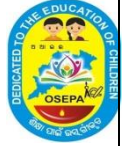




OFFICE OF THE STATE PROJECT DIRECTOR
ODISHA SCHOOL EDUCATION PROGRAMME AUTHORITY
“SHIKSHA SOUDHA”, UNIT-V, BHUBANESWAR-751001



ENGAGEMENT ON CONTRACTUAL BASIS

Applications are invited from eligible candidates for filling up of one post of “**Legal Assistant**” at State Project Office, OSEPA as mentioned below under Samagra Shiksha, Odisha on ‘contract’ basis with a consolidated remuneration.

Sl. No	Name of the post	No. of Vacancy	Qualification	Consolidated remuneration including all charges.
1	Legal Assistant	01 (One)	1 st Class in L.L.B & L.L.M / 1 st Class 05 years Integrated Course on L.L.B & L.L.M with 03 years’ experience in handling service matter cases.	Rs.25,000/- (including all charges).

Application form and details can be down loaded from the website (www.osepa.odisha.gov.in). Interested candidates fulfilling the eligibility criteria mentioned above are requested to apply to the undersigned on or before **10.08.2020** (during office hours). The applications may be sent by Speed Post / Registered Post in the above address. The undersigned reserves the right to cancel any or all the proposals without assigning any reason thereof. Candidates applying for the above post without prescribed Bio-data and testimonials shall be summarily rejected. Functional Computer Literacy is essential.

Sd/-
State Project Director, OSEPA



HUMAN RESOURCE DEVELOPMENT & PROJECT MANAGEMENT UNIT

STATE PROJECT OFFICE

ODISHA SCHOOL EDUCATION PROGRAMME AUTHORITY (OSEPA)
SHIKSHA SOUDHA, UNIT-V, BHUBANESWAR

HUMAN RESOURCE DEVELOPMENT & MANAGEMENT

Samagra Shiksha (SS) is a comprehensive flagship programme of Government of India which runs in partnership with Government of Odisha. Human Resource Management is key to success of any programme in a mission mode. Material Management and Human Management are the two ways to achieve the cherished goal Samagra Shiksha (SS) through community participation.

Further, it is a challenge how to use/mobilize the available resource under any circumstances. Therefore, Management of Human Resource and Project Management are a big task for the project.

The philosophy of management is to make the optimum use of available resources. An effective and regulated project based management is to utilize the resilience of human resource potentialities for attainment of the salient objectives.

VACANCIES TO BE FILLED UP BY THE STATE PROJECT OFFICE

1. SELECTION COMMITTEE / SCRUTINY COMMITTEE

It is decided to fill up one post of Legal Asst. on contractual basis through open advertisement by the State Project Office, OSEPA under the Chairmanship of Addl. Director (General), OSEPA taking the following officials as members.

- | | |
|--|-------------------|
| 1. Addl. Director (General) | : Chairman |
| 2. Joint Secretary to Govt., S&ME Deptt. | : Member |
| 3. Law Officer, S & ME Deptt. | : Member |
| 4. FA & CAO, OSEPA | : Member |
| 5. Joint Director (Administration) | : Member Convenor |

2. DETAILS OF ELIGIBILITY CRITERIA , QUALIFICATION AND NUMBER OF VACANCY.

2.A ELIGIBILITY

The Candidate -

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

3. VACANCIES AT STATE PROJECT OFFICE

The details of vacancy, qualification at consolidated remuneration of Legal Asst. at State Project Office, OSEPA is given below.

Sl. No	Name of the post	No. of Vacancy	Qualification	Consolidated remuneration including all charges.
1	Legal Assistant	01 (One)	1 st Class in L.L.B & L.L.M / 1 st in 05 years Integrated Course on L.L.B & L.L.M with 03 years' experience in handling service matters cases.	Rs.25,000/- (including all charges).

4. PUBLICATION OF ADVERTISEMENT

Candidates will be engaged by the Selection Committee / Scrutiny Committee to be headed by Addl. Director (General), OSEPA as Chairman as elaborated in clause No.

1. Advertisement will be released as per vacancies by **15.07.2020**. Advertisement shall be released in widely circulated daily news paper like "The Samaja", "The Sambad, "The Dharitri" & "The Prameya" etc.

5. MODE OF APPLICATION

Applications will be invited in the prescribed format from the eligible candidates through open advertisement in daily Newspapers. Applications will be submitted through **Registered Post / Speed Post** only. The candidate should clearly mention the **Name of the Post applied for in the top of the Envelope**. The application should be addressed to the **State Project Director, OSEPA, Shiksha Soudha, Unit – V, Bhubaneswar, Dist: Khordha, PIN : 751001**. The incomplete application will be rejected outright.

6. AGE

A candidate should be within 21-32 years of age as on 1st January, 2020. In case of SC/ST, SEBC, Woman candidate 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.

7. RESERVATION

No reservation policy should be followed for engagement of staffs under SSA as it is a project and decided by 8th Executive Committee Meeting, OPEPA.

8. REMUNERATION

Rs. 25,000/- including all charges will be paid as consolidated remuneration for the post of Legal Asst. at SPO, OSEPA.

9. EXECUTION OF CONTRACT/AGREEMENT :

A contract/agreement in the form of an undertaking and TOR shall be executed by the candidates at the time of engagement (Copy enclosed). Joint Director (Administration) will sign TOR at the time of joining of candidates on behalf of SPD, OSEPA and will keep ink-singed copy of TOR and undertaking at SPO, OSEPA for record and reference.

10. TENURE OF ENGAGEMENT

- A. The tenure of engagement for the post of Legal Asst. on contract basis will be for an initial period of one year. The engagement is extendable from month to month / year to year on the basis of satisfactory performance to be evaluated by the authority from time to time. The engagement can also be terminated at any time without assigning any reason thereof. The engagement is purely on contractual.
- B. All proposal of extension of contract will be made by SPD, OSEPA after performance appraisal. The contract will be said to be renewed only from the date of approval by SPD, OSEPA.

11. HOW TO APPLY :

The candidate shall apply in the prescribed Application Form available in OSEPA website i.e. www.osepa.odisha.gov.in.

12. LAST DATE FOR SUBMISSION

The application should reach to **State Project Director, OSEPA, Shiksha Soudha, Unit – V, Bhubaneswar, Dist: Khordha, PIN : 751001**. by due date i.e. **10.08.2020** through Registered Post and 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. Candidates applying for the above post without prescribed Bio-data and without testimonials shall be summarily rejected

13. DOCUMENTS TO BE ATTACHED

1. Attested photocopies of all documents in support of age, Educational Qualification, Experience and Caste must be submitted with the application form.
2. The candidate furnishing fake certificate, mark sheet shall be disengaged immediately and will be liable for appropriate legal action.

3. A candidate furnishing certificates, mark sheets with grades and grade points from the examining bodies shall also furnish numerical equivalence of grade / grade points from the examining bodies.
4. The candidates are required to produce self-attested photocopies of all certificates / documents with application in support of qualification, mark secured and experience.
5. 01 recent passport size photograph duly attested must be affixed to the application.

14. SCRUTINY OF THE APPLICATIONS

Scrutiny Committee, OSEPA will engage personnel for scrutiny of the applications immediately after the last date of application i.e. **10.08.2020**. Necessary expenditure will be provided by the FA & CAO, OSEPA. The expenditures will be booked from Project Management Head of SS.

15. MODE OF SELECTION

Applications will be scrutinized on the basis of career marks obtained in the different examinations.

After certificate verification, the 05 applicants who have secured highest mark in panel list will be called for physical verification of certificate & interview by State Project Office. The panel will remain valid for one year from the date of publication.

Applications without bio-data and certificates of different examinations shall be summarily rejected.

In case two or more candidates secure the same marks, the older in age and if age are same, the candidate passing H.S.C. examination earlier will be placed above the other in select list.

16. INVITATION OF OBJECTION :

A seven days objection will be invited from the candidates publishing tentative draft panel for different candidates through OSEPA website i.e. www.osepa.odisha.gov.in / Notice Board of OSEPA.

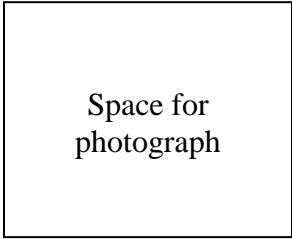
17. PUBLICATION OF FINAL MERIT LIST:

After due approval of the Committee under the Chairmanship of Addl. Director (General) OSEPA. Final panel list will be submitted to SPD, OSEPA for approval. The panel of selected candidates will remain valid for one year from the date of publication.

The engagement order will be issued under the signature of Joint Director (Administration) only after due approval of SPD, OSEPA.

Application for the post of _____

B I O – D A T A



- 01. Name of the candidate (In Block Letters) :
- 02. Father's / Husband's Name :
- 03. Permanent Address :
.....
.....
.....
- 04. Present Address :
.....
.....
.....
- 05. E-mail Address / Telephone No / Mobile No. :
- 06. Nationality :
- 07. Languages Known :
- 08. Date of Birth :
- 09. Sex (Male / Female) :
- 10. Marital Status (Married/Unmarried):
- 11. Category (SC / ST / SEBC) :
- 12. Educational Qualification :

13. Extra qualification assured :

Exam Passed	Board/ University/ Institution	Year of Passing	Division/ Grade	Full Marks	Marks Secured (including extra optional)	% of Marks
H.S.C.						
C.H.S.E.						
Graduation						
L.L.B.						
05 Years Integrated Course on LLB						
L.L.M.						
Computer knowledge						
Others						

14. Technical Qualification (if any) :

15. Working Experience :

Designation	Nature of the work	Name of the Organization	Type of Organization (Govt./ Project/ Private/ NGO)	Period of Service		
				From	To	Completed Years

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 Candidate

Date :

Enclosure:

- 1.
- 2.
- 3.



ODISHA SCHOOL EDUCATION PROGRAMME AUTHORITY

“SHIKSHA SOUDHA”, UNIT – V, BHUBANESWAR - 751001

MODEL FORM FOR WRITTEN UNDERTAKING



I _____ Son / daughter of _____ who has been given an offer of contract appointment for the post of _____ carrying a consolidated remuneration of Rs. _____/- Rupees _____ only per month of fully aware that my appointment is purely temporary and on contract basis and can be terminated at any time without any notice and assigning any reason thereof.

Further, I undertake that I will abide all terms & conditions of “OSEPA Service Rules & Regulations – 1996” in all respect.

Further, I am fully aware that my continuance in the said post is subject to my satisfactory performance to be evaluated by the appropriate authority.

Further, I do hereby give an undertaking that in future I shall not claim regular scale of pay and other allowances for continuing in the said post merely on the ground that I have been given a contractual appointment.

The documents which has only been submitted by me to the authority is original and if found false in due course, my engagement will be automatically forfeited/cancelled.

Date :

Signature of the Candidate

Place :

Name in full :

Detail Permanent Address :

Detail Present Address :

1. Witness number one
Signature & Address :

2. Witness number two
Signature & Address :

CONTRACT OF ENGAGEMENT (T.O.R.)

This contract of engagement is made in between Shri / Smt. / Miss _____ and OSEPA, the appointing authority and for the employer in one part

AND

Mr. / Mrs. / Miss _____ the employee in the other part as per the terms and conditions given here under.

1. That the employee agrees to work under the appointing authority on purely temporary basis for a particular period on receiving remuneration on lump sum basis without having any right of any permanent appointment and / or regularization and equal treatment like any other regular employee of the appointing authority or State Government in future.
2. That the employee agrees to work under the appointing authority in the manner provided herein below:-

i) Scope of Work:

- He / She has been engaged in the post as per his / her qualification and specific nature of job has been assigned to him / her.
- He / She shall take up any work / assignment given to him / her of the respective intervention / branch.
- He / She shall develop strategies and ensure effective implementation of the programme of the concerned intervention / branch.
- He / She shall undertake any additional duties assigned to him / her for the interest of the programme.
- His / her performance will be reviewed by the competent authority as and when required.

ii) Term of engagement:

This term of engagement will be for one year will commence from _____ till _____. The engagement can be extended further on three months basis subject to the following condition.

- His / her performance is found to be satisfactory.
- He / She has cleared all personal advance received / granted by OSEPA at the time of preceding one month of the end of the last tenure of engagement before further extension.

iii) Term of Payment:

- The consolidated remuneration per month on completion of the same not exceeding Rs. _____ will be paid to him / her (employee). This amount includes all the cost, tax obligation and other charges.
- He / She will work for the full month except public holidays. Normally the working hours will be 10.00 a.m. to 5 p.m. If necessary he / she may have to work beyond office hours to complete the given assignment in time.
- He / She will report to _____ for Coordination, Acceptance and Approval of work assigned to him / her.

iv) He / She by this contract under takes to perform the services with high standards of professional and ethical competence and integrity.

v) If his / her performance is not found to be satisfactory, then the State Project Director, OSEPA, the employer reserves the right to terminate this contract of engagement at any point of time either by giving him / her one month notice in advance or by paying one month salary / remuneration in lieu thereof.

vi) In the events he / she wants to quit the engagement, may do so by giving one month advance notice to the employer and after giving all accounts, expenditure of funds received by him / her for spending in the project and after discharging all liabilities. Otherwise the employer will take all legal steps to recover such loss and dues from him / her and his / her successors besides taking step for criminal prosecution for his / her any act of misappropriation of funds of OSEPA, and for any such commission and omission in course of doing the job, if the same is detected.

FOR OPEPA, THE EMPLOYER

Signed by _____

Title:

FOR THE EMPLOYEE

Signed by _____

Title: