

CENTRAL SECURITY & PLACEMENT AGENCY

GOVT REGD NO. 629/2003

(An Unit of Ex-Servicemen & Un-Employed Youth's Organisation)

Sovarampur (Near Gudipada Market), Balasore-756001

Mob-9437532921

E-mail: espabls@gmail.com

**ADVERTISEMENT FOR ENGAGEMENT OF MANPOWER FOR "MO JUNGLE JAMI
YOJNA" UNDER DWO, BALASORE**

Advt No. CSPA/ADVT/DWO/3071/2023

Date 19.08.2023

Applications are invited from the eligible candidates of Balasore District for the engagement as Coordinator and MIS Assistant 'Mo Jungle Jami Yojna' under DWO Balasore on 'Outsourcing Basis' at District Office, Balasore Sadar, Nilgiri and Oupada. Interested candidates can log on www.baleswar.nic.in for details of vacancy, eligibility criteria, remuneration, application forms and other terms and conditions. The applications will be received through speed post or courier in the above address by 26/08/2023. Selections will be made on merit basis & computer test and interview. For more details contact 9437532921.



Managing Partner

Central Security & Placement Agency
Managing Partner
**Central Security &
Placement Agency (CS)
Balasore**

Details of Vacancy and Eligibility Criteria:

Sl. No	Position	No. of posts	Remuneration	Minimum Educational Qualification and Experience
1.	CO-ORDINATOR (03 Nos. Of Tahsil and 01 District Office Balasore)	04 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 mobilization skills. • Experience in delivery of training & capacity building programs /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.
2.	MIS ASSISTANT. (03 Nos. Of Tahsil and 01 District Office Balasore)	04 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 or private agency. • Proficiency in the use of MS Office specifically MS Office, MS Excel and conversant with internet/ use of online platform is a mandatory requirement.

Language and competency

- Fluency in oral and written communication in Odia and English is a mandatory requirement.

General Eligibility Criteria:

- Must be below 45 years of age as on 01.08.2023
- Knowledge in Odia is essential
- Knowledge in computer is mandatory
- The candidate must be willing to stay and travel extensively in remote villages 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 Liu of Initial agreement will be for 06 months. On satisfactory performance for a total period of 02 years.

Selection will be made on merit basis & computer test. For details contact Mobile No-9437532921.



Managing Partner
Central Security & Placement Agency
**Central Security &
Placement Agency (CSPA)
Balasore**

APPLICATION FORM

Post Applied For		Photograph
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1. First Name:	Middle Name:	Last Name:
2. Date Of Birth:	3. Sex:	4. District of Domicile:

5. Please Mention if SC/ST/SEBC/GEN:

6. Present Contact Address with Telephone No:	7. Permanent Contact Address:
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8. Email Address:	Mobile No.
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10. Languages (spoken/written):

A.

B.

C.

11. Age as on 01.08.2023:

12. Education: High School onwards, please list all your qualification

Degree (starting From 10 th onwards)	Institution/Board & Location	Year of passing	Marks			Full/Part Time/ Distance Learning
			Full Mark	Mark Secured	%	

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 District Welfare Office, Balasore.

Date:

Place:

Full Signature of the Applicant

