

**Eligibility criteria other details for the post of
Programmer-Cum-Accountant under MDM
Programmer-Ganjam District.**

1. Name of the post – **Programmer-Cum-Accountant**
2. Qualification-Graduation of Commerce having knowledge PGDCA / MCA with experience in Tally package
3. Age: 21 to 42 years as on 1.12.2011. In case SC/ST, SCBC, Women candidate and Ex-serviceman, the upper age limit will be relaxed by 05 years. For physically handicapped candidates, the upper age limit will be relaxed by 10 years
4. Consolidated remuneration Rs. 9300/- per month
5. Functional computer literacy is essential.
6. The post is purely contractual and can be terminated at any time.
7. The post are co-terminus with the tenure of MDM Programme.
8. Preference will be given, candidates have one year experience in the related field.
9. The interested candidate fulfilling the eligibility criteria mentioned above as requested to apply to the undersigned on or before 31/12/2011 during office hour. The application may be send by Speed Post/ Registered Post/ Person in hand to **DISTRICT PROJECT OFFICE, SSA, CHATRAPUR, GANJAM , Pin-761020.**

**Application for the post of
Programmer-cum-Accountant at DPMU (MDM),
Ganjam**

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recent
passport
size
photograph

BIO DATA

1. Name of the candidate (in Block Letter) :
2. Father's / Husband's Name :
3. Permanent Address :
4. Present Address :
5. E-Mail Address / Telephone No. / Mobile No. :
6. Date of Birth :
7. Sex (Male / Female) :
8. Marital Status (Married / Unmarried) :
9. Category (SC / ST / SEBC) :
- 10 Educational Qualification :
- 11 Details of Qualification :

| Exam Passed | Board/ University/ Institution | Year of Passing | Division / Grade | Full Marks | Marks Secured (including extra optional) | % of Marks |
|-------------------------------|-----------------------------------|--------------------|---------------------|------------|--|---------------|
| H.S.C | | | | | | |
| C.H.S.E. | | | | | | |
| Graduation in Commerce | | | | | | |
| PGDCA / MCA | | | | | | |
| Knowledge of Tally Package | | | | | | |
| Others | | | | | | |

12 Technical Qualification (if any)

13 Details of 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 and Technical qualifications.
3. Documents in support of experiences.
4. Two nos. of self-attested photographs