

Annexure-I

GUIDELINE FOR FILLING UP DIFFERENT POSTS AT BRC/URC LEVEL

Sl. No.	Name of the post	Qualification	Consolidated Remuneration
1	Resource Persons for BRC for Subject Specific Training	Retired level-III Elementary teachers/ retired High School teachers having qualification of B.A B.Ed./ B.Sc. B. Ed. (PCM)	Rs.5200/- per month
2	Resource Persons for support of Children With Special Needs (CWSN)	+2 with Degree/ Diploma in Special Education for CWSN	Rs. 5200/- per month
3	MIS-cum-Planning Co-ordinator	Graduate in Economics/ Statistics/ Mathematics with professional qualification of PGDCA/ MCA with 1 year experience in related field	Rs.10,000/- per month
4	Accountant-cum-Support Staff	Graduation in Commerce having basic knowledge in computer	Rs. 5200/- per month
5	Data Entry Operator (DEO) (Through Service Providing Agencies)	Graduation with DCA/PGDCA	Rs. 5200/- per month

General Conditions :

1. Age limit for all the posts except "Resource Persons for BRC for Subject Specific Training" is 21-42 years as on 01.12.2011.
2. 5 years age relaxation would be applicable for candidates belonging to SC/ST/SEBC/Women categories & 10 years for PH candidates.
3. For the post at "Resource Persons for BRC for Subject Specific Training", maximum age limit is 63 years as on 01.12.2011.and the engagement will be terminated on attending the age of 65 years.
4. All the posts are purely contractual and can be terminated at any time.
5. These posts are co-terminuous with the tenure of SSA programme.
6. Selection of candidates will be made strictly on merit basis basing on their essential qualification.
7. In case of Resource Persons for BRC on Subject Specific Training, the block wise panel will be prepared basing on their essential qualification, the length of service rendered in the field of teaching and a visioning test.
8. Functional computer literacy for all the posts except for the post at Sl. No. 1 is essential.
9. In case of Resource Persons for BRC on Subject Specific Training, equal number of Resource Persons will be posted out of B. Sc. (PCM) B. Ed. & B.A. B. Ed. Category in a Block. In case of non-availability of sufficient number of candidates in B. Sc. (PCM) B. Ed. Category, persons with B.A. B.Ed. qualification having Science up to Intermediate Level with Math. may be considered.
10. For the post of Data Entry Operators, the engagement will be made on out sourcing basis through Service Providing Agencies following the Finance Department guidelines issued vide Finance Department letter No. 49134/F dated 29.11.2010.
11. After engagement, no transfer will be made from the concerned Block.

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Application for the post of _____

BIO-DATA

Space for
photograph

01. Name of the candidate (In Block Letters) :
02. Father's / Husband's Name :
03. Permanent Address :
.....
04. Present Address :
.....
05. E-mail Address / Telephone No / Mobile No. :
06. Nationality :
07. Date of Birth :
08. Sex (Male / Female) :
09. Marital Status (Married/Unmarried):
10. Category (SC/ST/SEBC/Women/PH):
11. Educational Qualification :
12. Details of Educational Qualification :

Exam Passed	Board/ University/ Institution	Year of Passing	Division/ Grade	Full Marks	Marks Secured	% of Marks
H.S.C.						
C.H.S.E.						
Graduation						
DCA/PGDCA						
MCA						
Others						
Computer Course						

13. Working Experience :

Designation	Nature of the work	Name of the Organization	Type of Organization (Govt./ Project/ Private/ NGO)	Period of Service		
				From	To	Completed Years

DECLARATION

I do hereby declare that the above statements are true and correct to the best of my knowledge and belief.

Place:

Full Signature of the Candidate

Date :

Enclosure:

1. Attested photocopy of Residential Certificate.
2. Attested / self signed photocopy of all Educational Qualification
3. Documents in support of experiences.
4. Written undertaking of the candidate.

MODEL FORM FOR WRITTEN UNDERTAKING

I _____ Son / daughter of _____ who has been given an offer of contract appointment for the post of _____ carrying a consolidated salary of Rs. _____/- Rupees _____ only per month of fully aware that my appointment is purely temporary and on contract basis and can be terminated at any time without any notice and assigning any reason thereof.

Further, I undertake that I will abide all terms & conditions of "OPEPA Service Rules & Regulations – 1996" in all respect.

Further, I am fully aware that my continuance in the said post is subject to my satisfactory performance to be evaluated by the appropriate authority.

Further, I do hereby give an undertaking that in future I shall not claim regular scale of pay and other allowances for continuing in the said post merely on the ground that I have been given a contractual appointment.

The documents which has only been submitted by me to the authority is original and if found false in due course, my engagement will be automatically forfeited/cancelled.

Date :

Signature of the Candidate

Place :

Name in full :

Detail Permanent Address :

Detail Present Address :

1. Witness number one
Signature & Address :

2. Witness number two
Signature & Address :

CONTRACT OF ENGAGEMENT (T.O.R.)

This contract of engagement is made in between Shri / Smt / Miss _____ and OPEPA, the appointing authority and for the employer in one part

AND

Mr / Mrs / Miss _____ the employee in the other part as per the terms and conditions given here under.

1. That the employee agrees to work under the appointing authority on purely temporary basis for a particular period on receiving remuneration on lump sum basis without having any right of any permanent appointment and / or regularization and equal treatment like any other regular employee of the appointing authority or State Government in future.
2. That the employee agrees to work under the appointing authority in the manner provided herein below:-

i) Scope of Work:

- He / She has been engaged in the post as per his / her qualification and specific nature of job has been assigned to him / her.
- He / She shall take up any work / assignment given to him / her of the respective intervention / branch.
- He / She shall develop strategies and ensure effective implementation of the programme of the concerned intervention / branch.
- He / She shall undertake any additional duties assigned to him / her for the interest of the programme.
- His / her performance will be reviewed by the competent authority as and when required.

ii) Term of engagement:

This term of engagement will be for three months and will commence from _____ till _____. The engagement can be extended further on three months basis subject to the following condition.

- His / her performance is found to be satisfactory.
- He / She has cleared all personal advance received / granted by OPEPA at the time of preceding one month of the end of the last tenure of engagement before further extension.

iii) Term of Payment:

- The consolidated remuneration per month on completion of the same not exceeding Rs. _____ will be paid to him / her (employee). This amount includes all the cost, tax obligation and other charges.

- He / She will work for the full month except public holidays. Normally the working hours will be 10.00 a.m. to 5 p.m. If necessary he / she may have to work beyond office hours to complete the given assignment in time.
 - He / She will report to _____ for Coordination, Acceptance and Approval of work assigned to him / her.
- iv) He / She by this contract under takes to perform the services with high standards of professional and ethical competence and integrity.
- v) If his / her performance is not found to be satisfactory, then the State Project Director, OPEPA, the employer reserves the right to terminate this contract of engagement at any point of time either by giving him / her one month notice in advance or by paying one month salary / remuneration in lieu thereof.
- vi) In the events he / she wants to quit the engagement, may do so by giving one month advance notice to the employer and after giving all accounts, expenditure of funds received by him / her for spending in the project and after discharging all liabilities. Otherwise the employer will take all legal steps to recover such loss and dues from him / her and his / her successors besides taking step for criminal prosecution for his / her any act of misappropriation of funds of OPEPA, and for any such commission and omission in course of doing the job, if the same is detected.

FOR OPEPA, THE EMPLOYER

Signed by _____

Title:

FOR THE EMPLOYEE

Signed by _____

Title: