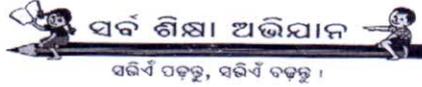


**DISTRICT PROJECT OFFICE,
RTE-SARVA SHIKSHA ABHIYAN, PURI**

Phone: 06752-229275

Fax: 06752-233095



E-mail: prgpurissa.opepa@nic.in
dpcpurissa.opepa@nic.in

Letter No: 139

Date: 14/1/19

File No: _____

ADVERTISEMENT

Applications are invited in the prescribed format from eligible candidates for filling up of one no. of Office Assistant in District Project Office, SSA, Puri and two nos. of MIS-cum-Planning Coordinator at BRC/block level on contractual basic with a consolidated remuneration as per OPEPA Service Rules.

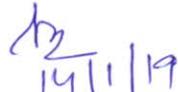
Sl. No.	Name of the Post	No. of posts	Qualification	Consolidate Remuneration
01	Office Assistant	01	Graduation in First Division having basic knowledge in Computer	Rs.7,100/- per month
02	MIS-cum-Planning Coordinator	02	Graduate in Economics/ Statistics/ Mathematics with professional Qualification of PGDCA/ MCA with 1 year experience in related filed.	Rs.13600/- per month

The prescribed application form & terms and conditions will be available at website i.e. www.opepa.odisha.gov.in / www.puri.nic.in during the period. The last date of receipt of application is 04.02.2019 through registered post / speed post address to Collector & Chairman, SSA, Puri AT: District Project Office, Sarva Shiksha Abhiyan, Puri, LIC Colony UGME School Campus, Odisha-752001.


Collector & Chairman, SSA

Memo No. 140 /SSA/ Date 14/1/19

Copy to DIO, NIC, Puri for information and necessary action. He is requested to upload the advertisement with terms and conditions.


District Project Coordinator,
RTE-SSA, Puri

Memo No. 141 /SSA/ Date 14/1/19

Copy submitted to SPD, OPEPA, Bhubaneswar for kind information.


District Project Coordinator,
RTE-SSA, Puri

HUMAN RESOURCE DEVELOPMENT &
PROJECT MANAGEMENT UNIT.

**GUIDELINE FOR ENGAGEMENT OF CONTRACTUAL STAFF OF
DISTRICT PROJECT OFFICE**

**DISTRICT PROJECT OFFICE, SAMAGRA SHIKSHA, LIC
COLONY UGME SCHOOL CAMPUS, PURI**

HUMAN RESOURCE DEVELOPMENT & MANAGEMENT

Sarva Shiksha Abhiyan (SSA) is a comprehensive flagship programme of Government of India which runs in partnership with Government of Odisha, Human Resource Management is key to success of any programme in a mission mode Material Management and Human Management at the two ways to achieve the cherished goal of Sarva Shiksha Abhiyan (SSA) through community participation.

Further, it is a challenge how to use/mobilize the available resource under any circumstances. Therefore, Management of Human Resource and Project Management are a big task for the project.

The philosophy of management is to make the optimum use of available resources. An effective and regulated project based management is to utilize the resilience of human resource potentialities for attainment of the salient objectives.

VACANCIES TO BE FILLED UP BY THE DISTRICTS AND FORMATION OF DISTRICT LEVEL SELECTION COMMITTEE.

1. SELECTION COMMITTEE.

It is decided to fill up some of the contractual posts through open advertisement by the District under the Chairmanship of Collector-cum-Chairman, SSA taking the following officials as members.

- | | | |
|---|---|-----------------|
| 1. Collector-cum-Chairman, SSA | - | Chairman |
| 2. Block Education Officer (Head quarter) | - | Member |
| 3. District Employment Officer | - | Member |
| 4. District Welfare Officer | - | Member |
| 5. District Project Coordinator | - | Member Convener |

2. DETAILS OF ELIGIBILITY CRITERIA, QUALIFICATION AND NUMBER OF VACANCIES.

2.A ELIGIBILITY.

The Candidate-

- i. Must be a permanent resident of Odisha/ must be a citizen of India.
- ii. Must have passed at least M.E. standard in Oriya Language.
- iii. Must be of sound mind.
- iv. Must not be having more than one spouse living.
- v. Must furnish no objection certificate from the employer if in service.
- vi. Should be capable of taking up extensive tours and field visits.
- vii. Should have functional computer literacy and capable to do her/ his own assignment in computer.

2.B DESIGNATION WISE NO. OF VACANCIES, QUALIFICATION AND REMUNERATION

Sl. No.	Name of the Post	No. of Vacancy	Qualification	Consolidated Remuneration per month
01.	MIS-cum-Planning Coordinator	02	Graduate in Economics/ Statistics/ Mathematics with professional qualification of PGDCA/ MCA with one year experience in related field	Rs.13,600/-
02.	Office Assistant	01	Graduate in 1 st Division with basic Knowledge in Computer	Rs.7100/-

3. PUBLICATION OF ADVERTISEMENT.

Advertisement will be released as per the vacancies latest by _____, 2019. Advertisement shall be released in widely circulated daily news paper like "The Sambad", "The Samaja and The Dharitri" etc.

4. **MODE OF APPLICATION.**

Applications will be invited in the prescribed format from the eligible candidates through open advertisement in daily News papers by the respective Collector-cum-Chairman, SSA. A candidate may make an application for any districts irrespective of any post lying vacant as per vacancy list on the basis of eligibility. Applications will be submitted through **Registered Post/ Speed Post** only. The candidate should clearly mention the Name of the Post applied for in the top of the Envelop. The application should be addressed to **“The Collector & Chairman, SSA, AT- District Project Office, SSA, Puri, LIC Colony UGUP School Campus, Chandan Hazuri Marg, PO/Dist-Puri, PIN-752001.”**

5. **AGE.**

A candidate should be within 21-32 years of age as on 1st January 2019. In case of SC/ST, SEBC, Woman candidate and Ex-service man, the upper age limit will be relaxed by 05 years. For Physically Handicapped candidates, the upper age limit will be relaxed by 10 years, under ORV Act, 1975 and rules there under.

6. **RESERVATION**

No reservation policy should be followed for engagement of staffs under SSA as it is a project and decided by 8th Executive Committee Meeting, OPEPA.

7. **REMUNERATION.**

Details of remuneration for various posts are mentioned in draft advertisement and also in clause No.2 (B).

8. **EXECUTION OF CONTRACT/ AGREEMENT.**

A contract/ agreement in the form of an undertaking and TOR shall be executed by the candidates at the time of engagement (Copy enclosed). DPC, SSA will

sign TOR at the time of joining of candidates on behalf of SPD, OPEPA and will forward ink-signed copy of TOR and undertaking to SPO, OPEPA for record and reference.

9. **TENURE OF ENGAGEMENT.**

A. The tenure of engagement for difference posts on contractual basis will be for an initial period of one year. The contractual engagement is extendable from month to month/ year to year on the basis of satisfactory performance to be evaluated by the authority from time to time. The engagement can also be terminated at any time without assigning any reason thereof. The engagement is purely on contractual basis.

B. All proposal of extension of contract will be sent to SPD, OPEPA for approval. The contract will be said to be renewed only from the date of approval by SPD, OPEPA.

10. **HOW TO APPLY:**

The candidate shall apply in the prescribed Application Form available in OPEPA/ website i.e. www.opepa.odisha.gov.in / www.puri.nic.in and District website only. The candidate has to make separate application form for applying different categories of posts, if one has requisite qualification.

11. **LAST DATE FOR SUBMISSION**

The application should reach to the respective Collector-cum-Chairman, SSA, Odisha by due date i.e. _____.2019 through **Registered Post and Speed Post** only. Incomplete application form and application form received after due date shall be summarily rejected. The authority will not be responsible for any postal delay in receipt of applications.

12. **DOCUMENTS TO BE ATTACHED.**

1. Attested photocopies of all documents in support of age, Educational Qualification, Experience and Caste must be submitted with the application form.
2. The candidate furnishing fake certificate, mark sheet shall be disengaged immediately and will be liable for appropriate legal action.
3. A candidate furnishing certificates, mark sheets with grades and grade points from the examining bodies shall also furnish numerical equivalence of grade/ grade points from the examining bodies.
4. The candidates are required to produce attested photocopies of all certificates/ documents with application in support of qualification, mark secured and experience.
5. 01 recent passport size photograph duly attested must be affixed to the application.

13. SCRUTINY OF THE APPLICATIONS.

Collector-cum-Chairman, SSA will engage personnel for scrutiny of the applications immediately after the last date of application i.e. _____.2019. Necessary expenditure will be provided by the DPC, SSA of concerned district from release of advertisement to issue of engagement letters. The expenditure will be booked from Project Management Head of SSA.

14. MODE OF SELECTION.

Applications will be scrutinised on the basis of career marks obtained in the qualifying examination.

A panel will be prepared getting twice the number of vacancies in order conducting a physical verification of Certificates by Collector-cum-Chairman.

The Collector will call thrice the number of vacancies for certificate verification.

Applications without bio-data and certificates of qualifying examination shall summarily be rejected.

For Technical Posts like Programmer, Data Entry Operator, Stenographer a test may be conducted at the District Level under the Chairmanship of Collector-cum-Chairman through subject expert at the time of physical verification.

In case two or more candidates secure the same marks, the older in age and if all are same, the candidate passing H.S.C. examination earlier will be placed above than other in select list.

15. PREPARATION OF DRAFT PANEL:

A Draft Panel will be prepared getting twice number of vacancies in order of merit after conducting a physical verification of certificates/ test for technical posts as mention in **Clause-14**.

16. INVITATION OF OBJECTION:

A seven days objection will be invited from the candidates publishing tentative draft panel for different candidates through OPEPA website i.e. www.opepa.odisha.gov.in and www.puri.nic.in District website/ Notice Board of SSA, Office of concerned District only.

17. PUBLICATION OF FINAL MERIT LIST:

After due approval of the Committee under the Chairmanship of Collector-cum-Chairman, SSA, Final panel list will be submitted to SPD, OPEPA by _____, 2019 for approval and after approval of the same will be transmitted to Collector-cum-Chairman, SSA for publication. The panel of selected candidates will remain valid one year from the date of publication. **The engagement order will be issued under the signature of Collector-cum-Chairman, SSA only after due approval of SPD, OPEPA.**

GENERAL CONDITIONS.

1. Age limit for all the posts except "Resource Persons for BRC for subject specific training is 21-32 years as on 01.01.2019.
2. 5 years age relaxation would be applicable for candidates belonging to SC/ST/SEBC/ Women categories & 10 years for PH candidates.
3. All the posts are purely contractual and can be terminated at any time.
4. These posts are co-tremendous with the tenure of SSA programme.
5. Selection of candidates will be made strictly on merit basis basing on their essential qualification.

6. Functional computer literacy for all the posts is essential.
7. After engagement, no transfer will be made from the concerned Block.

Application for the Post _____

Space for
Passport Size
Photograph

BIO-DATA

01. Name of the candidate (in Block Letters) :
02. Father's/ Husband's Name :
03. Permanent Address :
04. Present Address :
05. E-mail Address/ Telephone no/Mobile no :
06. Nationality :
07. Languages Known :
08. Date of Birth :
09. Sex (Male/ Female) :
10. Marital Status (Married/Unmarried).....
11. Category (SC/ST/SEBC) :
12. Educational Qualification :
13. Extra qualification assured

Exam Passed	Board/ University/ Institution	Year of Passing	Division/ Grade	Full Marks	Marks Secured (including extra optional)	% of Marks
HSC						
CHSE						

Graduation						
Post Graduation						
M. Phil/Ph.D						
Others						

14. Technical Qualification if any

15. **Working Experience**

Designation	Nature of the Work	Name of the Organization	Type of Organization Govt/ Project/ Private/NGO	Period of Service		
				From	To	Complete years

DECLARATION

I do hereby declare that the above statements are true and correct to the best of my knowledge and belief.

Place:

Date:

Full Signature of the Candidate

Enclosure:-

1. Attested photocopy of Residential Certificate
2. Attested/self signed photocopy of all Educational and Technical certificates.
3. Documents in support of experiences.



CONTRACT OF ENGAGEMENT (T.O.R.)

This contract of engagement is made between Shri/Smt./Miss _____ and OPEPA, the appointing authority and for the employer in one part.

AND

Mr./Mrs./Miss _____ the employee in the other part as per the terms and conditions given here under.

1. That the employee agrees to work under the appointing authority on purely temporary basis for a particular period on receiving remuneration on lump sum basis without having any right of any permanent appointment and/or regularisation and equal treatment like any other regular employee of the appointing authority or State Government in future.
2. That the employee agrees to work under the appointing authority in the manner provided herein below.

i) Scope of Work:

- He/She has been engaged in the post as per his/her qualification and specific nature of job has been assigned to him/her.
- He /She shall take up any work/assignment given to him/her of the respective intervention /branch
- He/ She shall develop strategies and ensure effective implementation of the programme of the concerned intervention/branch
- He/ She shall undertake any additional duties assigned to him/her for the interest of the programme.
- His/her performance will be reviewed by the competent authority as and when required.

ii) Term of engagement:

This term of engagement will be for three months and will commence from _____ till _____. The engagement can be extended further on three months basis subject to the following conditions.

- His/ her performance is found to be satisfactory.
- He/ she has cleared all personal advance received / granted by OPEPA at the time of preceding one month of the end of the last tenure of engagement before further extension.

iii) **Term of Payment:**

- The consolidated remuneration per month on completion of the same not exceeding Rs. _____ will be paid to him/ her (employee). This amount includes all the cost, tax obligation and other charges.
- He/ she will work for the full month except public holidays. Normally the working hours will be 10.00 A.M. to 5 P.M. If necessary he/ she may have to work beyond office hours to complete the given assignment in time.
- He / She will report to _____ for Coordination, acceptance and approval of work assigned to him/her.

iv) He/ She by this contract under takes to perform the services with high standard of professional and ethical competence and integrity.

v) If his/her performance is not found to be satisfactory, then the State Project Director, OPEPA, the employer reserves the right to terminate this contract of engagement at any point of time either by giving him/ her one month notice in advance or by paying one month salary/remuneration in lieu thereof.

vi) In the events he/she wants to quit the engagement, may do so by giving one month advance notice to the employer and after giving all accounts, expenditure of funds received by him/her for spending in the project and after discharging all liabilities. Otherwise the employer will take all legal steps to recover such loss and dues from him / her and his / her successors besides taking step for criminal prosecution for his/her any act of misappropriation of funds of OPEPA, and for any such commission and omission in course of doing the job , if the same is detected.

FOR OPEPA, THE EMPLOYER

FOR EMPLOYEE

Signed by _____

Signed by _____

Title:

Title:



ORISSA PRIMARY EDUCATION PROGRAMME AUTHORITY

"SHIKSHA SOUDHA", UNIT-V, BHUBANESWAR-751001

MODEL FORM FOR WRITTEN UNDERTAKING

I _____ Son / daughter
of _____ who has been given an offer of contract
salary of Rs. _____ (Rupees _____) only
per month of fully aware that my appointment is purely temporary and on contract basis
and can be terminated at any time without any notice and assigning any reason thereof.

Further, I undertake that I will abide all terms & conditions of "OPEPA Service Rules
& Regulations-1996" in all respect.

Further, I am fully aware that my continuance in the said post is subject to my
satisfactory performance to be evaluated by the appropriate authority.

Further, I do hereby give an undertaking that in future I shall not claim regular scale
of pay and other allowances for continuing in the said post merely on the ground that I have
been given a contractual appointment.

The documents which has only been submitted by me to the authority is original and
if found false in due course, my engagement will be automatically forfeited/cancelled.

Date:

Signature of the Candidate

Place:

Name in full:

Detail Permanent Address:

Detail Present Address:

1. Witness number one

Signature & Address:

2. Witness number two

Signature & Address: