

**OFFICE OF THE COLLECTOR, BALASORE  
(ST & SC DEVELOPMENT SECTION)**

Letter No. 1448 / DWO

Date.17.06.2025

To

The DeGM, Collectorate, Balasore.

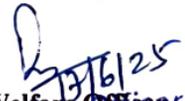
Sub.: - Webhosting of Quotation / Tender Call Notice in the district website.

Sir,

With reference to the subject cited above, I am to enclose herewith the hard copy & soft copy of Quotation / Tender Call Notice for web-hosting in the district website [www.balasoreodisha.gov.in](http://www.balasoreodisha.gov.in) regarding supply of Manpower Resources for FRA Cells (Dharti AABA Units under DA-JGUA).

Therefore you are requested to do the needful in this regard.

Yours faithfully

  
17/06/25  
District Welfare Officer  
Balasore  
BALASORE

# CENTRAL SECURITY & PLACEMENT AGENCY

GOVT REGD NO. 629/2003  
(An Unit of Ex-Servicemen & Un-Employed Youth's Organisation)  
Sovarampur (NearGudipada Market), Balasore-756001  
Mob-9437532921  
E-mail: [espabls@gmail.com](mailto:espabls@gmail.com)

## ADVERTISEMENT FOR MANPOWER RESOURCES FOR FRA CELLS (DHARTI AABA UNITS ) UNDER DA-JGUA

Advt No. CSPA/ADVT/DWO/3377/2025

Date 17.06.2025

Applications are invited from the eligible candidates of Balasore District for the engagement of 2 Nos of Coordinator and 2 Nos of MIS Assistant in FRA Cells (Dharti Aaba Units) under DWO Balasore on 'Outsourcing Basis' at Sub Collector Office, Balasore and Sub Collector office Nilgiri . Interested candidates may log on [www.balasoreodisha.gov.in](http://www.balasoreodisha.gov.in) for eligibility criteria, remuneration, application forms and other terms and conditions. The applications will be received through speed post or courier only in the above address by 25/06/2025. Selections will be made on merit basis followed by computer test and interview.  
For more details contact- 9437532921.

Managing Partner  
Central Security & Placement Agency

DETAILS OF VACANCIES AND ELIGIBILITY CRITERIA

Sl.No	Position	No of Vacancies	Remuneration Per month	Minimum Educational Qualification and Experience
I.	CO-ORDINATOR	02 Nos.	Rs.35,000/- (Inclusive Taxes and other liabilities & Service charges)  <u>Travelling Exp</u> Rs.2500/-For Coordinator only	<p><b><u>Education</u></b> Candidates should have completed graduation. Individuals with Master's degree will be preferred.</p> <p><b><u>Work Experience</u></b> Minimum 2-3years of experience in NGO/Social sector projects. Candidates from the concerned district shall be preferred for all the positions under the scheme. Experience of working with government projects will be an added advantage.  Fair understanding of Central/StateGovt Schemes &amp; community mobilization skills.  Experience in delivery of training &amp; capacity building programs/initiatives.  Experience of networking with line departments of governments.</p> <p><b><u>Language and competency</u></b>  Fluency in oral and written communication in <b>English and Odia</b>.</p> <p><b><u>Computer skills</u></b> Proficiency incomputer skills like the use of MS Office and Conversant with internet/emails.</p>

**DETAILS OF VACANCIES AND ELIGIBILITY CRITERIA**

2.	MIS ASSISTANT	02 Nos.	Rs.25,000/- (Inclusive Taxes and other liabilities & Service charges)	<p><b><u>Education</u></b> Candidates should have completed graduation and PGDCA course. Individuals with Master's degree will be preferred.</p> <p><b><u>Work Experience</u></b> 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 plat forms is a mandatory requirement.</p>
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## APPLICATION FORM

<b>Post Applied For</b>					<b>Photograph</b>	
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:			
8. Email Address:			Mobile No.			
10. Languages (spoken/written): A. B. C.						
11. Age as on 01.06.2025:						
12. Education: High School onwards, please list all your qualification						
Degree(starting From 10 <sup>th</sup> onwards)	Institution / Board & Location	Year of passing	Marks			Full/ PartTime/ Distance Learning
			FullMark	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, if, it is found that any of the above information is false/incorrect or suppressed by me, my candidature/ engagement under FRA Cell (Dharti Aaba Units) shall be rejected/terminated.

Place:

Full Signature of the Applicant

Date :