FRA,
I.T.D.A., Phulbani.**

Memo No: 1564

Date: 04/07/2025.

Copy forwarded to the DeGM, Collectorate, Phulbani, Phulbani for information and necessary action. He is requested to upload the Advertisement in the District Website for wide publicity.

Copy to all BDOs/Tahasildars/ CDPOs for information and necessary action. They are requested to display the Advertisement in his Office Notice Board 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 forwarded to all Principals of Govt. & Private Degree Colleges of Kandhamal District for information and necessary action. They are 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 submitted to CDO- Cum-EO Zillaparisad, Kandhamal/ Sub- Collector, Phulbani & Balliguda for favour of kind information and necessary action.

Copy to Notice Board.

Copy to Guard File (DA-JGUA.)

Phulbani
24.07.25
**Project Administrator-cum-
Nodal Officer on FRA,
I.T.D.A., Phulbani.**

APPLICATION FORMAT

NAME OF THE POST APPLIED FOR (PUT TICK MARK)

Post applied for _____

(Co-Ordinator/MIS Assistant)

Passport size

Photograph

1. Full Name (In Capital) : _____
2. Father's/Husband's Name : _____
3. Date of Birth : _____
(As recorded in HSC or equivalent certificate)
4. Age as on 01-01-2025 : _____
5. Permanent Address : _____
: _____
: _____
6. Correspondence Address : _____
: _____
: _____
7. State/Residence : _____
8. Contact details(Mob. No.) : _____
9. E-Mail : _____
10. Qualification (HSC or equivalent onwards):

Sl. No.	Exam Passed	Name of the Board/University/Institute	Year of Passing	Maximum Marks	Marks obtained	% of Marks
1.						
2.						
3.						
4.						

11. Qualification Experience Particulars :

Sl. No.	Post held in Govt./PSU/ NGO/ Etc.	Scale of pay	Basic Pay	Duration of experience		Total Years & Months of experience	Type of assignment handled/specific nature of work/duty performed.
				From	To		
1.							
2.							
3.							
4.							

DECLARATION

I Sri/Smt./Ku./Mr. _____ Son/Daughter/Wife of Sri/Smt. _____, do hereby declare that all the statements made in this application are true and correct to the best of my knowledge and belief. In the event of any information being found false, my candidature/appointment is liable to be cancelled/terminated without any notice to me.

Place:

(Full Signature)
Name

Date :