Centre for Regional Education, Forest & Tourism Development Agency
(CREFTDA)

At- Padmapur, PO- Jashipur, PS- Jashipur, Dist- Mayurbhanj, Odisha-757034

Advertisement

No. 146/19 Date 20-04-2019

Application invited for selection of candidates for recruitments on Contractual Basis for the below mentioned posts in the project area of CREFTDA under Karanjia & Rairangpur Subdivision of Mayurbhanj District. Application along with photo copy of relevant documents should reach to CREFTDA at- Padmapur, PO-Jashipur, Dist- Mayurbhanj, Odisha on or before Dt 02-05-2019. Application found incomplete in any respect will be rejected. The short listed candidate list is uploaded in organization website on Dt 05-05-2019.

1. Eligibility Criteria:

Age & Educational Qualification: The Minimum & Maximum age of the applicants for the posts shall be as mentioned below;

<table>
<thead>
<tr>
<th>Sl No</th>
<th>Name of the Post</th>
<th>Age Limit Prescribed</th>
<th>Age as on</th>
<th>Minimum Educational Qualification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Field Coordinator</td>
<td>25-40</td>
<td>01-04-2019</td>
<td>Pass in Bachelor Degree or Its equivalent examination with knowledge in basic Computer Skills</td>
</tr>
<tr>
<td>2</td>
<td>Office Assistant</td>
<td>22-35</td>
<td>01-04-2019</td>
<td>Pass in Bachelor Degree in Commerce/ Science with knowledge in basic Computer Skills</td>
</tr>
</tbody>
</table>

Other Eligibility Criteria: An applicant in order to be eligible for the post must be –

(i) A citizen of India,
(ii) Good mental condition, sound, health, good physique & active habits, free from physical defects likely interface with discharge in the service.
(iii) She/he must be residence of Mayurbhanj District,
(iv) Should be able to utilize and manage stipulated time period
(v) Willingness to travel extensively across the given locations
(vi) Ability to talk and listen to people and build rapport with a wide range of people
(vii) Preference should be given who have experience in NGO sector
(viii) 50% post reserved for Female applicant in the Post “Field Staff”.
(ix) “Office Assistant” Post is reserved for Female Applicant.
2. **Original Certificates/ Documents to be produced during verification**

   (i) Certificates & Mark sheets of qualifying examination
   (ii) Photo Identity Card
   (iii) Residential Certificate
   (iv) Experience Certificate (if any)

Secretary-cum-Director
CREFTDA, Jashipur
APPLICATION Form
(Form should be filled in BLOCK Letters only)

To
The Secretary-cum-Director, CREFTDA, Jashipur

Post Applied for ________________

Personal Details:
Name of the Applicant: ____________________________________________________
Father’s Name: ____________________________________________________________
Mother’s Name: ____________________________________________________________
Permanent Address: ________________________________________________________
________________________________________________________________________
________________________________________________________________________
Present Address: ____________________________________________________________
________________________________________________________________________
Gender: ________________________________________________________________
Date of Birth (DD/MM/YYYY): ______________________________________________
Age (as on 01-04-2019): ________________________________________________
Category: ______________________________________________________________
Nationality: ______________________________________________________________
Mob No.: _________________________________________________________________
Email ID: ________________________________________________________________
Experience (if any): ______________________________________________________

Educational Details:

<table>
<thead>
<tr>
<th>Class</th>
<th>Mark Secured</th>
<th>Percentage</th>
<th>Mark Secured</th>
<th>Percentage</th>
<th>Mark Secured</th>
<th>Percentage</th>
<th>Mark Secured</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Matric</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inter</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equivalent/ Any Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Undertaking

I do hereby declare that the information furnished and the copies of the documents submitted by me for registration of my name for the recruitment examination to the Post mentioned above are true and relevant. If any such information or document is found false or irrelevant during or after selection of candidature, my candidature shall be cancelled and I shall be liable to penal action as per law.

Date: ____________________________
Place: ____________________________
Signature of Applicant