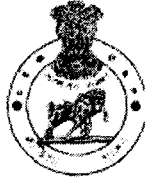




**DISTRICT PROJECT OFFICE
SARVA SHIKSHA ABHIYAN, KENDRAPARA**

Ph. No. 06727-220562
FAX- 06727-220562
E-mail-ssa_knd@rediffmail.com



Advertisement No..1458.....//Date.....25.5.11.....

Applications are invited from eligible candidates for filling up of the post of "Accountant-cum-Data Entry Operator" to be engaged at the block level as mentioned below under Sarva Shiksha Abhiyan, Orissa on 'contract' basis.

Sl. No	Name of the Post	No. of Vacancy	Qualification	Consolidated remuneration including all charges
01	Accountant-cum-Data Entry Operator "Group C"	9 nos.	B.Com in 1 st Division with minimum 3 years of experience in Accounting/ ICWAI (Inter)/ ICAI (Inter) with at least 2 years of experience. Basic Computer knowledge in accounting package like Tally, TCSEX. Preference to ICWAI/ICAI (Inter) candidates.	Rs. 8,820/- (Consolidated)+ HRA (as applicable from place to Place)

02. Eligibility : The candidate :-

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

03. Age: A candidate should be within 21-32 years of age as on 1st January'2011. In case of SC/ST, SEBC, Women candidates 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.

04. How to Apply:- The candidate shall apply in the prescribed Application Form available in OPEPA website i.e. www.opepa.in and district website www.kendrapara.nic.in only.

05. Documents to be attached :-

- Attested photocopies of all documents in support of age, Educational Qualification, Experience and caste must be submitted with the application form.
- A candidate furnishing certificates, mark sheets with grades and grade points shall also furnish numerical equivalence of grade points from the examining bodies.
- 1 recent passport size photograph duly attested by a gazetted officer must be affixed to the application.

06. Last date of Submission :- The application should be addressed to the Collector-cum-Chairman, SSA, Kendrapara, C/O- District Project Coordinator, SSA, Kendrapara, At- Kendrapara College Campus by due date i.e. 10th June'2011 through registered post or 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. The undersigned reserves the right to reject any or all the proposals without assigning any reason thereof.

Collector-cum-Chairman,
SSA, Kendrapara.

**APPLICATION FORM FOR THE POST OF ACCOUNTANT-CUM-DATA ENTRY
OPERATOR ON CONTRACTUAL BASIS UNDER SARVA SHIKSHA ABHIYAN,
KENDRAPARA**

1. Name of the applicant :
(In block letters)
2. Father's/husband's Name:
3. Permanent Address :
.....
.....
4. Present Address :
.....
.....
5. E-mail Address :
6. Nationality :
7. Language Known :
8. Date of Birth :
9. Sex (Male/Female) :
10. Marital Status :
11. Category :
(SC/ST/SEBC/UR)

Space for Self Photograph duly signed by gazetted officer
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12 Educational Qualification:

Sl No.	Qualification	Board/University	Year of Passing	Division	Full Marks	Marks secured (including extra optional)	% of Marks
1	HSC						
2	CHSE						
3	Graduation						
4	Post Graduation						
5	Computer Knowledge						
6	Others						

13. Extra Qualification :

14. Technical Qualification :
(If any)

15. Working Experience :

Designation	Nature of Work	Name of the Organisation	Type of Organisation (Govt./Project/Private/NGO)	Period of Service		
				From	To	Completed years

16. Preference of Block for engagement : 1)
2)
3)

DECLARATION

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

Place : -

Full Signature of the Applicant

Date: -

Enclosure:

- 1) Attested photocopies of Residential Certificate
- 2) Attested/self signed photocopies of all Educational and Technical Qualifications
- 3) Documents in support of experience.