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GOVERNMENT OF ORISSA  
**GOPABANDHU ACADEMY OF ADMINISTRATION**  
CHANDRASEKHARPUR, BHUBANESWAR-751023

No. 3386/GAA

Dated : 9.12. 2009

**P. K. Mohapatra**  
Director, TC (I/C)

**NOTICE**

Sub.- Request for Application for Appointment of Documentation Assistant under the Project "Capacity Building for Poverty Reduction- Training Initiative.

The Gopabandhu Academy of Administration intends to appoint a Documentation Assistant under the Project "Capacity Building for Poverty Reduction- Training Initiative". The project is being sponsored by Department of Personnel and Training, Government of India and Department for International Development (DFID).

The terms of reference for the appointment of Documentation Assistant under CBPR Project may be as follows:

- Job Responsibility:** The Documentation Assistant will assist the Nodal Officer of the Project in carrying out (i) Concurrent documentation of the project activities, (ii) Data-Entry and Data Analysis, (iii) Preparation of Progress Reports, Presentation and Notes for Review Meeting, (iv) Documentation of success stories, (v) Organization of training, workshop etc., (vi) Any other assignments as assigned by the authority from time to time. Besides He/She may be required to perform tours as and when required.
- Nature of Engagement:** The engagement is purely on short term contract basis for a period co-terminus with the project i.e. up to 30<sup>th</sup> June, 2010. The appointment is purely temporary and does not entitle the incumbent to claim for any future appointment. He/She has to attend office on all working days except Government holidays. During the period of Contract the incumbent will be entitled for casual leave for a total of six days(12 half days). No leave other than C.L. will be admissible.
- Eligibility:** The minimum prescribed educational qualification is Graduate in any discipline with experience in documentation, surveys, data analysis, and proficiency in MS-Office. The prescribed minimum age is 21 years and maximum is 65 years. Retired persons from Government service having eligibility may also apply.
- Remuneration:** The consolidated monthly rate of remuneration is fixed at Rs.6,000/- (Rupees six thousand only). The traveling allowance and daily allowance will be as admissible to the Group-C officers of the State Government.

The interested and eligible candidates may apply giving full bio-data with attested copies of certificates in support of their qualification and experience by 20<sup>th</sup> December 2010 to the Director, T.C, Gopabandhu Academy of Administration, Chandrasekharpur, Bhubaneswar.

Director, T.C 8.12.09

Memo No. 3387 Date 9.12.09

Copy forwarded to Shri V. S. Rao, Data-Entry Operator, Gopabandhu Academy of Administration. He is requested to incorporate the notice in the website of Gopabandhu Academy of Administration and also put a copy in the Academy notice board.

Director, T.C 8.12.09

Memo No. 3388 Date 9.12.09

Copy forwarded to the Planning and Coordination Department, Orissa / Panchayat Raj Department, Orissa, / Women & Child Development Department, Orissa / Directorate of Economics and Statistics, Orissa, / Directorate of Agriculture and Food Production, Orissa / Directorate of Animal Husbandry and Veterinary Service, Orissa, Cuttack. It is requested that the notice may be published in their notice board.

Director, T.C 8.12.09