



ଓଡ଼ିଶା ସରକାର
ପଞ୍ଚାୟତିରାଜ ବିଭାଗ

Government of Odisha
PANCHAYATI RAJ DEPARTMENT

ଓଡ଼ିଶା ସଚିବାଳୟ,
ନବିଭାଗ ମାର୍ଗ, ଭବନଭବନ-୭୫୧୦୦୧
Odisha Secretariat, Sachibalaya Marg,
Bhubaneswar-751 001
E-mail- nrega.odisha@nic.in

No. _____ / IPR 6779
17-NREG-11-1062

Dated: 21-04-16

ADVERTISEMENT

Panchayati Raj Department Govt. of Odisha invites applications for recruitment of one Director & Six Social Audit Experts in Odisha Society for Social Audit, Accountability and Transparency (OSSAAT) on contractual basis for a period of one year (extendable) subject to terms and conditions laid down in contract agreement. The post is purely temporary. Detail of the posts are as follows.

SL No	Name of the post	No Post Vacant	Qualification	Experience	Age	Remuneration
1	Director	1	Post Graduation in any field	Social Activist experienced In the conducting Social Audit and right based activities for not less than 10 years. For retired Govt servants, who have not served in any Govt position since 5 years.	Upper Age limit 65 years	Rs.60,000/- pm (Fixed).
2	Social Audit Expert	6	Graduation in any Field.	3 years of experience in Rural Development, Social Work & right based activities with ample knowledge in Computer application.	Upper Age limit 40 years	Rs, 20,000/- pm (Fixed).

Responsibilities of the Director:-

- I. To be answerable to the Governing board as per the norms of the SA society.
- II. To manage the day to day functioning of the society
- III. Ensure that social audits undertaken by the SAU are in compliance with the Audit of the Scheme Rules and in compliance with a calendar of social audits jointly approved by the State PR Department and the SAU.

- IV. Design and development of all programmatic guidelines with respect to recruitment, Process of social audit, Governance structure, Capacity building and training, financial rules etc for the operation of the SAU.
- V. To ensure that all policy level decisions related to the Society are implemented.
- VI. Undertake all activities necessary to fulfill the objective and vision of the Society
- VII. Recruit staff, award consulting contracts and incur necessary expenditures to manage the day to day affairs in compliance with HR Norms.
- VIII. Convene Governing Body and Executive Committee meeting at stipulated intervals maintain all records, minutes and registers of functioning of the SAU.
- IX. Anchor all interactions with and communication with the department implementing the MGNREGA.
- X. Ensure transparency in the functioning and expenditure of the SAU.
- XI. Ensure that the web site of the SAU is maintained on an online basis.
- XII. Take disciplinary action over staff as per contract rules.

Responsibilities of Social Audit Expert

- I. Assist the Director OSSAAT for overall Social Audit process.
- II. Assist the Director in the day to day functioning of SAU.
- III. Assist the Director on policy guidelines and design issues in the conduct of Social Audit in the state.
- IV. To evaluate the Social Audit process and the resource persons in the state for time to time and give reports to the Director.
- V. To guide the training process for conducting Social Audits.

Interested persons may submit their application in the prescribed application format (Annexure-I) with detailed testimonial/credentials. The contract engagement will be initially for (1) one year. The engagement will be done on the recommendation of Selection Committee after observing the required formalities.

Application found incomplete in any respect shall be rejected. Date of examination and interview will be communicated and all documents in original should be produced at the time of interview. No TA/DA will be entertained to applicants for attending the interview. Application should reach the office of the undersigned by **Regd. Post / Speed Post / Hand** latest by **18.05.2016 before 5.00 PM.**


21/4/16
Director, Special Projects,
Panchayati Raj Department
MGNREGS Society Building, SIRD Campus,

Copy communicated to:

1. PS to Development Commissioner-cum-Additional Chief Secretary, Government of Odisha.
2. Joint Secretary (MGNREGA), MoRD, Government of India, Krishi Bhawan, New Delhi.
3. PS to Commissioner-cum-Secretary, Panchayati Raj Department.
4. PS to Director, Special Projects, Panchayati Raj Department.



APPLICATION FORM

Annexure-I



Affix 2nos of
recent
Coloured
Passport
Size
Photograph

POST APPLIED FOR:

PERSONAL DETAIL:

1. NAME:
2. FATHER:
3. MOTHER:
4. NAME OF THE HUSBAND:
(In case of married female applicant)
5. NATIONALITY:
6. RELIGION:
7. GENDER:
8. DATE OF BIRTH:

EDUCATION:

Exam	Stream	Board/ University	Year of Passing	Division	Percentage

EXPERIENCE:

Sl.No	Total Experience	Experience Detail

Reason for suitability of the Post: _____

ADDRESS:

Present	Permanent
AT:	AT:
P.O.:	P.O.:
Dist:	Dist:
Pin:	Pin:
Mobile:	Mobile:
Email:	Email:

DECLARATION:

I hereby declare that, all the above information are true and genuine in my belief.

Date:

Place:

Signature