

APPOINTMENT

SILICON INFOCARE (OPC) PVT. LTD.

Ref. Letter No.: 1433/Date: 26/06/2025

Issued By: District Welfare Office, Collectorate, Jajpur

Subject: Appointment of Co-ordinator and MIS Assistant under DA-JUGA at DWO, Collectorate, Jajpur

Applications are invited from the eligible candidates having requisite Qualification for following posts under DA-JUGA, DWO, Collectorate, Jajpur.

Sl. No.	Posts	Qualification
1	FR Cell Coordinator-01 No	<p>Education:</p> <ul style="list-style-type: none"> Candidate should have completed graduation. Individuals with Master's degree will be preferred. <p>Work Experience:</p> <ul style="list-style-type: none"> Minimum 2-3 years of experience in NGO/ Social Sector Projects. Candidates from the concerned district should be preferred for all the positions under the scheme. Experience of working with government projects will be and added advantage. Fair understanding of Central / State Govt Schemes & community mobilization skills. Experience in delivery of training & capacity building programmes / initiatives. Experience of networking with Line Departments of Government. <p>Language and competency:</p> <ul style="list-style-type: none"> Fluency in oral and written communication in English and Odia. <p>Computer Skills:</p> <ul style="list-style-type: none"> Proficiency in computer skills like the use of MS Office and conversant with Internet / emails. <p>Remuneration:</p> <ul style="list-style-type: none"> Consolidated remuneration of Rs. 35,000/- Per Month(Inclusive of all taxes, EPF, ESI & Service Charges) subject to submission of signed absent statement and performance report by the concerned Sub Collector/Nodal Officer by the 5th of each succeeding month.
2	MIS Assistant-01 No	<p>Education:</p> <ul style="list-style-type: none"> Candidate should have completed graduation and PGDCA course. Individual with Master's degree will be preferred. <p>Work Experience:</p> <ul style="list-style-type: none"> 2 years of experience in data entry and large-scale database management in any reputed govt. / private agency. Proficiency in the use of MS Office specifically MS Office, MS Excel and conversant with internet / use of Online platforms is a mandatory requirement. <p>Language and competency:</p> <ul style="list-style-type: none"> Fluency in oral and written communication in Odia and English is a mandatory requirement. <p>Remuneration:</p> <ul style="list-style-type: none"> Consolidated remuneration of Rs. 25,000/- Per Month(Inclusive of all taxes, EPF, ESI & Service Charges) subject to submission of signed absent statement and performance report by the concerned Sub Collector/Nodal Officer by the 5th of each succeeding month.

Terms & Conditions:

1. The engagement is purely temporary and contractual in nature and does not guarantee any claim for permanent absorption.
2. The candidate shall abide by all the instructions issued from time to time by the concerned authorities.
3. Performance shall be reviewed periodically, and continuation will be subject to satisfactory performance.
4. The engagement may be terminated at any time without assigning any reason by the appointing authority.
5. The contract agreement will be for a period of 1 year.

General Instructions:

1. Interested candidates must submit their **application** along with **all relevant documents**.
2. A **non-refundable agency registration fee of ₹100/-** must be deposited to the bank account given below:
 - a) Account Details:
 - b) Account Name: Silicon Infocare (OPC) Pvt. Ltd.
 - c) Bank Name: ICICI BANK
 - d) A/C Number: 216205500387
 - e) IFSC Code: ICIC0002162
 - f) Branch: Jajpur Town Branch
3. Payment proof (screenshot/receipt) must be attached with the application. Applications without payment proof will be summarily rejected.
4. Last Date of Submission: **16/07/2025**.

Interested candidates may send their application with updated CV/Resume by **Post & Courier** only. Address details: **Director, Silicon Infocare (OPC) Pvt. Ltd., Near HP Gas Office, Unit-12, Padmeswarpur, Jajpur, 755001, Odisha**. Contact No: **8260461444, 7381335843**.