



Department of Water Resources
Government of Odisha
Odisha Community Tank Development Management Society
Plot No-A-8/2, Bhoi Nagar, Beside RTO Office,
Bhubaneswar-751022,
Ph. 0674-2542252, E.Mail: oiipcra.pd@gmail.com



ADVERTISEMENT

The Project Director, OIIPCRA-cum-Special Secretary to Govt., DoWR, Odisha invites applications for empanelment and eventual engagement for the following positions on contractual basis as per the requirement of the Project.

Sl No.	Name of the Position	Place of Posting	No. of Posts	Educational Qualification/Eligibility Criteria	Remuneration per month
1	State level Technical Expert	State Project Unit, Bhubaneswar	1	Graduate in Civil Engineering with minimum of 20 years of post-qualification experience in the field of civil engineering and project supervision. Should have at least 10 years of experience working in the Irrigation Sector. Preference will be given to those retired from Govt. Irrigation Department as Chief Engineer / Superintending Engineer.	Fixed-Rs. 48,000/- Variable/ Incentive – Upto Rs. 12,000/-
2	Hydrologist/ Water Resource Specialist	State Project Unit, Bhubaneswar	1	Post-graduate in Civil Engineering with Hydrology as specialization with minimum of 10 years of post-qualification experience in development projects. At least 5 years of experience in the managerial capacity in similar nature of jobs.at State level.	Fixed-Rs. 64,000/- Variable/ Incentive – Upto Rs. 16,000/-
3	Monitoring & Evaluation Specialist	State Project Unit, Bhubaneswar	1	Post Graduate degree in Statistics/Operational Research/ Economics/ Mathematics from a recognized institute with at least 8 years of post-qualification experience in development sector. At least '5' years of experience in the managerial capacity in similar nature of jobs.at State level.	Fixed-Rs. 48,000/- Variable/ Incentive – Upto Rs. 12,000/-
4	Agronomist	State Project Unit, Bhubaneswar	1	Master's degree in Agriculture from a recognized Agriculture University. At least 10 years of post-qualification experience in development sector, out of which at least 5 years of experience in the managerial capacity in similar nature of jobs.	Fixed-Rs. 64,000/- Variable/ Incentive – Upto Rs. 16,000/-
5	Environment Specialist	State Project Unit, Bhubaneswar	1	Bachelor's Degree in Environmental Engineering/Science or related field from a recognized University with at least 8 years of Post-qualification experience in development sector, out of which 5 years of experience in managerial capacity in similar nature of jobs.	Fixed-Rs. 48,000/- Variable/ Incentive – Upto Rs. 12,000/-
6	MIS-GIS Officer	State Project Unit, Bhubaneswar	1	B.E./B.Tech in IT or Computer Science/MCA with at least '8' years of Post-qualification experience in development sector.	Fixed-Rs. 48,000/- Variable/ Incentive – Upto Rs. 12,000/-
7	Technical Assistant	State Project Unit, Bhubaneswar	1	Diploma in Civil/Architectural Engineering with at least Seven years of post-qualification working experience of CAD operation, Data entry, analysis and reporting.	Fixed-Rs. 20,000/- Variable/ Incentive – Upto Rs. 5,000/-

The applicants working in similar nature of job with international donors/ lenders/ external aided projects such as World Bank/ DFID/ IFAD/ ADB/ UNDP/ UN is preferred. Eligible candidates with required qualification and experience as per ToR should apply in the prescribed application format along with self-attested copy of the required documents/ testimonials super scribing the Post applied for in top of envelope through Speed post/ Registered post only addressed to **Project Director, OIIPCRA, Plot No-A-8/2, Bhoi Nagar, Beside RTO Office, Bhubaneswar (Odisha) - 751022**. Submission of application in other than the prescribed application format is not acceptable. The details of the ToR, qualification and experience, monthly remuneration, application formats and general instructions to applicants are available in Government website www.odisha.gov.in under the link "Advertisement". The engagement is for one year. The engagement is purely temporary and may be discontinued at any stage without assigning any reason thereof.

The authority reserves the right to accept/ reject any or all application without assigning any reasons thereof. The last date of receipt of the applications is **21st August '2017** up to **17.00 Hrs**. Applications received in incomplete form or after due date and time will not be considered. Authority in no way will be responsible for any postal delay.

**Project Director, OIIPCRA
-cum-Special Secretary to Govt., DoWR**

Background

The Government of Odisha in partnership with Government of India will implement World Bank assisted project namely "OIIPCRA" with comprehensive basin plan and treatment of 600 MIPs covering 90.000ha in basin and sub-basin. The upcoming project envisages inter linking of MIPs and Tanks as a part of Water Resource Network and pilot automation with Water budgeting The project will ensure complete renovation and restoration of 600 MIPs. It is expected to benefit around 2.00 lakh household direct beneficiaries or more than 10.00 lakh rural in habitants.

The Minor Irrigation Tanks irrigate between 40 ha to 2000 ha of land and are managed by the Chief Engineer, Minor Irrigation, Odisha. The project will be executed through Odisha Community Tank Development & Management Society (OCTDMS) which is the Special Purpose Vehicle (SPV) for this project.

Terms of Reference for the Post of
State level Technical Expert

Essential Qualification:

Graduate in Civil Engineering.

Job Description:

- Advice team members during preparation, implementation, and supervision of project activities on engineering aspects. The broad activities include:
- Guidance, assistance, cooperation and team work with internal and external persons/agencies associated with the implementation of OIIPCRA.
- Coordination of various project activities during implementation to expedite and optimize the resources including execution of quality works following the World Bank Guidelines.
- Participate in walkthrough surveys along with department officials & WUAs to identify the deficiencies in the system,
- Prioritization of work components and adherence of time frame in preparation of DPR.
- Advise field engineers in design aspects, preparation of detailed estimates and specifications, preparation of bid documents etc as per World Bank guidelines.
- Ensure that the works are in compliance to the observations of Dam Safety Expert panel and inclusion of the remedial measures, Hydrological assessment and environmental issues.
- Ensure the concerned departments and their staffs regarding technical requirements of OCTMP and World Bank to carry out all activities in State, District and Tank/Community level within the procedure, plans and timeline.
- Guide and advice in collection of information in prescribed format to support Project MIS for regular monitoring, reporting and performance evaluation.
- Prepare PERT chart for tank improvement plan in order to monitor the execution and coordinate other activities in the tank.
- Coordinate external agencies being engaged for 3rd party quality control agency, preparation of DPR, Baseline survey, preparation of PIPs, manuals, hydrology assessment and environmental assessment etc.
- Coordinate with 3rd Party QC & QA for conducting requisite tests with the Testing Equipment available in the Mobile Testing laboratory' or conduct test with the equipment available at site/ Lab at nearest place for ensuring the necessary rectification in case of any deficiency is observed
- Advice and coordinate with IS/CB Unit of SPU/DPU/PP level for formation of PPs and successful taking over of the MIP by PPs in due course.
- The Expert shall furnish his observations and action taken reports to Project Director every month. At the end of each working season, the consultant shall compile a comprehensive report covering the following and submit to the Project Director.
- Maintenance of OK Cards and their summary report by the District implementing authorities. A summary of field visits to works, covering his observations, comments, status of compliance of field Engineers and over all monitoring of assessment of Quality of work. S/He shall submit monthly and quarterly reports to the Project Director, OIIPCRA for review and monitor the progress and performance. He must be willing to travel extensively across Project Districts.
- Any other item as required during the execution.

Skills & Attributes:

- Oversee budget plan and costing.

- Clear vision on project institution/groups/communities apart from the overall goal for the project.
- Oversee both the construction and quality control aspects and advise the construction and quality team to ensure the quality of works.
- Ensure the coordination of engineering activities with other activities during preparation and implementation
- Implementation of guidelines and specifications.
- Provide assistance, co-operate and work as a team with other experts, associates, internal or external, involved with the implementation of OIIPCRA at SPU level.

Work Experience:

- Should have minimum of 20 years of post-qualification experience in the field of civil engineering and project supervision
- Should have at least 10 years of experience working in the Irrigation Sector.
- Preference will be given to those retired from Govt .Irrigation Department as Chief Engineer/Superintending Engineer. Experience in project planning, monitoring and supervision is desirable
- Experience in Externally Aided Projects, for example World Bank/DFID/EC/JICA etc. is preferred.
- Computer skills in MS Office, excel and internet are desirable.
- In case of Retired Govt. employee, Govt. rules as applicable will apply.

Engagement Period:

- The engagement period will be for one year. This will be a purely temporary job. Any duties rendered under this agreement by the candidate shall not confer him/her any right under any circumstances whatsoever to claim for any scale of pay or to be appointed on temporary/regular basis in the project or in any other State Govt. Organizations.

Remuneration:

Consolidated Rs.48,000/- fixed per month and variable/incentive component will be up to Rs.12,000/- per month. The variable part will only be released based on performance to be reviewed quarterly by authority and is at Sole discretion of authority.

ToR of Hydrologist / Water Resource Specialist

Essential Qualifications:

Post-graduate in Civil Engineering with Hydrology as specialization.

Job Description:

- S/He will provide guidance in PIP (Project Implementation Plan) preparation process and help in planning, designing farm pond and water conservation measures and drip irrigation systems.
- S/He should have a sound expertise in the broad area of hydrological processes in the semi-arid tropical systems.
- S/He should have project management and report writing skills.
- The hydrologist will have working skills in the areas of runoff assessment in semi-arid farming systems, hydrological modelling & water balance at farming systems scale.
- S/He should be conversant with crop water budgeting, surface & groundwater irrigation systems, monitoring and reporting of water use and integrated water resources.
- S/He shall possess knowledge to address national and international development to support the resilience based water security measures at the farm level.
- Experience of working in large projects would be desirable.

Skills and Attributes:

- Person with in-depth knowledge and experience in related field.
- Good understanding of general issues in development sector.
- Excellent training, presentation and facilitation skills related to Hydrology.
- Knowledge of computer application.
- Ability to monitor, analyze and document the activities.
- Willing to travel extensively in Project Districts.
- Ability to work effectively as a member of multi-disciplinary teams.
- Ability to work closely and effectively with Government and Non Govt. & partner agencies.

Work Experience:

- At least 10 years of post-qualification experience out of which at least 5 years of experience in the managerial capacity in similar jobs.
- Sound knowledge and strong familiarity in related field.
- Previous experience of working as Expert with International Donors/Lenders (Department for International Development/ United Nations or World Bank/Asian development Bank/JBIC/ other externally aided projects) is preferred.

Engagement Period:

The engagement period will be for one year. This will be a purely temporary job. Any duties rendered under this agreement by the candidate shall not confer him/her any right under any circumstances whatsoever to claim for any scale of pay or to be appointed on temporary/regular basis in the project or in any other State Govt. Organizations.

Remuneration:

Consolidated Rs.64,000/- fixed per month and variable/incentive component will be upto Rs.16,000/- per month. The variable part will only be released based on performance to be reviewed quarterly by authority and is at Sole discretion of authority.

ToR of Monitoring and Evaluation Specialist

Essential Qualifications:

Post Graduate degree in Statistics/Operational Research/ Economics/ Mathematics from recognized institute.

Job Description

- S/He basic knowledge on application of result based statistical analysis.
- S/He should have a minimum of 8 years' of post-qualification experience of working with government agencies and of working in development projects.
- At least 5 year experience in monitoring and evaluation, particularly in the context of natural resource and/or rural development projects/irrigation sector.
- Knowledge of and experienced in project cycle management and well versed in logical / result frameworks.
- Previous experience with M&E for large bilateral, multilateral projects will be an added advantage.
- S/He should have proficiency of English, and related computer skills with ability to write reports and document of outcomes.
- Ensure the MLE process is adopted as designed for the project.
- Planning and scheduling of M & L events with state and district M & L staff.
- Field based monitoring through regular field visits to MIPs.
- Regular review and monitoring of pilot/operations research activities.
- Planning, organizing and coordinating training programme on M & L in close coordination with Capacity building team member.
- Ensure and Coordinate External M&E and MIS Agency for smooth operation of data flow across institutions like Pani Panchayat, DPU, SPU.
- Ensure MLE framework is operationalized.
- Ensure community based participatory monitoring and transparency at Pani Panchayat level.
- Co-ordinate the M&E unit functions for effective implementation of MLE system.
- Co-ordination among various components of MLE system.
- Liaison with resources person, institutional partners and external agencies.
- Planning for capacity building for MLE at various levels and generates a common understanding among all stakeholders on performance, outcomes etc.
- Identification and promotion of new IT tools for community based monitoring.
- Participation in field based monitoring.
- Documentation of processes during regular field visits.
- Feedback on monitoring through presentation in review meetings both at district and state level in consultation with Project Director, OIIPCRA and team members.
- Ensure collection of information; download information and use for analysis, preparation of reports.
- Any other work assigned by the Project Director.

Skills and Attributes:

- Person with in-depth knowledge and experience in related field.
- Good understanding of general issues in development sector.
- Excellent training, presentation and facilitation skills.
- Knowledge of computer application.
- Ability to monitor, analyze and document the activities.
- Willing to travel extensively in Project Districts.
- Ability to work effectively as a member of multi-disciplinary teams.
- Person with in-depth knowledge and experience in M&E processes.
- Good understanding of general issues in rural development irrigation/water sector project.
- Excellent training, presentation, facilitation skills and drafting ability.
- Sound Knowledge of computer applications.
- Ability to monitor, analyze and document all activities.
- Willing to travel extensively in Project Districts.
- Ability to work effectively as a member of multi-disciplinary team.
- Ability to work closely and effectively with Government partners, consultancy services and community based organisations.

Work Experience:

- At least 8 years of post-qualification experience out of which at least 5 years of experience in the managerial capacity in similar jobs.
- Result and process monitoring and evaluation of development projects and ability to generate analytical reports, graphical presentations, impact/outcome monitoring using advanced project monitoring tools and techniques. Knowledge of Computer, GIS and remote sensing application is desirable.
- Sound knowledge and strong familiarity in related field.
- Previous experience of working as Expert with International Donors/Lenders (Department for International Development/ United Nations or World Bank/Asian development Bank/JBIC/ other externally aided projects) will be preferred.

Engagement Period:

- The engagement period will be for one year. This will be a purely temporary job. Any duties rendered under this agreement by the candidate shall not confer him/her any right under any circumstances whatsoever to claim for any scale of pay or to be appointed on temporary/regular basis in the project or in any other State Govt. Organizations.

Suggested Remuneration:

Consolidated Rs.48,000/- fixed per month and variable/incentive component will be up to Rs.12,000/- per month. The variable part will only be released based on performance to be reviewed quarterly by authority and is at Sole discretion of authority.

ToR of Agronomist

Essential Qualifications:

Master's degree in agriculture from a recognized Agriculture University.

Experience & Job Description:

- S/He should be familiar with climate change impact at the farm level (on both adaptation and mitigation measures), and realistic knowledge on climate adaptation methods/techniques for Odisha.
- The agronomist should have background in farming systems, cropping pattern, irrigation technologies and soil health (adaptive capacity).
- Should have good understanding of GHG calculation for different agriculture production system help GoM in reducing carbon load in agriculture sector.
- S/He have knowledge on latest research on drought and salinity-resistant short duration crop varieties, and related agronomic practices.
- Good understanding on drought prone seed production systems and introduction of crop wise water conservation devices at the farm level.
- Introduction of agriculture technologies for improving water efficiencies at the farm level-appropriate small farm mechanization.
- The agronomist should have expertise in training farmers and creating training material for the farmers in the local knowledge.
- S/He should have experience in project management, computer skills, knowledge documentation and networking.
- S/He should have minimum 5 Years' experience in the field of climate change research at the grassroots level and 5-10 years field experience of working on dry-land agriculture systems and integrated farm production systems.
- S/He should be familiar with leading ICAR institutions about crop varieties and related agronomic practices and precision farming system.
- The agronomist should be able to bridge the farm-lab divide by engaging with scientists and farmers for transfer of seed technologies and agronomic practices.
- Organize seed growers for certified drought proof seed production, and awareness creation on advantages of using good quality seeds.
- S/He should be familiar with agricultural calendar in the region, and the issues at the farm level.
- Any other responsibility assigned by Project Director.

Skills and Attributes:

- Person with in-depth knowledge and experience in Climate Resilience w.r.t. Agriculture production system and integrated agriculture production system.
- Good understanding of general issues in development sector.
- Excellent training, presentation and facilitation skills.
- Sound Knowledge of computer application.
- Ability to monitor, analyze and document the activities.
- Willing to travel extensively in Project Districts.
- Ability to work effectively as a member of multi-disciplinary teams.

- Ability to work closely and effectively with Government and other support organization/consultancies.
- Good understanding of general issues in development sector.

Work Experience:

- At least 10 years of post-qualification experience. Out of which at least 5 years of experience in the managerial capacity in similar jobs in development sector.
- Sound knowledge and strong familiarity in related field.
- Previous experience of working as Expert with International Donors/Lenders (Department for International Development/ United Nations or World Bank/Asian development Bank/JBIC/ other externally aided projects) will be preferred.

Engagement Period:

- The engagement period will be for one year. This will be a purely temporary job. Any duties rendered under this agreement by the candidate shall not confer him/her any right under any circumstances whatsoever to claim for any scale of pay or to be appointed on temporary/regular basis in the project or in any other State Govt. Organizations.

Remuneration:

Consolidated Rs.64,000/- fixed per month and variable/incentive component will be up to Rs.16,000/- per month. The variable part will only be released based on performance to be reviewed quarterly by authority and is at Sole discretion of authority.

ToR for Environment Specialist

Essential Qualification:

Master's Degree in Environmental Engineering/Science/NRN or related field from a recognized University.

Job Description:

- S/He will lead the Environmental Management Plan and incorporate into Environmental and Social Management Frame Work (ESMF) along with Social Development Specialist.
- Enable sustainability of the restored systems through community participation and empowerment thus self-supporting field groups.
- Contribute to creating, enabling legal and institutional environment to implement solutions emerging out of participatory and demand driven processes.
- To improve the production and productivity of selected agricultural commodities in tank command area and enhance livelihood options without negative environmental footprints.
- Ensure the implementation of Dam safety panel review recommendations for the dams larger than 10 mts. in height. Address any environment concerns that emerge during the civil works. Compliance report for all large dams to be submitted to State Project Units (SPU) based on regular monitoring.
- Developing guideline on ESMF aspects mentioned below and their integration into the capacity building programmes organized by Pani Panchayats. The module will be on;
 - Pest Management Plan – Non Chemical Methods of Pest management, list of pesticides that are restricted for use in WB/Govt./OCTDMS.
 - Environment aspects of Operation and Management- Silt removal, regular de-weeding and cleaning of field channels etc.
 - Regular tank bund inspection and suggest PP for proper maintenance.
 - Identification of Risks and emergency actions to be taken up by Pani Panchayats in case of breach etc.
 - Aquatic Weed Management in Reservoir.
 - Create awareness among farmers for removal of stumps inside the Reservoir.
 - Management of water logging and drainage in the common area.
- Ensure incorporation of all above activities in the ESMF and implementation by the project as per the procedure.
- Coordinate with all units for smooth functioning of activities.
- Any other tasks as desired by the Project Director.
- Ensure the compliance management is followed during the design, planning and monitoring process of the project.
- Enable and ensure Environment norms' compliance in all activities taken up by the project.
- Build Environment sensitivity as a fundamental building block in technical and social interventions and with all stakeholders.
- Should be well acquainted with latest practices of climate resilient agriculture.

Skill and Attributes:

- Working knowledge of Computer in MS Office.
- Skills on official writing, drafting and documentation.
- Good understanding of Development sector Projects, programmes and schemes.
- Excellent report writing skills.
- Ability to work effectively in a multidisciplinary team. Willing to travel extensively in the project districts.
- Ability to work closely with Partners, Government Organizations and community based institutions like, Pani Panchayats, SHGs, FIG, FPO etc.

Work Experience:

At least '8' years of post-qualification Experiences in Environmental Management Programmes/ projects or related fields out of which '5' years work experience in the managerial capacity. Applicants having experience in Externally Aided Projects, for example- World Bank/DFID/EC/JICA etc. is preferred.

Engagement Period:

- The engagement period will be for one year. This will be a purely temporary job. Any duties rendered under this agreement by the candidate shall not confer him/her any right under any circumstances whatsoever to claim for any scale of pay or to be appointed on temporary/regular basis in the project or in any other State Govt. Organizations.

Remuneration:

Consolidated Rs.48,000/- fixed per month and variable/incentive component will be up to Rs.12,000/- per month. The variable part will only be released based on performance to be reviewed quarterly by authority and is at Sole discretion of authority.

ToR of MIS-GIS Officer

Essential Qualifications:

B.E./B.Tech in IT or Computer Science/MCA.

Job Description:

He / She will be responsible for

- Supervise and manage the collection of service and communication data from all districts/programme units MIS and compile it into monthly report. Ensure a correct and timely monthly report.
- Development of data input format as per program requirement.
- Development of output report as per program requirement.
- Ensure data entry and communication data.
- Ensure MIS data feedback to the field.
- Ensure logical validation of the data and take corrective actions.
- Ensure training to data entry operators on software operations.
- Coordination with MIS software development agency very closely for getting the MIS operational and other requirements.
- Coordinate with field level officers for smooth functioning of MIS.
- Manage all database and provide information based on ad-hoc queries to all users. This requires maintaining large databases and the ability to analyze data.
- Independently manage the data entry program development as well as supervise and manage a team of data entry operators, responsible to deliver cleaned data set in minimum envisaged time to the coordinating team member.
- Take up analysis from existing databases and upcoming studies using statistical softwares like as SPSS or STATA.
- Working knowledge on GIS, Remote Sensing, GPS and GPRS.
- Preparing report and making presentation on the progress of the programme.
- Overall management of LAN of SPU, maintenance of systems, servers, EPBAX etc.

Skills and Attributes:

- Good oral and writing skill in English language.
- Ability to manage high and networking, computer data management, software handling volume data entry in a timely and accurate manner.
- Run and prepare software applications of data base type,
- Sound technical knowledge and
- Excellent knowledge and skill in database management and administration, GIS integration with various IT applications.
- Ability to monitor, evaluate and analyze the data and report generation.
- Ability to work effectively in a multidisciplinary team.
- Willing to travel extensively in the project districts and collect database informations.
- Ability to work closely with Government, Support organizations and community based organisations. Excellent documentation and report writing skills.
- Must have sufficient experience in rolling out entire MIS System in relatively large organization and projects.
- Any other responsibility assigned by the Project Director.

Working Experience:

Having Eight years or more in Post-qualification working experience in MIS-GIS and data analysis. Strong analytical skills, data analysis by using statistical software, ability to synthesize concepts and to communicate them effectively.

Engagement Period:

- The engagement period will be for one year. This will be a purely temporary job. Any duties rendered under this agreement by the candidate shall not confer him/her any right under any

circumstances whatsoever to claim for any scale of pay or to be appointed on temporary/regular basis in the project or in any other State Govt. Organizations.

Remuneration:

Consolidated Rs.48,000/- fixed per month and variable/incentive component will be up to Rs.12,000/- per month. The variable part will only be released based on performance to be reviewed quarterly by authority and is at Sole discretion of authority.

ToR of Technical Assistant

Essential Qualifications:

Diploma in Civil/Architectural Engineering.

Job Description:

S/He will be responsible for

- CAD operation and use of related software and report/drawing generation.
- Generating & Maintaining files & records for Technical Unit, SPU.
- Data entry, analysis and reporting.
- Any other responsibility assigned by the Project Director.

Skills and Attributes:

- Excellent understanding and working knowledge of CAD operation, use of related Software, generation of drawing and reports of civil construction designs, estimates.
- Ability to work effectively in a multidisciplinary team, willing to travel extensively in the project districts when required.
- Ability to work closely with government and support organization.

Work Experience:

Minimum Seven years of post-qualification working experience in CAD related to civil works. Proficiency in data entry and analysis. Applicant having experience in Externally Aided Projects, for example World Bank/DFID/EC/JICA etc. is preferred.

Engagement Period:

- The engagement period will be for one year. This will be a purely temporary job. Any duties rendered under this agreement by the candidate shall not confer him/her any right under any circumstances whatsoever to claim for any scale of pay or to be appointed on temporary/regular basis in the project or in any other State Govt. Organizations.

Remuneration:

Consolidated Rs.20,000/- fixed per month and variable/incentive component will be up to Rs.5,000/- per month. The variable part will only be released based on performance to be reviewed quarterly by authority and is at Sole discretion of authority.

APPLICATION FORM

Position Applied For: _____

Paste Recent
Passport size
Photograph

1. PERSONAL DETAILS

Name of the Candidate	(First Name)	(Surname)
Address	<u>Permanent</u>	<u>Present</u>
Mobile / Phone No.		
Telephone – Residence		
Telephone – Office		
Email Id.		
Date of Birth : (DD/MM/YY)		
Gender : (<u>Male/</u> <u>Female</u>)		

2. EDUCATIONAL QUALIFICATIONS (Graduation onwards, enclose self attested copy)

Qualification	University / Institution	Subjects	Year of Completion	Percentage of Mark

3. OTHER QUALIFICATIONS / TRAININGS (Including Relevant Short Training Courses)if any

Course Name	Duration	Institution	Course Details

4. EMPLOYMENT / WORK EXPERIENCE DETAILS, Recent First (enclose self-attested copy)

Name & Address of Employer	Designation	Duration		Brief description of Responsibilities
		From	To	

5. COMPUTER LITERACY

Software	Level of Knowledge (Please Tick Relevant Column)		
	Basic	Working	Expert

6. LANGUAGE PROFICIENCY (Please Tick the Appropriate Column)

Language	Ability to Converse			Ability to Read			Ability to Write		
	Poor	Fair	Good	Poor	Fair	Good	Poor	Fair	Good
English									
Hindi									
Odia									
Other (specify)									

7. ANY OTHER INFORMATION (May be Provided by Applicant to Strengthen Candidature within 500 words)

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8. REFERENCE (Two Persons to whom you have Professionally Reported)

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9. DECLARATION

I do hereby declare that all statements made in the application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect at any point of time, my candidature/ appointment may be cancelled/ terminated without any notice.

