

Directorate of Mission Shakti
Department of Women & Child Development and Mission Shakti
Government of Odisha

No: WCD-MS-0118-2019- 1170 DMS(WCDMS) Date: 22.08.2019

(RECRUITMENT UNDER DIRECTORATE OF MISSION SHAKTI)

Directorate of Mission Shakti will recruit various personnel on contractual basis, to work in the State, District and Block level to strengthen the momentum of providing hand holding support and to monitor the activities of Self-Help Groups (WSHGs) at different levels.

The detailed guideline is available at www.wcdodisha.gov.in/ www.jpn.org.in website.

Interested candidates may submit their on-line applications addressing Directorate of Mission Shakti, Pokhariput, in www.jpn.org.in. No other mode of application is acceptable.

Applications complete in all respects shall be submitted within 21 days i.e. latest by **12.09.2019; 5.00P.M.**

Mere eligibility of candidature will not confer any right to the applicant. Any query on recruitment can be mailed to jagannathnursery@gmail.com or can be contacted over mobile +91 7438047522 for clarity.

The authority reserves the right to cancel / reject all or any of the applications submitted without assigning any reason thereof.


22/8/19
Commissioner cum Director
Mission Shakti

GUIDELINE
FOR
RECRUITMENT OF CONTRACTUAL PERSONNEL
AT
STATE, DISTRICT & BLOCK LEVEL
FOR
DIRECTORATE OF MISSION SHAKTI

DIRECTORATE OF MISSION SHAKTI
MISSION SHAKTI BHAWAN
Pokhariput, Bhubaneswar, Pin-751030

MISSION SHAKTI

A. INTRODUCTION & BACKGROUND:

Mission Shakti a campaign for holistic empowerment of women by forming women's self-help group was launched by the State Government in 2001. It envisaged that over a period of time, more & more women would be part of a self-help group. It is required to strengthen the activities of SHGs, to provide constant handholding support and to monitor their activities throughout the year.

B. OBJECTIVES:

The overall objective to engage contractual personnel at various levels is to select motivated and dedicated manpower to provide technical, hand-holding support and constant monitoring of the self-help group formed by women for holistic empowerment of women from different layers of the society.

The purpose of this exercise will be to: -

1. Select suitable person with matching profile based on the defined selection process.
2. The duration of the assignment will be for a period of one year from the date of engagement, out of which three months will be on probation subject to further renewal as may be decided in the Directorate of Mission Shakti. That Directorate of Mission Shakti also reserves the right to terminate the contractual relationship at any point of time within the period of one year if the performance of the contractual appointee is not found satisfactory.
3. The place of posting of the candidate will be within the State of Odisha as decided by the Directorate.
4. Depending upon the performance, the contract period may be extended further on annual basis.

C. VACANCY POSITION:

Online applications are invited from eligible candidates for engagement of contractual personnel against the posts mentioned below for a contract period of one year (12 months) from the date of engagement subject to renewal as per the norms.

STATE LEVEL:

Post Code	Name of Post	No. of Vacant Post	Age Limit	Experiences (yrs)	Reservation (Indicative)	Qualification
S(I)	Institution & Capacity Building Specialist	1	Maximum 45 years as on 1.1.2019	10 years post qualification experience in Social / development sector and out of which 3 years in Institution & capacity building	UR	Post-Graduation in any discipline from a recognized University / Institution with minimum 50% marks.
S(II)	Livelihood & Skill Development Specialist	1	Maximum 45 years as on 1.1.2019	10 years post qualification experience in Social / development sector and out of which 3 years in Skill development & Livelihood	UR	Post-Graduation in any discipline from a recognized University / Institution with minimum 50% marks.

DISTRICT LEVEL:

Post Code	Name of Post	No. of Vacant Post	Age Limit	Experiences (yrs)	Reservation (Indicative)	Qualification
D(I)	Programme Assistant cum Accountant	3	Maximum 35 years as on 01.01.2019	5 years post qualification experience as Office Assistant and good knowledge in Computer	ST-2 SEBC-1	Graduation from a reputed University/ Institution with PGDCA (minimum 50% marks.)

BLOCK LEVEL:

Post Code	Name of Post	No. of Vacant Post	Age Limit	Experiences (yrs)	Reservation (Indicative)	Qualification
B(I)	Block Project Coordinator	70	Maximum 40 years as on 1.1.2019	5 years post qualification experience in Social / development sector and out of which 2 years in project management	ST-32 SC-04, SEBC-03, UR-31	Post-Graduation in any discipline from a recognized University / Institution with minimum 50% marks.
B(II)	Programme Assistant cum Accountant	24	Maximum 40 years as on 1.1.2019	2 years post qualification experience as Office Assistant and good knowledge in computer.	ST-05, SC-04, SEBC-03, UR-12	Graduation from a reputed University/ Institution with PGDCA (minimum 50% marks.)

NOTE:

1. The qualification and experience should match with the Job Profiles.
2. The educational qualification must be from a recognized University or Institutions approved by AICTE. Computer Educational Certificate shall be obtained from any reputed Institutions and the same will be acceptable.
3. Computer knowledge is necessary for all the post.
4. The candidates must be able to read, write & speak Odiya.
5. Horizontal reservation in respect of sports person, person with Disabilities, Ex-Servicemen & Women will be followed as per Govt. of Odisha norms against the categories to which they belong. Eligible candidates belonging to PWD, Ex- servicemen and Sports Persons shall be adjusted against the categories to which they belong as per the application subject to fulfillment of certificate by competent authority.
6. Exchange of reservation between scheduled caste and scheduled tribe will not be considered.

D. The number of vacancies to be filled up on the basis of this recruitment is subject to change by the Directorate of Mission Shakti without notice, depending upon the exigencies of public service at the discretion of the Directorate of Mission Shakti. The same shall be hosted in the website of the Deptt. Of W&CD and Mission Shakti. www. <http://wcdodisha.gov.in/>

E. SCOPE OF WORK, JOB PROFILE, EXPERIENCE & REMUNERATION

STATE LEVEL:

Post Code	Name of the Position	Remuneration	Job Profile
S(I)	Institution & Capacity Building Specialist	Rs.60,000/-	<ul style="list-style-type: none"> • Accountable to the Directorate of Mission Shakti for Institution & Capacity Building of WSHGs. • Develop Capacity building plan of WSHGs. • Planning, monitoring, achievement of targets and strategic guidance to activities related to community mobilization and institution building intervention of WSHGs. • Responsible for planning, designing and ensuring implementation through staff at various levels for all activities under Institution & Capacity Building of WSHGs. • Prepare annual action plan with target, timeline under different activities of the Directorate. • Prepare and ensure implementation of strategies for WSHGs & Federations building and capacity building of WSHGs & Federations. • Maintain updated data of WSHGs & Federations of the state. • Anchoring the strategy for WSHG as well as building viable Federation at village, GP, Block & District level. • Develop necessary terms of reference for technical agencies, monitor and supervise their work and ensure timely deliverables. • Coordination, monitoring and evaluation of all institutional building activities in the Directorate. • Coordinate all activities of District Programme Monitoring Unit [DPMU] & Block Programme Monitoring Unit [BPMU] relating to Institution & Capacity Building. • Undertake periodic field visits and work closely with DPMU and BPMU to monitor the progress of institution Building and Capacity Building component as per annual plan and prepare necessary reports. • Coordinate with DPMU & BPMU & other agencies for timely submission of utilization of funds & submission of utilization certificate related to Institution & Capacity Building activities. • Facilitate State Resource Unit in organizing training plans and module related to Institution Building & Capacity Building. • Any other task assigned in the Directorate of Mission Shakti as & when required.
S(II)	Livelihood & Skill Development Specialist	Rs.60,000/-	<ul style="list-style-type: none"> • Accountable to the Directorate of Mission Shakti for Livelihood & Skill Development. • Planning, monitoring, achievement of targets and strategic guidance to Livelihood & Skill Development. • Prepare plan and strategy with timelines for implementation of livelihood component through DPMU & BPMU. • Identify sub – sectors of livelihood interventions & skill development related to WSHGs. • Develop comprehensive business plan for livelihood enhancement through establishment of value chain, market linkages, producer companies, etc, of WSHGs.

			<ul style="list-style-type: none"> • Plan and implement livelihood promotion plans in convergence with line Departments & Govt. Departments • Responsible for developing WSHG collectives in various sub components. • Organize State/ District/Block level workshop and interface meetings with potential organization / companies / technology firms for skill development of WSHGs. • Develop necessary terms of reference for technical agencies, monitor and supervise their work and ensure timely deliverables. • Coordinate all activities of District Programme Monitoring Unit [DPMU] & Block Programme Monitoring Unit [BPMU] relating to Livelihood & Skill Development. • Coordinate with DPMU & BPMU & other agencies for timely utilization of funds & submission of utilization certificate related to livelihood & skill development activities. • Undertake periodic field visits and work closely with DPMU and BPMU to monitor progress of livelihood promotion activities, skill development activities. • Liaisoning with NGO, Civil Society, donor, organizations, academic institution, input suppliers and market agencies. • Any other task assigned in the Directorate of Mission Shakti as & when required.
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DISTRICT LEVEL:

Post Code	Name of the Position	Remuneration	Job Profile
D(I)	Programme Assistant cum Accountant	Rs. 25,000/-	<ul style="list-style-type: none"> • Accountable to the Directorate of Mission Shakti. • Responsible for Data entry & clerical work as assigned by the District Project Coordinator/ District Social Welfare Officer [DSWO]. • To enter letters in the log books and to provide file numbers in the log books for each receipt shown therein within two days of such receipt having been received. • To examine cases diligently and intelligently and in the light of the instructions, if anything given by District Project Coordinator or DSWO. • To seek the guidance of the functional head for disposal of work entrusted to him/her. • To prepare the draft as advised by the functional head in time with accuracy. • To ensure timely dispatch of letters, circulars, memo, notice (internal as well as external) with proper record to the concerned person/agency. • Maintenance of files and registers regularly. • Maintain due diligence in carrying out orders of the functional head. • Any other task assigned by the Directorate of Mission Shakti and District Project Coordinator & DSWO as and when required.

Block Level:

Post Code	Name of the Position	Remuneration	Job Profile
B(I)	Block Project Coordinator	Rs.25,000/-	<ul style="list-style-type: none">• Accountable to the Directorate of Mission Shakti and work under overall guidance of District Programme Monitoring Unit.• Overall management of Block Programme Monitoring Unit and responsible for successful implementation of the project at the Project level.• Consolidated progress reports and submit to DPMU including MIS.• Work closely with the ICDS Block Project unit.• Maintain updated data of WSHGs and Federations of the Block/Project and Urban bodies.• Responsible for creating awareness and coordinate implementation of the project with all key stakeholders (ICDS Project administration, block administration, line department, NGOs, technical agencies, bank, etc.)• Guide and supervise BPMU in implementing their allocated tasks.• Provide necessary technical and management support to BPMU & CDPO.• Responsible for coordinating with lead bank/ banks for bank linkage of WSHGs.• Responsible for ensuring timely availability and disbursement of project funds.• Plan, coordinate and implement all training and capacity building activities of the block.• Implement HR policy, administrative and financial rules and systems of the project.• Record and address to the grievances, project level issues with support from Block.• Undertake regular monitoring through field visits and prepare necessary reports.• Coordinate with block & other agencies for timely utilization of funds & submission of utilization certificate.• Responsible for the collective performance of the unit.• Consolidate progress reports and submit to DPMU including MIS.• Any other task assigned in the Directorate of Mission Shakti, DPMU and CDPO as & when required.
B(II)	Programme Assistant cum Accountant	Rs.15,000/-	<ul style="list-style-type: none">• Accountable to the Directorate of Mission Shakti and work under overall guidance of Block Project Coordinator.• To enter letter in the log books and to provide file numbers in the log books for each receipt shown therein within two days of such receipt having been received.• To examine cases diligently and intelligently and in the light of the instructions, if anything given by the Block Project Coordinator or CDPO.• To seek the guidance of the functional head for disposal of work entrusted to him/her.• To prepare the draft as advised by the functional head in time with accuracy.• To ensure timely dispatch of letters, circulars, memo, notice (internal as well as external) with proper record to the concerned person/agency.

			<ul style="list-style-type: none"> • Maintenance of files and registers regularly. • Maintain due diligence in carrying out orders of the functional head. • Any other task assigned in the Directorate of Mission Shakti, DPMU, Block Project Coordinator & CDPO as & when required.
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F. PLACE OF POSTING:

The place of posting for all the candidates will broadly be in the state of Odisha, but individual place of posting will be decided as per the post selected for and as decided by the Directorate of Mission Shakti.

G. ELIGIBILITY CRITERIA:

I. The interested candidates must fulfill the minimum eligibility criteria detailed against each post at VACANCY POSITION, Para-[C].

- a). The eligibility criteria specified herein are the basic criteria for applying the post. Candidates must produce the relevant documents in original and an attested photocopy in support of their identity and eligibility pertaining to category, nationality, age, educational qualification etc., as indicated in the online application form at the time of Interview or any subsequent stage of recruitment process as required by the Directorate of Mission Shakti. **No change of category will be permitted at any stage after registration of the online application and the result will be processed considering the category indicated in the online application.** Mere applying for the relevant post and being shortlisted and / or participation in written test/panel discussion / interview for appointment does not mean a candidate will necessarily be offered engagement in the Directorate of Mission Shakti. **No request shall be entertained for considering candidature under any circumstances under any category other than the one in which one has applied.** Canvassing for employment in any manner will be treated as disqualification.
- b). Over aged, under qualification, short of requisite percentage of marks in the prescribed educational qualification as at Para-C, lack of post qualification experience shall be rejected.
- c). 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-C of the advertisement. They must inform their respective Heads of offices in writing regarding submission of their applications for this recruitment and obtain “No Objection Certificate” and produce the same at the time of interview or any subsequent stage of recruitment process.

II. Nationality / Citizenship:

- a. A Candidate must be a citizen of India or
- b. A subject of Nepal or
- c. A subject of Bhutan or
- d. A Tibetan refugee who came to India before 01.01.1962 with the intention to settle permanently in India.
- e. A person of Indian origin who was migrated from Pakistan, Burma, Sri Lanka, South African Countries of Kenya, Uganda, United Republic of Tanzania, Zambia, Malwai, Zaire, Utopia and Vietnam with an intention to settle permanently in India.

Provided that a candidate belonging to category [b]to [e] above, shall be a person in whose favour a certificate of eligibility has been issued by competent authority.

III. Age

The upper age limit will be the age as mentioned at Para-‘C’ “VACANCY POSITION” as on **01.01.2019**. Date of birth entered in the High School Certificate or equivalent certificate issued by the concerned Board / Council will only be accepted by the Directorate to consider the age of the candidate.

IV. Relaxation in Upper age limit: -

<u>Sl. No.</u>	<u>Category</u>	<u>Age Relaxation</u>
1.	SC/ST	5 years
2.	SEBC	3 years
3.	Persons with benchmark Disabilities under “The Right of Persons with disabilities Act 2016”	10 years (All PH persons are to submit relevant certificate of competent Authority)
4.	Ex-Serviceman	5 years

NOTE:

- a) The upper age limit shall be relaxed by 5(five) years in respect of candidates belonging to the Scheduled Castes, Scheduled Tribes and Women category and 3(three) years for Socially and Educationally Backward Class and by 10(ten) years for Physically Handicapped persons and in case of ex-serviceman candidates as per provisions contained under sub-rule (1) of rule-5 of the Orissa Ex-Serviceman (Recruitment to State Services and posts) Rules, 1985.
- b) Provided that, a candidate who comes under more than one category, he/she will be eligible for only one age relaxation benefit, which shall be considered most beneficial to him/her.
- c) Candidates seeking age relaxation will be required to submit original certificate for the specified category along with attested photocopies at the time interview or any subsequent stage of recruitment process for verification of documents/certificates.

V. Educational Qualifications:

The required minimum educational qualification has been specified against each post as mentioned under Para-‘C’ “VACANCY POSITION”.

VI. Experience: -

The minimum experience has been specified against each post as mentioned under Para-‘C’ “VACANCY POSITION”. **Post qualification experience for the mentioned years shall be considered as the experience of a candidate.**

G. Process of Selection:

(a) Important Points:

- i. Only online applications are invited from Candidates for admission to the written examination for the said posts. After the written examination, the candidates who qualify will be intimated for group discussion, interview, computer skill test. They are required to submit the printout/hardcopy of the online application form along with the photocopies of the other documents as stated under Para-F of this advertisement. The eligibility of a candidate's admission to Group Discussion and Personal Interview is based on the basis of verification process of original certificates and documents prior to the date of Group Discussion and Personal Interview.
- ii. A candidate found guilty of seeking support for his/her candidature by offering illegal gratification or applying pressure 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 not only for the recruitment for which he/she is a candidate, but also may be debarred, either permanently or for a specified period from any recruitment or selection to be conducted by this Directorate.
- iii. Online applications submitted to this Directorate if found to be incomplete in any respect are liable to rejection without entertaining any correspondence with the applicants on that score.
- iv. Admission to Written Examination will be Provisional – if on verification at any stage before or after the written examination, it is found that a candidate does not fulfill all the eligibility conditions or has furnished incorrect information/data, his/her candidature will be liable to rejection. Decision of the Directorate in regard to eligibility or otherwise of candidate shall be final.
- v. Any misrepresentation or suppression of information by the candidate in the online application, will result in cancellation of his/her candidature or penalty, as decided by the Directorate be imposed on the candidate.
- vi. Candidates must answer the papers in their own handwriting. In no circumstances, a candidate will be allowed the help of a scribe to write the answers for him/her.
- vii. In case the marks obtained are in the form of CGPA, OGPA, DGPA, GPA, CPI etc., a certificate for conversion as applicable to percentage of marks shall be submitted at the time of submission of physical verification of shortlisted candidates. Certification towards AICTE/UGC recognition of Institution/Universities shall also be submitted at the time of submission of application form, wherever applicable, without which the application shall not be considered & shall be rejected.
- viii. Minimum percentage of marks as detailed at Para C; vacancy position shall be the percentage of marks taking all subjects together i.e; Honours, Pass subjects **excluding fourth (4th) optional marks** secured against total marks shall be taken into consideration in deriving the percentage of marks as qualifying marks.
- ix. Candidates must submit their experience certificates from the employer/s clearly specifying the period which they are / were working, name of the post and nature of responsibility for assessing their experience.
- x. Proportionate weightage of candidates in the written exam, computer test, Group Discussion (GD) & Personal Interview (PI) shall be taken together for selection of candidates against vacant posts.

(b) **The Selection will be conducted in the following successive stages: -**

1. Written Examination, Objective Type-multiple Choice Questions with negative marking.
2. Only those candidates who have been shortlisted 1:10 ratio for State Level Positions and 1:5 ratio for District and Block Level Positions after the written test, shall be called for the skill test in computer (practical) in English, Odia Paragraph & MS Office, Group discussion (state level position) and personal interview.
3. Group Discussion: GD for state level positions only.
4. Personal Interview for State, District and Block Level positions.
5. On a single specified day/date the computer skill test, group discussion and personal interview shall be conducted.
6. Category of questions in the written examination will be from General Knowledge, General Aptitude, English and Quantitative Techniques.
7. The written examination will comprise of 50 nos. of questions from the above mentioned categories.
8. Each question carries 2 marks for correct answer and 0.25 mark as minus mark for wrong answer. The examination will be of 90 minutes (ninety minutes) duration.

H. CERTIFICATES /DOCUMENTS FOR VERIFICATION

Candidates who have been shortlisted after the written examination will be required to bring with them the application the hard copy of original certificates of Education, Experience, and Caste etc for physical verification before appearing for computer test, group discussion and personal interview.

J. HOW TO APPLY:

Candidates shall apply from **23.08.2019 to 12.09.2019 by 05.00 PM** online and no other mode of application will be accepted. The Guideline can be downloaded by clicking “Download Guideline” button.

Before applying, the candidates should keep the following things ready and be aware of the facts before applying the online application form: -

- Scan copy of the passport size photograph and signature in Jpg, jpeg, png format (50 KB maximum)
- Keep all the details/documents i.e. Educational certificate & mark sheets (from 10th onwards) 100 KB maximum
- Age proof certificate. (10th Class certificate)
- Caste certificate if applicable or age relaxation certificate wherever applicable as at Para F(IV):100 KB maximum
- Scan copy of experience certificate:100 KB maximum
- Disability Certificate (indicating percentage of permanent disability) issued by the concerned Medical Board, wherever applicable. (100KB)
- Discharge Certificates issued by the Commanding Officer of the Unit last served.

Ex-servicemen must submit an affidavit undertaking that he has not been appointed against any civil post after retirement from military service; wherever applicable. (100KB)

- A valid personal email id which should be kept active till the recruitment process is over.
- The Directorate of Mission Shakti/Recruitment Agency may send various information through speed post / SMS / e-mail (Id). The present correspondence address and contact number should be entered correctly.
- Certain important information once submitted cannot be edited.
- Other information can be **edited** till the last date of application, i.e. by **05.00 PM of 12.09.2019**, in case the application has not been finally submitted.

8. Procedure for Applying online:

- Go to the website www.jpn.org.in and an important notice new pop up window will display on the screen with a link “click here to view details and apply online”.
- Then click on the link “click here to view details and apply online” and get the welcome page on the screen with “Download Guidelines” and “Register/Login Application” with important tips for online application process.
- Click on the link “Download Guidelines” to get your guideline in another window and save it for your reference and read it properly before applying. Then go back to welcome page.
- Then click on “Register/Login Application” button and get another pop up window with “Login Here” & Register Here” for new applicant.
- Then Click on “Register here “to get registered for the first time. Fill up this page properly. Fill up all the mandatory fields with “*” marks carefully to generate your Registration id with password. **Before submission of this page read/check all the filled columns carefully, once it is submitted cannot be edited further.**
- After completion of all relevant entries click on “Submit” button. Then a message window will show on the screen indicating with “Do you want to save your data” with “OK” & “Cancel” then click on “OK” button to submit your data finally, then another message will display on the screen “Registration Successful” with a message mentioning **“You have successfully registered for this post. You will receive your registration number and password in your registered mobile no and email id shortly”** and then click on “OK”. Now go to the “log in” page to log in with your Registration no and password generated. (Received on your registered mobile and email id.)
- In “Login here” page put your Registration no. and Password. Then click on “Arrow” button, then you will get another page for your “Personal Details”, “Educational Qualification”, “Experience Details” and “Review & Submit Form” in the top left side of your screen.
- You will now find the page of “Personal Details”, fill up all the columns in this page and upload the required documents asked for. Then click on confirmation box containing the data **“Are you sure to save your data”**. Then click on “save and proceed” button to save your personal details and proceed to next page.

- (i) Now, enter details under page “Educational Qualification”. Then fill up the details one by one starting from HSC to your higher qualification as provided in the eligibility criteria in the guideline under Para ‘C’ “vacancy position”. Scanned certificates and mark sheets to be uploaded.
- (j) To fill up your qualification details click on “Click to add” button and get a pop up page of “Add Educational Details for HSC qualification details and fill it up the relevant field and upload the certificates. Then click on “save” button and click on “OK” button to confirm your data. Then click on to “click to add” button for your next qualification and fill up the details accordingly and complete the entire process and click on the save button. After entering the educational qualification data completely, if you want to modify your data then click on “**Edit**” button and you will get another pop up window containing your previous data which you want to modify and after modification click on save button to save your modified data. The same process will work from HSC to your Higher qualification column.
- (k) Choose “Next” button to go to “Experience Details” page.
- (l) Then you will get the employment/Experience details page with “click to add” button. Click on “click to add” another pop up window will open with experience details and fill up all the relevant fields and click on save button.
- (m) Click on “Next” button to get the “Review and submit form” page. In case the form is incomplete then it will not be submitted and a message will display to complete the form before submission. Then check all the pages one by one carefully before submitting the final application.
- (n) Once the application is successfully filled up, your application form will be displayed on the screen with “Submit & Print Application”. In case you wish to edit any information, you have to select the respective link page (Personal details, Educational Qualification, Employment/Experience details) displayed on the top of the left side bar to edit and proceed before finally moving to “**Submit and Print**” application. Click on “submit & Print” and finally your application will be submitted and **cannot be edited further**. Your application will be displayed with “Print Application” button to get your application printed. Click on the “Print Application” button and get the print copy of it.

NOTE: - Before clicking “**Submit and Print Application**”, see the information thoroughly and once confirmed then click it.

APPLICANT CANNOT APPLY FOR SAME POST ONCE APPLICATION IS CONFIRMED & SUBMITTED AND REGISTRATION NUMBER IS GENERATED. HOWEVER, ONE CAN APPLY FOR SEPARATE POST; SEPARATE REGISTRATION NUMBER WILL BE GENERATED.

QUERY– Any query on recruitment can be mailed to jagannathnursery@gmail.com or can be contacted on +91 7438047522 for clarification, during the recruitment process.

Directorate of Mission Shakti

Online Application Form

Paste recent
passport size
photograph
here

Post Applied For: _____ On Dt. _____

1: Personal Details:

Name of Applicant:	
Name of Father	
Name of Mother	
Name of Spouse	
Email	
Date of Birth	
Age on 01-01-2019	
Gender	
Contact No.	
Category	
Sub-Category	
Aadhaar No.	
Marital Status	
Physical Handicapped	

2: Address:

Correspondence Address		Permanent Address	
C/O.		C/O.	
House No/ Village		House No/ Village	
At/Po-		At/Po-	
Police Station		Police Station	
Block		Block	
City		City	
District		District	
State		State	
Pin Code		Pin Code	

3: Educational Qualification

Examination	School/College	Board/University	Year of Passing	Marks		Marks (in %)
				Marks Secured (Excluding 4 th optional)	Maximum Marks	
HSC						
+2						
UG						
PG						

4: Technical Qualification (Computer)

Course	Institution	Year of Passing Out	Course Duration	Course Details

5: Employment / Experience Details

Sl. No.	Name and Address of the employer	Designation	Duration		Exp. in Year	Exp. in Month	Brief description of duties
			From	To			

6: Language Proficiency

Language	Ability to converse	Ability to Read	Ability to Write
ODIA			
HINDI			
ENGLISH			

Note: Application incomplete in any respect is liable to be summarily rejected.

DECLARATION AND UNDERTAKING BY THE APPLICANT

I do hereby declare that all statements made in the application form are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect at any point of time, my candidature / application may be cancelled / terminated without any further notice.

Place:

Date:

Full Signature of Applicant.