



**THE ODISHA SCH. CASTE & SCH. TRIBE DEVELOPMENT
FINANCE CO-OPERATIVE CORPORATION LIMITED**

(A Govt. of Odisha Enterprise)

Lewis Road, Bhubaneswar-751014.

☎: 0674-2431798 FAX : 0674-2432107 E-mail : osfdc.odisha@gmail.com

Letter No. : **2441/2012**

Dated : **23.05.2013**

ADVERTISEMENT

OSFDC invites applications from the eligible candidates for the post of Executive (MIS). For full details of qualifications, age and other criteria for each position alongwith the application procedure please visit the ST & SC Development Department's website on www.stscodisha.gov.in. Applications completed in all respects, should be received through Speed/Redg.post at OSFDC by 7th June,2013 upto 5.00 p.m.

MANAGING DIRECTOR



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Odisha SC & SC Development Finance Co-operative Corporation Ltd. (OSFDC) is a Govt. of Odisha Enterprise under ST & SC Development Department for financing, facilitating and mobilizing funds for the economic empowerment of persons belonging to the Scheduled Castes, Scheduled Tribes (DTDP) and Scavenger families living below Poverty Line.

OSFDC is looking for highly committed and techno-savvy personnel who have strong acumen and motivation to plan, design and implement existing and new schemes, projects and initiatives and have interpersonal skills, experience of using computerized tools and the ability to interact with the target groups effectively. The selected personnel have to carry out multi-tasking jobs as and when necessary. OSFDC invites applications in the prescribed form, from the eligible candidates possessing the prescribed qualifications and required experience to engage **Executive(MIS)** for a period of one/two years on contractual basis on consolidated remuneration.

- 1. Executive (MIS) : 1 (One) Post**
- Age : Not more than 40 years as on 07.06.2013**
- Consolidated Remuneration : Rs.20000.00 P.M.**
- Qualification :**

MCA/BE from a recognized University or BCA / A level from NIEIT/DOEACC with atleast 3 years work experience or B level from NIEIT/DOEACC with atleast 2 years work experience.

Experience / Skill :

1. Experience of working in Tally/J2EE/.NET/PHP/and Oracle/MYSQL/SQL Server.
2. Oversee the design and establishment of MIS for the programmes/schemes of OSFDC.
3. Establish routine monitoring system & data management of OSFDC.
4. Supervising and providing technical inputs on the development of the existing MIS.
5. Development of integrated software for various wings of OSFDC and capacity to function in the LAN environment.
6. Setting up and making constant updation of database administration related to the Projects/ Finance/Recovery/Personnel & Administration.
7. Ensuring the changes in the dynamic data of official WEBSITE of the Corporation from time to time.

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8. Ensuring periodical collection of various types of Data from the Project, Recovery and Finance Wings relating to sanction and disbursement of funds, repayment and refund by Branches.
9. Ensuring generation of various types of monthly reports in time and providing the same to the respective Desk/Wing and Branch Offices of the Corporation in time.
10. Preparation of various reports for Board Meeting, Departmental requirements, Assembly Committee and Assembly queries etc. as per the desired format.
11. Submission of various types of information relating to utilization of funds, repayment by beneficiaries/Branches, availability of funds etc. for monitoring, control and decision making purposes.
12. Manage and maintain the MIS unit including hardware, software requirements/resources.
13. Maintaining the MIS and ensuring that data is accessible through user-friendly interfaces when needed.
14. Devising various means and sources of developing user-friendly softwares for smooth running of the finance related works of OSFDC.
15. Assessing the training needs of the employees in IT and accordingly assist the Management for imparting the right IT-training in the relevant concepts.
16. Provide technical assistance in procurement of IT-hardwares, softwares, accessories and peripherals.
17. Verification & Updation of Database :
 - a) Keeping record of various information on proposals, sanctions, disbursement, revision in sanctions, utilization, cancellation of schemes etc. relating to different wings of OSFDC.
 - b) Maintaining database for the training schemes.
 - c) Rectification of errors by comparing the MIS of different months.
18. Generation of Reports :
 - a) Monthly Progress Report
 - b) Report for Status Note (monthly)
 - c) Preparing and scrutinizing reports/data for various meetings, such as Board Meetings, Assembly Committee meetings, Review Meetings in the Department etc.
 - d) Submission of cumulative data to the Branch Offices (Monthly).
 - e) Information / reports required by Auditors.
 - f) Providing any other information as required by various desks/Branch Offices from time to time.
19. Providing data/statements in the desired modules/formats as demanded vide Assembly Questions, VVIP references etc.
20. Documentation and Graphical Work :
 - a) All types of documentation in MS-Office, Photoshop, formatting etc.
 - b) Creating graphs, tables for presentation in the MS-Excel, MS-Powerpoint.
21. Taking back up of existing database in the server as well as in CDs for safe custody. Providing and assisting in proper management of hardware/software problems of minor nature.
22. Updation of websites of the Corporation and checking of emails, ensuring distribution of the email messages to the concerned officials/sending emails to the desired destinations.

23. Proper upkeep and minor maintenance of the equipments, checking and ensuring LAN connectivity to all the nodes, reporting about complaints etc. to the superiors.
24. Tackling the problems of configuration of various hardware components between one another for smooth office operations.
25. Any other work assigned by the M.D/G.M, OSFDC.

GENERAL CONDITIONS :

1. Application Format can be downloaded from ST & SC Development Department's website on **www.stscodisha.gov.in** or proclaimed from OSFDC Head Office at Lewis Road, Bhubaneswar-14.
2. Candidates may choose to apply for more than one post by submitting separate applications for each position.
3. Candidates are expected to have communication skills, leadership qualities and must be familiar with the computers and relevant software packages.
4. Experience should have been obtained after possessing the essential educational qualification. Experience should be in the relevant field like Projects, Training & Development, Finance & Accounts and IT sector in a Govt. Office or a Public Body or a Commercial Organisation of repute preferably in the social sector.
5. List of Enclosures :
 - a) Date of Birth/SSLC certificate for age of proof.
 - b) Caste certificate for SC/ST from competent authority.
 - c) Copies of Educational Certificates.
 - d) Post qualification experience certificates
 - e) Any one identity card with photograph (e.g. Voter ID/Driving Licence/PAN Card/Ration Card etc.)

It is mandatory to send self-attested photocopies of each one of the documents enlisted above alongwith the application form.

6. In case a large number of applications are received, screening will be done to limit the number of candidates to those possessing higher qualification or experience and if required a written/Viva-voce examination may be conducted for further screening.
7. Incomplete/unsigned application and applications without required enclosures will be rejected.
8. Depending upon merit and experience, higher remuneration can be given at the discretion of the selection committee to a candidate with potential in the management of social sector, knowledge environment and networking with social, corporate sector and other organizations. Other allowances like TA/DA will apply as per OSFDC rules for the official tours.
9. Engagements will be made initially on contract for a period of one year which may be extended at the discretion of the competent authority. Further continuation, if any will depend on candidate's performance during the initial period of one year.
- 10. The last date for receiving the application is 07.06.2013**
11. Applications received after last date shall not be entertained, OSFDC shall not be responsible for any postal delay.
12. No interim correspondence will be entertained.
13. No TA / DA will be paid for attending the written test/interview.

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14. The appointee are liable to be posted in any of the District Branches of OSFDC situated anywhere in Odisha as and when required.
15. The selected candidate will not be eligible to avail any other financial or administrative benefits which are available to OSFDC employees and the appointment will not be considered as permanent.
16. The selected candidate will be eligible for 12 days leave during each calendar year.
17. The leave will be granted for full day only. No other leave is admissible except Gazetted Holidays and Weekly off days.
18. The assignment can be terminated by either side by giving 30 days notice. No reason will be required for terminating the contract by either side.
19. The assignment will be of full time and he/ she can not take up any other assignment either part time or full time, honorary or paid during the period of this assignment.
20. Professional Tax and other applicable taxes will be deducted as per the norms from his/her remuneration.
21. OSFDC will not be responsible for any civil or criminal case filed against him/her during the duration of this assignment.
22. Over and above the work assignment, the selected candidate has to do any other task allotted by the superior authorities.
23. The selected candidate has to sign an agreement on stamp paper of Rs. 50/- in prescribed format given by OSFDC.
24. They shall abide by the rules and regulations of OSFDC and also terms and conditions of contractual appointment prescribed by OSFDC from time to time.
25. They shall have to give one month's notice or in lieu of the same deposit an amount equal to one month's remuneration if they wish to terminate the contract during contractual period.
26. Unauthorized absence from duty for more than 5 days will lead to termination of contractual appointment.
27. Indiscipline/misconduct in any manner on their part, shall result in automatic termination of their contractual appointment.
28. The contractual appointment is purely on temporary basis and it can be terminated by OSFDC during the continuance of the contract without assigning any reason or notice.
29. The candidates if appointed must be ready to undertake tours relating to office work. In case they are deputed for any official duty/tour/transfer outside the normal place of work, they will be treated at par with the category of regular post of OSFDC in the same level in respect of entitlements of TA/DA, local conveyance charges and other allowances.

How to Apply :

The application should be submitted in the prescribed format available at ST & SC Development Department's website (www.stscodisha.gov.in). Application completed in all respects in the prescribed form accompanied by self attested copies of certificates, testimonials in support of age, educational qualifications, experience etc. should be sent to the **General Manager, Odisha SC & ST Development Finance Co-operative Corporation Ltd., Lewis Road, Bhubaneswar-751014, Odisha** superscribing "APPLICATION FOR THE POST OF" on the envelope, so as to reach on or before **07.06.2013 through Speed/Redg. post**

MANAGING DIRECTOR



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APPLICATION FORM

Affix your
recent
coloured
passport size
photograph

- Post applied for** :
1. Name in full :
(in Capital Letters)
2. Father's / Husband's Name :
3. Date of Birth(DD/MM/YYYY) :
4. Age as on 01.08.2012 : Years.....Months..... Days.....
5. Sex(male/Female) :
6. Marital Status(Married/Single) :
7. Permanent Address :
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.....
.....
.....
8. Correspondence Address :
.....
.....
.....
.....
9. Telephone No. :
10. Mobile No. :
11. Email ID :

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12. Educational / Professional Qualifications :

Sl. No.	Name of the Examination	Year of Passing	Board / College / Institution / University	% of Marks
(i)	High School / 10 th / Equivalent			
(ii)	Inter / 12 th / Equivalent			
(iii)	Graduation / Degree			
(iv)	Post Graduation			
(v)	Professional Qualifications (if any)			
(vi)	Any other			

13. Details of employment (Start from the current experience) :

Employer	Post held	Period			Salary drawn	Nature of duties
		From	To	Total Period		

14. Briefly describe your job profile in the current organization :
(Please enclose additional sheets if required)

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15. Outline few project proposals that you would like to implement for fully computerisation on joining OSFDC. (A brief write up may be given).

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Specialized area you would like to strengthen on joining OSFDC :
(A brief write up may be given).

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Why you should be considered for the positions applied :
(A brief write up may be given).

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16. Time period required for joining :

