

APPLICATION FORM

1. Name of the Candidate (Capital letter)
2. Father's Name:
3. Sex
4. Address for correspondence:

Paste
passport size
photograph
attested by a
gazetted officer

5. Permanent Address:

6. Date of Birth:

(Attach Birth Certificate/Certificate of HSC)

7. Caste category: General/SC/ST/Other backward caste

8. Nationality:

9. Educational Qualification:

Sl. No	Degree	Institute from which passed	Subject	Year of passing	Division/Hons/CGPA	Percentage

10. Work Experience:

Name of the Organisation	Type of Organisation Govt/Pvt	Length of Experience From To	Nature of Duty

11. **COMPUTER PROFICIENCY:**

Typing Speed (No of words per min)	Odia	English
	MS- Office (Please Tick)	Yes
Coral / Photoshop (Please Tick)	Yes	No

Terms and Conditions

1. The post of Administrative Assistant is purely contractual and sponsored by UNWOMEN, India under a project for given time period of 1 year.
2. The short listed candidate has to undergo a technical test in computer proficiency at SIRD&PR. No TA/DA will be provided to the shortlisted candidates for appearing technical test.
3. A consolidated monthly salary of Rs. 20,000/-(Rupees Twenty Thousand Only) will be paid to the candidate. He/She is not entitled for any other benefits as applicable to the regular employees of Govt. of Odisha during the period of contract.
4. The Candidate has to assist the State Project Officer as well as Nodal officer of SIRD&PR for organising training, preparing reports, documentations etc
5. SIRD&PR reserves the right to reject any candidate without assigning any reason thereof.

DECLARATION

I hereby declare that all statements made in the application are true, complete and correct to the best of my knowledge .In case of any information being found false, appointment will be cancelled/terminated without assigning any reasons thereof.

Date

Place

Signature

Eligibility Criteria and Method of Selection

1. The candidates should be less than 40 years. In case of women and differently able person the relaxation of five years will be given.
2. The candidate should have Bachelor Degree.
3. The candidate should have qualification of PGDCA/DCA or equivalent certificate course in computer application.
4. The candidate should have command in Odia and English typing
5. The candidate should have working knowledge in Ms Office and Coral / Photoshop.

Candidates will be selected on the basis of the following criterion:

Sl No	Parameter	Grading Scale
01	Education Qualification	50%
02	Relevant Experience	20%
03	Computer Proficiency	30%

Technical test will be based on knowledge in computer application and typing speed in Odia and English.