

M/s L. K. Associates

Opposite of SBI Bazar Branch, Post Office Road, Koraput-764020

Upstairs of MCC IT Solution, Mobile No. 9437337919

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ENGAGEMENT OF MANPOWER FOR "MO JUNGLE JAMI YOJANA" UNDER ITDA, KORAPUT THROUGH OUTSOURCING.

Advt. No. **MSL.K Ass./2023/159**

Dated the **13.07.2023**

Applications are invited from the eligible candidates for engagement as Coordinator and MIS Assistant "MO Jungle Jami Yojana" under ITDA, Koraput on "outsourcing" basis. Applicants can log on www.koraput.nic.in for details of vacancy, eligibility criteria, age, remuneration, application forms and other terms and conditions. The candidate are advised to send their self attested photocopies of all the relevant educational certificates in accordance to the post applied for along with completed prescribed Application Form through Speed Post or Courier in the above address on or before **22.07.2023..**

Laxmi Jha
Managing Partner,

M/s L.K. Associates, Koraput

M/s. L.K. ASSOCIATES
Opp: SBI Bazar Branch
Post Office Road
KORAPUT - 764020

Details of Vacancy and Eligibility Criteria:

Sl. No	Position	No. of posts	Remuneration	Minimum Educational Qualification and Experience
1.	<p>CO-ORDINATOR</p> <p>(14 Nos. of Tahsil and 1 No. ITDA,KORAPUT)</p>	15 Nos.	Rs. 25,000/- (inclusive of EPF,ESI ,other charges etc)	<p><u>Education</u></p> <ul style="list-style-type: none"> • Candidate should have completed graduation. Individuals with Master’s degree will be preferred. <p><u>Work Experience</u></p> <ul style="list-style-type: none"> • Minimum 2-3 years of experience in NGO/Social sector projects. • Candidates from the concerned district should be preferred for all the positions under the scheme. • Experience of working with government projects will be an 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 departments of governments. <p><u>Language and competency</u></p> <ul style="list-style-type: none"> • Fluency in oral and written communication in English and Odia. <p><u>Computer skills</u></p> <ul style="list-style-type: none"> • Proficiency in computer skills like the use of MS Office and conversant with internet/emails.
5.	<p>MIS ASSISTANT.</p> <p>(14 Nos. of Tahsil and 1 No. ITDA,KORAPUT)</p>	15 Nos.	Rs. 15,000/- (inclusive of EPF,ESI, other charges etc)	<p><u>Education</u></p> <ul style="list-style-type: none"> • Candidate should have completed graduation and PGDCA course. Individuals with Master’s degree will be preferred. <p><u>Work Experience</u></p> <ul style="list-style-type: none"> • 02 years of experience in data entry and large-scale database management in any reputed govt./ private agency. • Proficiency in the use of MS Office specifically MS Office, MS Excel and conversant with internet/ use of online platforms is a mandatory requirement.

				<u>Language and competency</u>
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- Fluency in oral and written communication in Odia and English is a mandatory requirement.

General Eligibility Criteria:

- Must be below 55 years of age as on 01.07.2023
- Knowledge in Odia is essential
- Knowledge in computer is mandatory
- The candidate must be willing to stay and travel extensively in remote villagers in the areas.

Nature of Engagement

- 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 licu. Initial agreement will be for 06 months. On satisfactory performance for a total period of two years.

Selection will be made on merit basis & computer test.
For details contact Mobile No-9437337919.

Managing Partner
M/S L.K. ASSOCIATES
KORAPUT

13.Experience Details:				
Sl no.	Name of the organisation	From	To	Year

Declaration:

I do here by declared that the information furnished above are true to the best of my knowledge and belief and that any stage, it is found that any of the above information is false/incorrect or suppressed by me, my candidature/ engagement under " MO Jungle Jami Yojana" Office of the ITDA, Koraput shall be terminated.

Date:

Place:

Full Signature of the Applicant