



**ODISHA LIVELIHOODS MISSION
PANCHAYATI RAJ AND DRINKING WATER DEPARTMENT
ADVERTISEMENT NO.05/2020-21**

**Recruitment to the Post of Project Assistant under Odisha Livelihoods Mission,
Panchayati Raj and Drinking Water Department, Odisha.**

WEBSITE – <http://olm.nic.in>

Applications are hereby invited online from the prospective candidate through the proforma application to be made available on WEBSITE (<http://olm.nic.in>) from 17.06.2020 at 12:01 AM to 07.07.2020 till 11.59 PM for recruitment to various posts under Odisha Livelihoods Mission. Engagement of the selected candidates will be for a contract period of one year, which may be extended for further periods subject to appraisal of their performance and requirement of project.

The posts are purely contractual for execution of project work under Odisha Livelihoods Mission & co-terminus with the Odisha Livelihoods Mission Scheme. The selected candidates can be posted in Block in the state by the virtue of the order of the appointing authority.

1. **VACANCY POSITION**: Odisha Livelihoods Mission invites applications for 254 number of vacant positions of Project Assistant.

The reservation for Schedule Caste of Odisha/Schedule Tribe of Odisha/Socially and Economically Backward Classes of Odisha, Women, Sportsperson and Ex-Servicemen shall be admissible in accordance with the provisions of relevant Government Rules.

NOTE:

- a) In the event of non-availability or availability of insufficient number of eligible women candidate(s) belonging to any particular category, the remaining vacancies will be filled up by male candidate(s) of that category
- b) Exchange of reservation between Scheduled Caste and Scheduled Tribe will not be considered in the event of non-availability of eligible and suitable S.C/S.T candidate.

- c) Candidates belonging to Physically Disabled category shall be adjusted against the categories to which they belong.

2. **MONTHLY RENUMERATION** : Rs.10,000/- -- Rs.12,000/-

3. **EDUCATIONAL QUALIFICATION**: Graduation from national/state reputed institute/university with at least 55% minimum marks or equivalent grade throughout career and PGDCA from AICTE approved institute/university.

4. **WORK EXPERIENCE** : Minimum 2 years of post-qualification Experience in working as extending secretarial assistance and managing communication, office record keeping, compiling of project information and maintain records related with programmatic, administrative and HRD affairs in reputed institution/university/government programme in development project/sector or NGO registered under FCRA Act.

5. **AGE**: A candidate must not be above 37 (Thirty Seven) years of age as on the date of issue of this advertisement. Age relaxation for candidates in different categories for availing relaxation and reservation benefits will be as per Government Rules prescribed for the purpose. The upper age limit is relaxable by 5 (Five) years for candidates belonging to the categories of schedule caste (SC), Schedule Tribe (ST), Socially and Educationally Backward Classes (SEBC), Women, Ex-Servicemen and by 10 years for candidates belonging to PWD category, whose disability is 40% and more.

Provided that a candidate who comes under more than one category mentioned above he/she will be eligible for only one age relaxation benefit.

SAME AS PROVIDED ABOVE THE AGE LIMITS PRESCRIBED CAN IN NO CASE BE RELAXED.

Date of Birth entered in the high school certificate or equivalent certificate issued by the concerned board/council will only be accepted.

6. **METHOD OF SELECTION:**

The selection of candidate for recruitment to the posts will be made on the basis of

- (i) **Computer Based Test (CBT)**: Shall be of 150 (One Hundred Fifty) Marks consisting of General Awareness (25 marks), General English (25 marks), Reasoning & Mental Ability (25 marks), Mathematics (25 marks) Thematic Knowledge (30 marks) and Computer Knowledge Test (20 marks).
- (ii) **Computer Practical Test**: Shall be of 30 Marks for the candidates shortlisted in the Computer Based Test.
- (iii) A Candidate must secure at least 50% marks in Computer Knowledge Test to qualify for next steps in the selection process.
- (iv) Similarly a candidate must secure minimum 50% marks in Computer Practical Test to place his/her name in the final merit list.

On the basis of marks secured by the candidate in all the above tests, merit list shall be prepared for each post advertised and the same shall be published.

7. PLACE OF EXAMINATION :

All the examination process, for selection of the posts mentions above will be held in Bhubaneswar only.

NO TA/DA WILL BE GIVEN TO ANY CANDIDATE TO ATTEND RECRUITMENT PROCESS AT ANY STAGE.

8. OTHER ELIGIBILITY CONDITIONS:

- i. The Candidate must be a Citizen of India and a permanent resident of the State of Odisha.
- ii. The candidate must be of good moral character
- iii. The Candidate must be able to speak, read and write Odia fluently and have :
 - a) Passed Middle School Examination with Odia as a language subject; or
 - b) Passed Matriculation or equivalent examination with Odia as a medium of examination in non-language subject; or
 - c) Passed in Odia as language subject in the final examination of Class VII or above; or
 - d) Passed test in Odia in Middle English School Standard conducted by the School and Mass Education Department.
- iv. The candidate must be of good mental condition, body healthy and free from any physical defect that is likely to interfere with the discharge of his/her duties in the service. The candidate, who after such medical examination is not found to satisfy these requirements, shall not be appointed to the service.
- v. A candidate, who has more than one spouse living, will not be eligible for appointment unless the State Government has exempted his/her case from operation of this limitation for any good and sufficient reasons.
- vi. Government servants, whether temporary or permanent are eligible to apply provided that they possess the requisite qualification and are within the prescribed age limit as provided under Para-3,4 & 5 of the advertisement. They must inform their respective Heads of Offices/Departments in writing regarding submission of their application for this recruitment and obtain "No Objection Certificate"
- vii. A candidate, who claims to have changed his/her name or surname after having passed the High School Certificate Examination or equivalent examination, is required to furnish copy of publication of the

changed name in local daily newspaper as well as copy of notification in the Odisha Gazette in support of his/her change of name.

- viii. Applicants claiming reservation under Persons with Disability category must ensure they possess Permanent Disability Certificate from the competent authority and belong to the category and sub-category of disability for which the post has been reserved.
- ix. Only those candidates, who fulfill the requisite Educational qualification, Relevant Experience & within the prescribed age limit etc. by the closing date of submission of the application will be considered eligible.

9. OTHER CONDITIONS :

- i. A candidate found guilty of seeking support for his/her candidature by offering illegal gratification or canvassing on any person connected with the conduct of the recruitment process or found indulging in any type of malpractice in course of the selection or otherwise, shall, in addition to rendering himself/herself liable to criminal prosecution, be disqualified from the recruitment process.
- ii. This advertisement should not be constructed as binding on the Government to make appointment.
- iii. Any misrepresentation or suppression of information by the candidate in the online application will result in cancellation of his/her candidature.

10. ORIGINAL CERTIFICATE/DOCUMENTS TO BE PRODUCED DURING VERIFICATION:

Only those, who are called for document verification, will be required to submit true copies of the following documents duly self-attested by candidate with full signature, original certificate, mark sheets etc. for verification on the date fixed by OLM.

If a candidate fails to produce any of the original documents in respect of the attested copies submitted with the application form for verification on the date of verification fixed by OLM, his/her candidature shall be rejected.

- i. Candidates claiming reservation as ST/SC/SEBC Category by birth are required to submit copy of the relevant Caste Certificate issued by the competent authority in prescribed form. Candidate of SEBC Category must submit copy of Caste Certificate issued by the competent authority within last 3years from the date of advertisement in prescribed form.
 - a. Women candidate belonging to SC/ST/SEBC categories are required to submit Caste Certificate by birth showing “daughter of.....” Caste Certificate by virtue of marriage i.e showing “wife of.....” Is not acceptable.

- b. O.B.C CERTIFICATE WILL NOT BE ACCPETED.
- c. Community (Caste Status) once mentioned by the candidate shall not be changed under any Circumstances.
- ii. Certificates and Mark Sheets of qualifying examinations.
- iii. Certificate of Passing Odia as a language in the final examination of Class-VII from any School/Educational Institute of Odisha or Central Government or passing test in Odia language in Middle School standard examination conducted by the School and Mass Education Department, Odisha.
- iv. Discharge Certificate/documents in support of service rendered in defence services in case of Ex-Servicemen. A court affidavit regarding not holding any civil post after retirement from military service.
- v. Disability Certificate (including percentage of disability) issued by the concerned Medical board, wherever applicable.
- vi. Certificate of in support of contractual work experience in any organization of Government of Odisha, if claiming.
- vii. Sports persons' certificate issued by the Sports & Youth Services Department, if claimed reservation as Sportsperson.
- viii. Experience Certificate from all the organization/departments worked till date of advertisement.

11. GROUNDS OF REJECTION OF CANDIDATURE :

Candidature of the candidates will be rejected on any of the following grounds:-

- i. Age limit of candidate not coming under para-5 of the advertisement (Overage relaxation shall not be allowed to PwD candidates having less than 40 % permanent disability)
- ii. Required educational qualification and relevant work experience as provided under para-3 & 4 of the advertisement.
- iii. Non- furnishing copies of certificates/documents etc. as provided under para-10 of the advertisement.
- iv. Odia test (M.E standard) not passed/Odia test pass evidence not furnished as required under para-8 (iii) of the advertisement **(certificate/document showing had Odia/Studied Odia/Learned Odia/taken Odia will not be accepted).**
- v. Submission of wrong information/ false information about qualification/age/Odia test passes evidence/category status (SC/ST/SEBC/Ex-Servicemen/Sports Person/PwD etc).
- vi. Suppression of facts/information about eligibility, if any.
- vii. If a candidate fails to furnish any of the original certificate and documents for verification on the date fixed by OLM.

- viii. Applications received through any other mode (except online through the proforma application to be made available on the WEBSITE OF OLM)

NB: APPLICATION /CANDIDATURE/EMPLOYEMENT OF A CANDIDATE/EMPLOYEE SHALL BE REJECTED AT ANY STAGE OF RECRUITMENT PROCESS/SERVICE, WHEN DISCREPANCY IS NOTICED/DETECTED AT ANY POINT OF TIME.

12. HOW TO APPLY :

- i. The applicants have to go through the detailed advertisement before filling up of the online application.
- ii. Candidates have to apply online using the official website www.olm.nic.in Applications received through any other mode would not be accepted and summarily rejected.
- iii. Before filling up the online application form, the candidate must go through the following documents available at www.olm.nic.in :
(a) Instruction to candidate for filling up online application form.
- iv. Candidates are required to upload the scanned image (only in jpg format) of his/her latest passport size colour photograph, full signature (only in jpg format) in the online application form. The max. size of passport size photo and signature should be 100KB. Uploaded photograph and signature must be clearly identifiable/visible otherwise the application of the candidate is liable to be rejected and no representation from the candidate will be entertained.
- v. Candidate should keep at least 2 copies of latest passport size photograph which is uploaded on the online application form for future use.
- vi. On successful submission of the online application form a unique application ID will be displayed on the screen. Candidates are required to take a printout of the finally submitted online application for their own reference.
- vii. The candidates are advised to submit the online application well in advance without waiting for the closing date to avoid last hour rush.
- viii. Admit Card shall be downloaded and printed by the candidate eligible for Computer Based Test from www.olm.nic.in when notified by OLM. Candidate must carry Valid Original Identity Card and the admit card for Computer Based Test without which he/she shall not be allowed to enter the examination hall.
- ix. Applicant must have their own personal E-mail ID and Mobile/Cell Phone Number with validity till the completion of the recruitment process for receiving all important communication relating to the recruitment process. In case he/she does not have a valid personal E-mail ID, he/she shall create a new E-mail ID for applying online.

13. PLACE AND DATE OF RECRUITMENT PROCESS :

The date/time/venue of the Computer Based Test (CBT), Computer Practical Test and Document Verification will be conveyed to the eligible candidates in due course.

14. CONDITIONS OF SERVICE:

The Conditions of Services of the candidate including terms and conditions of the contract shall be guided under the provisions laid under Odisha Livelihoods Mission or any other guideline to be issued from time to time by the mission.

15. FACILITATION HELPLINE :

In case of any guidance/information on this recruitment, candidates may contact Facilitation Helpline over **Telephone no.+91 8456063156** on working date from 10.00 AM to 5.30 PM or mail us at olmrecruitment2020@gmail.com

The candidates are required to visit the website of OLM at www.olm.nic.in for detailed information about the programme of test, syllabus, instruction, Examination Pattern, notice regarding rejection of applications, admit card, other important notice etc.

Odisha Livelihoods Mission shall not send any intimation to the candidates in hardcopy through post or any other mode. Candidates are hereby requested to fetch all the notification through the website only.

NB : THE ONLINE APPLICATION FORM IF FOUND DEFECTIVE IN ANY RESPECT IS LIABLE TO BE SUMMARILY REJECTED. THE CANDIDATES ARE ADVISED TO BE CAREFUL WHILE FILLING THE ONLINE APPLICATION FORM. ANY MISREPRESENTATION IN THE ONLINE APPLICATION SHALL BE LIABLE FOR REJECTION WITHOUT MAKING ANY CORRESPONDENCE ON THAT SCORE.

Sd/-
SMD-cum-CEO
Odisha Livelihoods Mission