


NOTICE OF VACANCY

Applications are invited from eligible candidates who possess the requisite qualification for filling up the following posts on contractual basis in the High Value Agriculture Development Agency for the implementation of Teressa Coconut Mission. The Selected candidates will have to work in Teressa.

Sl. No.	Post	Min. Qualification required	Remuneration per month	No. of Post
1	Accounts Manager	1) Degree in Commerce, Mathematics, statistics or other equivalent degree from recognized university. 2) Knowledge of Computer applications.	12000.00 + 1000.00 (HAA)	01
2	Field Supervisor	1) 12 th Std Passed 2) Knowledge of Computer applications.	12000.00 + 1000.00 (HAA)	04
3	Secretarial Assistant/ Data Entry Operator	1) 12 th Std Passed 2) Diploma /certificate in computer application from a recognized university 3) Knowledge of office applications	8000.00 + 1000.00 (HAA)	01
4	Office Attendant	X th Passed	5000.00 + 500.00 (HAA)	01
5	Mazdoor	X th Passed	5000.00 + 500.00 (HAA)	04

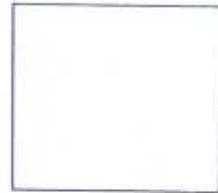
Application in the enclosed format duly filled in along with attested copies of certificate/testimonials of educational and other qualification, date of birth certificate and recent passport size photographs duly attested by a Gazetted officer should be submitted to the Assistant Director (Agri), Kamorta on or before 16/01/2012.


26/12/11
Member Secretary, ANCOM/
Director of Agriculture


23/12

FORMAT

APPLICATION FOR THE POST OF _____
IN THE HIGH VALUE AGRICULTURE DEVELOPMENT AGENCY
FOR TERESSA COCONUT MISSION



1.	Name of the Candidate (In Capital letters)	:	
2.	Date of Birth (Attested photocopies of proof certificate should be Attached)	:	
3.	Fathers Name	:	
4.	Educational Qualification's (Attested photocopies of proof certificate should be Attached)	:	
5.	Address for Communication	:	
6.	Permanent Address	:	
7.	Phone Number	:	
8.	Categories of Local Certificate	:	
9.	Employment registration no.	:	
10.	Details of Experience (if any)	:	
11.	Any other relevant information (if any)	:	

Certified that the information furnished, above are true to the best of my knowledge and I, undertake that my candidature, will be liable to be cancelled, incase of any of the information if are/is found to be false.

Place:
Dated:

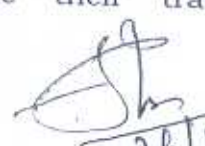
Signature of the candidate

Document to be attach with the application:-

1. Attested photocopies of Mark sheet and Certificate in support of Educational qualifications.
2. Attested photocopies of Experience Certificate (S) Specifying Nature & Period of Experience.
3. Attested photocopies of Local address proof certificate should be attached

General Information:-

1. While attending the interview for the post, the application should ensure that he/she fulfills the eligibility and other norms.
2. Interested Candidate shall be ready to work in remote/hard areas and when directed also may have to travel to remote/hard area as required.
3. No accommodation facility will be provided to the selected candidate. Leave rules will be as per the rules applicable for contract appointment.
4. This appointment will be purely on contract basis which is likely to be extended on mutual consent and this does not confer any right/privilege for regular appointment or continuity of service.
5. The interview for selection of candidate will be held at Kamorta.
6. No DA/TA shall be applicable for appearing in the interview. Interested candidates are required to make their travel arrangement at their own cost.


26/12/11
Member secretary, ANCOM/
Director of Agriculture


23/12/11