

How to apply

The applicants for different posts to submit their application form in prescribed format only through e-mail to support@opelip.org and through post/courier to M/S R.R.Enterprises, SCR-46, Kharvel Nagar, Bhubaneswar-1 with a copy to PMU, OPELIP, 2nd Floor, TDCCOL Building, Rupali Square, P.O.Bhoi Nagar, Bhubaneswar-751022. For further details please visit the website www.opelip.org /www.rrenterprisesjob.com

ToR for MPA Level Staff

SL No	Position	Job Description	Education Qualification	Age on 01.01.17	Professional Experience	Monthly Consolidated Salary(in Rs.)
1	MIS Assistant (DEO)	Collecting inputs from the project area from the implementing agencies in the specified format; Feeding into the MIS and generating progress reports, trends on a monthly basis for review and action by the MPA technical team and management; and Consolidating information at the district level and providing regular updates to the PMU at the state level	Post Graduate Diploma in Computer Application(P GDCA) /BCA/B.Tech in Computer Science or equivalent from recognized university/ institutes	Maximum 45 years	Minimum 3-4 years of experience having expertise in basic application software and hardware and adequate training in the specific MIS	10,000/-
2	Accountant	Budgeting and accounting of the programme at MPA Level; Expediting the release of funds for timely implementation of different activities by the MPAs, SHGs and VDCs; Maintaining records of all financial matters related to the programme; Preparing requests for release of funds from the state with required statement of expenditure; Preparing guidelines for auditing SHG and VDC accounts and engaging Auditors for auditing SHG and VDC accounts; Overseeing procurement of NGOs and contract agreements Maintaining contract register	Should be a Graduate in Commerce/ MBA(Finance) from recognized university/institutes Familiar with financial management software (like Tally)	Maximum 45 years	With a minimum of 5-6 years of relevant experience (specially 3-5 years in Development sector). Must be computer literate along with latest Tally Software.	15,000/-