



Social Welfare Agency & Training Institute (SWATI)

25 Years
1999-2023
*Integrated Community
Development*

SWATI/FRA/1042 /2023

Date: 27/09/2023

To

The Project Administrator,
ITDA, Phulbani

Sub: Regarding publication of advertisement in District NIC portal and Notice board of 12 Tahasils or local media for engagement of Co-Ordinator and MIS Asst in FRA Nodal Cell and 12 Tahasils under Mo Jungle Jami Yoyana

Ref.: .Your office Letter No.2137/ dated : 25/09/2023

Respected Sir,

Greetings from SWATI, Kandhamal.

With reference to the subject cited above, we are seeking your kind favour for uploading an advertisement in the District NIC Portal and circulating 12 Tahasils for publication on the Notice board. Besides, if circulated to local media for wider circulation of information.

We are attaching an advertisement for your kind information and necessary support.

With regards.

Yours sincerely

Er. Hari Sankar Rout
Secretary, SWATI

A Voluntary Organisation focusing on INRM & Livelihood

Regd. Office: At-Trinath Temple Street, Gosaninuagaon, Berhampur, Odisha-760003, Tel No-0680-2401350

Liasioning Office: Gouri Nagar, Old Town, Bhubaneswar, Odisha-751002

S.R.No. : I.G.R. 21030/169/24.06.1999, F.C.R.A. No.: 105030007/21.02.2002, I.T.E. No. : 80G-23/2002-03/3894

Date: 27/09/2023

ADVERTISEMENT

Applications in prescribed form are invited from the intending candidate for filling the following posts for Co-Ordinator & MIS Assistant in the FRA cells through outsourcing basis. Organisation Social Welfare Agency & Training Institute (SWATI) has been awarded by PA, ITDA, Phulbani vide letter no. 2137 dated 25.09.2023 under ST & SC Development Deptt. Odisha, Bhubaneswar on Contractual Basis with consolidated remuneration as mentioned below. Candidates from Kandhamal & other Districts can apply but preference will be given Kandhamal district applicants over others. Selected candidates will be placed in 12 Tahasils & District Nodal Office of Kandhamal District.

Sl. No	Name of the Posts	No. of Post	Remuneration per month	Remarks
01	Co-Ordinator	13	Rs. 25,000/- (inclusive of EPF, ESI, others charges etc)	To be appointed by concerned ITDA on outsourcing basis through SWATI selection process with consolidated remuneration.
02	MIS Assistant	13	Rs. 15,000/- (inclusive of EPF, ESI, others charges etc)	To be appointed by concerned ITDA on outsourcing basis through selection process with consolidated remuneration

GENERAL ELIGIBILITY:

(A) Co-Ordinator

The eligibility criteria for the post of Co-Ordinator for FRA Cells shall be as under.

I. **Educational Qualification:** Candidate should have completed graduation. Individuals with Master's degree will be preferred.

II. **Experience:**

- Minimum 2-3 years of experience in NGO/Social sector projects.
- Candidates from the concerned district should be preferred for all the position under the scheme.
- Experience of working with government projects will be added advantage.
- Fair understanding of Central/State Govt. Schemes & community mobilisation skills.
- Experience in delivery of training & capacity building programmes/initiatives.
- Experience of networking with line department of governments.

III. **Language and competency:**

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

IV. Computer Skills:

- Proficiency in computer skills like the use of MS Office and conversant with internet/ emails.

V. Age Criteria:

- Age between 21 and 55 years.

(B) MIS Assistant

The eligibility criteria for the post of MIS Assistant for FRA Cells shall be as under.

I. **Educational Qualification:** Candidate should have completed graduation. Individuals with Master's degree will be preferred.

II. **Experience:**

- 02 years of experience in data entry and large-scale database management in any reputed govt./ private agency.

III. **Language and competency:**

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

IV. **Computer Skills:**

- Proficiency in the use of MS office specially MS Office, MS Excel and conversant with internet/ use of online platforms is a mandatory requirement.

V. **Age Criteria:**

- Age between 21 and 55 years.

Selection Process:

1. All applicants will be short listed with mentioned eligibility criteria for two positions.
2. Skill test (through Computer) will be held for all short listed candidates
3. Personal interview of the candidates.

Nature of Engagement:

1. Mode of engagement will be completely contractual and on temporary basis. The contract can be terminated by either of the party with one-month prior notice or remuneration in lieu. Initial agreement will be for 06 months. On satisfactory performance, the selected candidate will have the opportunity to get associated with the scheme for a total period two years.
2. The candidate must be willing to stay and travel extensively in remote villagers in the areas.

The application complete in all respect in the FORMAT provided in the official website www. Kandhamal.nic.in . The application should reach to the **Secretary, SWATI; At: College Road; Near Shiva Temple; Po/Via: Phulbani, District: Kandhmal. Pin:-762001 on or before 9th October 2023**) by Registered Post of Speed Post only superscripting neatly on the envelope the post for which he/she applied for. Incomplete applications and applications reached beyond the closing date of submission shall not be entertained and shall be summarily rejected.

The PA, ITDA, Phulbani,Nodal Officer is reserved the right to accept/ reject any/ all applications with/ without assigning any reasons thereof in consultation with outsourcing agency SWATI, Phulbni



Secretary, SWATI

Copy submitted to PA, ITDA, Phulbani for information and forward to DIO, NIC, Phulbani to upload the advertisement in the District Website for wider publication and forward to all 12 Tahasil and Blocks to place in their respective notice board.



Secretary, SWATI

OFFICE OF THE PROJECT ADMINISTRATOR, ITDA, PHULBANI

Memo No:-

2159

Date:-

29.09.2023

Copy forwarded to DIO, NIC, Collectorate, Kandhamal for information and necessary action. He is requested to upload the advertisement in Kandhamal website for wide publication for general people.

Project Administrator,
ITDA, Phulbani



DECLARATION

I _____ Son/ Daughter/ Wife of _____
_____, 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:

Date:

(Signature in full)
Name

Candidate are required to attached the following document along with the application form.

1. One recent passport size colour photography duly pasted at the designed space.
2. Self-attested photocopy of Identity Proof (Voter ID card/ PAN Card / Driving License/ Aadhar Card/ Passport).
3. Self-attested copies of All Mark sheet and certificate in proof of the claim made by the candidate relating to his/ her educational qualification.
4. Self-attested copy of HSC or equivalent mark sheet and certificate (proof of age).
5. Self-attested copy of Registration Certificate etc.
6. Self-attested copy Caste Certificate issued by the competent Authority for SC/ST/SEBC candidate.
7. Self-attested copy of Work Experience Certificate.
8. Self-attested copy of all document in support of claim raised for PWD, Sports person, Ex-serviceman.
