

GOVERNMENT OF ODISHA

WOMEN AND CHILD DEVELOPMENT DEPARTMENT

ADVERTISEMENT FOR ENGAGEMENT OF STAFF IN THE MLTC,MISSION SHAKTI

BHAWAN,POKHARIPUT,BHUBANESWAR UNDER WOMEN AND CHILD

DEVELOPMENT DEPARTMENT

Advertisement No.:

21464

Date: 22-12-16

Applications are invited from eligible candidates for filling up the following staff of MLTC, Mission Shakti Bhawan, Pokhariput, Bhubaneswar (on honorarium basis) with monthly honorarium as noted against each.

Sl. No	Name of the Post	No of Post	Age As on 01.01.2016	Qualification	Honorarium P/M
1	Assistant Accountant	1(One)	Not less than 21 years and not more than 32 years	Bachler degree in commerce & knowledge of computer application.	7500/-
2	Clerk	1(One)	Not less than 21 years and not more than 32 years	Graduation with knowledge of computer application.	7500/-
3	Lady Warden	1(One)	Should not be less than 35 years	12 th pass with minimum 2 year experience in the respective field.	6250/-
4	Peon	1(One)	Not less than 21 years and not more than 32 years	Matriculate	5625/-

General terms and conditions:

1. Candidates have to apply to the Director, Social Welfare, Women and Child Development Department by Regd./Speed Post only with the superscription "Engagement of post in MLTC".
2. Last date of receipt of application is 10th January 2017, 5.00 P.M. No application will be entertained beyond that date. Department is not responsible for postal delay.
3. ORV act shall not be applicable since the staffs are scheme based.
4. The above posts are for three years and co-terminus with the scheme. Every year services of the staff will be renewed basing on the performance and his /her services shall be terminated automatically after completion of three years.
5. Method of assessment of merit for engagement of staff in MLTC:-
 - a). For the post of Asst. Accountant and Clerk:-

After screening, 10 applicants shall be called for computer skill test of 20 marks for each post in order merit. Skill test will be qualifying with cut off at 50% of marks i.e.10 marks. In other words, candidates have to score minimum 10 marks in computer skill test.

b). For the post of Lady Warden:-

H.S.C. examination 40% of the total marks obtained.

+2 60% of the total marks obtained excluding extra optional.

c). For the post of Peon:-

Selection shall be made from among the applicants who has secured highest marks in 10th class.

6. The selected candidate shall submit an undertaking before the authority that he/she shall not claim for regular appointment or for regularization under any scheme of State Government.
7. If any candidate is found to have suppressed any information or furnished false information/documents, his /her service will be terminated forthwith.
8. On being selected and joined in the said post, he/she shall execute an agreement with the Director, Social Welfare as per the terms and conditions prescribed by the Department.

Documents Required:-

Candidates are required to furnish/attach the following:-

Xerox copy of self-attested educational certificates along with mark sheets

1) Matriculation

2) +2 examination

3) Graduation

4) Computer proficiency pass certificate from any recognised institute.

5) Supporting documents of experience if applying for Warden.

6) Two pass port size photograph along with two self-addressed envelope with required postal stamp.

7) Supporting documents of experience if applying for the post at Serial No.1, 2 & 4.

Incomplete application in any form will be summarily rejected.

APPLICATION FORM

(Application form to be filled in block letters only)

**PASTE RECENT
PASS PORT SIZE
COLOUR
PHOTOGRAPH**

Post applied for _____

1. Name of the candidate:
2. Name of Father/ Husband:
3. Date of Birth (as per H.S.C. certificate):
4. Present correspondence address if any: _____

5. Permanent address: _____

6. Marital Status (Yes/No):
7. Whether SC/ ST/ SEBC/ UR:
8. Mobile No. & email address :
9. Educational Qualification:

Examination Passed	Board/ University	Year of Passing	Division/ Grade	Total Marks	% of marks secured

10. Experience (if any):

(Full signature of the candidate)

Date:

Declaration

I, solemnly declare that the statement made by me in this application form is correct to the best of my knowledge and belief. I, undertake that if any information given by me is found to be false at any time, it will render me ineligible for the job applied above.

(Full signature of the candidate)

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