

OFFICE OF THE PROJECT ADMINISTRATOR,ITDA,SUNDARGARH

No.1703 /ITDA

Date 05-12-2012

ADVERTISEMENT

Applications in plain paper are invited from eligible candidates for contractual engagement in the following posts for Ekalavya Model Residential School,Bhawanipur & Laing.

Sl. No.	Name of the Post	No. of Vacancies	Age as on 01.01.2012	Qualification	Monthly Remuneration per month
1	Laboratory Asst.(IT)	02	Below 40 years	Graduation with PG DCA/B Tech,IT/B.Tech,Computer Science/BSc.IT with DCA	Rs. 13,485/-
2	Accountant	02	Not more than 40 years	Commerce Graduate with minimum 60% marks in aggregate/ Experience of 3 years in finance , accounts &Tally ERP for 2 years	Rs. 10,000/-
3	Waden	02- Women 02-Men	Below 30 years and not more than 35 years	Graduate.	Rs. 5000/-

1. The detail information on qualification,Remuneration,Age,Experience,Job description and other terms & conditions can be downloaded from the website www.sundergarh.nic.in
2. The application should be sent by Registered Post/Speed post to **PA,ITDA,Sundargarh** along with attested copies of Certificates and Marksheets relating to all educational qualification and experience ,Two recent passport size photograph, Three self addressed stamped envelope ,Employment Registration Card, Caste Certificate(if any),Residential Certificate.
3. **The last date for receipt of application is 22.12.2012.**

PA,ITDA
Sundargarh
5-12-2012

Memo. No. 1704 /ITDA

Date 05-12-2012

Copy along with copy of the detail information on qualification, Remuneration , Age , Experience , Job description and other terms & conditions to DIO , NIC , Sundargarh for uploading in the website www.sundergarh.nic.in.

PA,ITDA
Sundargarh
5-12-2012

Memo. No. 1705 /ITDA

Date 05-12-2012

Copy to Media Manager ,THE SAMAJ / SAMBAD for publication of the above advertisement in Sundargarh edition for one day only as per I & PR rate.

5-12-2012
PA,ITDA
Sundargarh

LABORATORY ASSISTANT (IT)

Qualification- Graduation with PGDCA / B.Tech, I.T / B.Tech, Computer Science / B.Sc, I.T with DCA or equivalent qualification

- Knowledge of Hardware will be preferred.

Remuneration- Consolidated Remuneration equal with TGTs.

Age- Below 40 years.

Experience-Field experience in Laboratories will be preferred.

OVERALL RESPONSIBILITIES:

- To assist in the operation of a computer lab; to provide ongoing assistance to students and teacher; and to perform a variety of tasks relative to assigned area of responsibility.
- Introduce students to various computer experiences for the purpose of increasing knowledge, skills and abilities in operation and use of computer hardware and software. Since it has become mandatory at +2 level , the Lab Assistant should possess minimum qualification and knowledge to complete the CHSE prescribed syllabus.
- Monitor activities and behaviour of students during computer laboratories to ensure the physical and environmental safekeeping of students, as well as adherence to appropriate conduct and disciplinary controls.
- Maintain laboratory hardware, software, and text material and ensure proper security; coordinate schedules of students in conjunction with teachers.
- Perform related duties as assigned by the Principal.
- Assist students and teachers in the use of computers, software and related peripherals; prepare teaching materials and learning activities as directed; assist in scheduling of classes.
- Assist teachers in monitoring the students; make class and individual adjustments based on teacher requests.
- Maintain computers for school lab use.
- Develop schedules for computer lab use.

- Maintain an attractive and functional lab; performing preventative maintenance on computers, including weekly cleaning of mouse and keyboards, CPU, Monitor etc.
- Make backups; restore files in the event of a malfunction, troubleshoot computer malfunctions as necessary; may assist in troubleshooting classroom computer malfunctions.
- Assist in presenting training to, students and staff.
- Maintain an inventory of equipment and supplies.
- Maintain a variety of records, including records of software licenses.
- Maintain a log of hardware and software problems; follow up on reported problems as necessary.
- Prepare and generate reports as requested by administration.
- Perform all related duties and responsibilities as assigned by the authorities.

ACCOUNTANT

Qualification:

- Must be Commerce Graduate with minimum 60% marks in aggregate.
- Must have minimum 3 Years working experience in finance and accounts related works.
- Must have working experience in Tally ERP atleast for a period of 2 Years.

Age - Not more than 40 years.

Desirable Qualification and Experience:

- Work Experience with Development sector or Govt. Organisation in fully computerised environment will be added advantage.

Job Descriptions:

- He will support to maintain and process all financial transactions of the EMRS.
- Maintain the accounts of the EMRS.
- Support Finance Manager for the implementation of the internal control system of the EMRS.
- Support in closure of accounts in all Units and Consolidation of the same.

- Answerable to internal audit / Audit by Chartered Accountant / Departmental Audit and submitting the audit compliance.
- Ensure the Reconciliation of Bank Accounts, Utilisation Certificates and proper use of the allocated funds of the EMRS.
- Timely closure of accounts, audit, and financial reporting.
- Support timely financial training, audit of the EMRS.
- Support in timely completion and reporting of financial M-I-S.
- Support in all types of legal compliances such as TDS, EPF, Income Tax matters etc.
- Maintain Cash Book, Accounts, Log Book, Voucher Guard File, Financial Circular Guard File and all other related records.
- Prepare monthly staff bills.
- All other works as and when assigned.
- He will also be responsible for maintenance of accounts of educational complexes attached to specific EMRS.

Remuneration-Rs. 10,000 (consolidated)

He will be eligible for TA/DA as per the norms of the society for outstation tours and travel.

WARDENS

(ONE MALE WARDEN FOR BOYS HOSTEL AND ONE FEMALE WARDEN FOR GIRLS HOSTEL)

Age: Below 30 years. The upper age limit of a warden will be 35 years & after somebody attains that age, the contract will not be renewed any further.

Qualification: Graduate in any discipline and should preferably be a tribal of the same district. Fluency in spoken English will be given preference.

Experience: Working Experience as warden in hostel. Mess management skill will be preferred.

Remuneration:1) Rs. 5,000 (Consolidated)

2) Preference will be given to candidates having extra-curricular skills and extra remuneration of Rs.2000 will be given to such candidates such that they can improve such skills of the students in addition to his /her duties as warden. Skills in Karate, dancing, instrumental music, videography, teracota work etc. should be preferred.

Job Chart:

A- Sanitation & Hygiene

- S/he will ensure upkeep of the house, i.e. cleanliness of the dormitory, toilets and bathrooms and surroundings with the active participation of the students and the sweeper on duty.
- S/he will liaison between students and the staff Nurse and if need be, s/he will inform it to the house mistress and / or the Principal.
- S/he will help the ailing students for taking timely medicines and proper diet as prescribed by the Staff Nurse / Medical Officer.
- S/he will provide personal nursing care to the ailing students to comfort them.
-) S/he will take care of health of students. He will inform the ANM, MOD and Principal on the health issue of the child everyday by 8 A.M to facilitate medical care of the child.

B- Food & Mess

- S/he will be delivering the duties assigned to him / her by the Principal on the issues of mess management.
- S/he will ensure cleanliness of Hostels, supply of good quality food as per prescribed menu chart in time.
- S/he will maintain all records of mess such as consumption register, mess attendance register, CCA-log book, stock and store register, inn and out register, sick register, mess cash book etc. as per instructions and get it checked by the master on duty and Principal daily before 10 P.M.
- S/he will ensure participation of students in all programmes such as morning PT, Breakfast, morning assembly, academic study, supervised study, remedial coaching, self study etc. and will ensure light off of the hostel at 11 P.M.
- S/he will develop a kitchen garden in the EMRS Campus and will introduce revolving fund for the mess.
- She will ensure / honour the resolution and opinion of Food Minister / Chief Minister of Schools Ministry in all matters.

C-Safety & Security

- He / She will take care of boys & girls almost like a mother.
- She will sleep in the dormitory at night in case of girls hostel.
- S/he will check the entry of any man or unauthorized persons in the house. The warden will be responsible for proper maintenance of the 'In and out 'register.

- S/he will periodically check the furniture and cots etc., particularly those items made of MS steel and if any item is found damaged which could hurt a child, s/he will bring it to the notice of the House Mistress/ Principal for its repair / replacement.
- S/he will see that there is no damaged electrical wiring / fitting in the house. S/he will take care of proper water supply in the house.
- S/he will stay in the campus for all round duty.
- S/he will be responsible for locking of the hostel during night hours and will prevent outgoing of students during night time.
- She will strictly follow the departmental guideline in respect of mess management.

D- Ambience

- S/he will ensure cleanliness of kitchen, dinning hall, utensils, cooking of food, surrounding with exemplary cleanliness.
- S/he will ensure the house students to participate in all planned co-curricular / extra-curricular activities.

E- General

- S/he will stay in the hostel dormitory.
-) S/he will see that all students go to classes and other activities in time.
- S/he will have very cordial and affectionate interaction with the students from time to time to know their personal needs and problems, if any and help them overcome them.
-) S/he will be a keen observer to notice if any student is upset emotionally or subjected to depression etc. and bring it to the notice of the house mistress / Principal. She /he will take the initiative to converse with students in English in order to improve their spoken English skills.
- Any other work mainly related to look after the students in the house as assigned by the Principal.
- However, other duties and responsibilities can be assigned according to the local needs subject to the condition that these do not compromise with and are related to safety and security of students. ~
- S/he will act as natural guardian to a child.

- S/he will be responsible for publication of wall magazine in hostels, arranging newspapers on newspaper stands in hostels, procuring the newspapers date wise for project work and reference.
- S/he will ensure involvement of students, food committee, MOD in procuring commodities / staff for the hostel.

OTHER TERMS AND CONDITIONS OF ENGAGEMENT FOR THE ABOVE POSTS

The period of engagement is for 12 months. The post is purely temporary/Contractual. The engagement can be terminated any time either by one month notice or allowing one month compensation. The same rule will apply to all contractual employees.

The service can be renewed for further one year on satisfactory completion of the works and on satisfactory review of performance. The renewal will be intimated in writing before the completion of the period of service or else the same will be treated as discontinuation. In no case the appointment should be treated as automatic.

Before joining, the contractual employee shall sign one TOR and undertaking and on every renewal the same is required to be signed.
