

For Office Use, Only
Post Code:POST NAME..... Jan - 2018 Application No. _____

PASTE LATEST PHOTO HERE

CONVERGENCE OF AGRICULTURAL INTERVENTIONS IN MAHARASHTRA (CAIM)
Application Form for the post of

Name of Post

(A) Personal Details

Date of Application	
Name (in BLOCK CAPITALS)	
Date of Birth (dd/mm/yyyy) (Age as on 01-01-2018)	
Address for Communication	
Contact Information:	Landline Mobile Email

(B) Educational Qualification:

Level	University	Name of Course	Year of Passing	Class Obtained	Major Subjects
Post-Graduation					
Graduation					
Diploma					
Specialized Training					
Other Education					

(C) Competency:

***Attach Additional sheets, if required.**

Please list your areas of highest competency, special skills or other items that may contribute to your abilities in performing the mentioned position. (e.g.: Project management, Leadership, Team work, Negotiator/communicator, Facilitator of Change, Performer etc.)

(D) Experience

***Please list beginning from most recent**

From - To	
Employer	
Position & Location	
Duties	

From - To	
Employer	
Position & Location	
Duties	

From - To	
Employer	
Position & Location	
Duties	

(E) Experience Relevant to the Post Applied:

(F) References with contact details:

1.	
2.	

(G) Declaration:

I hereby declare that the information furnished above is true to the best of my knowledge and belief.

(Signature of the Applicant with Date)

Office Assistant cum Data Entry Operator (Amravati)

Reporting to / Works with:

District Program Manager

Qualification and Experience:

Qualifications: The essential qualifications for the position include any Graduate degree with additional skills in Computer Operating including skills in database management or Appropriate Diploma with at least, 1 year Experience with Typing in Marathi, Hindi and English with 40wpm.

Job Requirements

Office Assistant CUM Data Entry Operator will be responsible for updating all project related database and provide support to the respective Units such as PSU, PMU and DPMTs in performing their roles more effectively. They will work in collaboration with their colleagues and report to their respective head. The functions and responsibilities of the Office Assistant CUM Data Entry Operator will include:

Document typing in Marathi, Hindi and English language as instructed by supervisor

- Update all data relating to the operations of CAIM including the RIMS survey, baseline surveys etc in compliance with the overall requirements of the CAIM;
- Prepare periodical reports required by DPMU Managers, PMU Project Director and PSU Liaison Officer and GoM in accordance with guidelines provided to you;
- Provide support to the M&E specialists in developing computer-based formats and questionnaires and ensure that all such formats are computer-compatible;
- Work in close coordination with the other members of the Unit and provide them with required computer services as needed by them;
- Obtain, update and maintain data and information relating to CAIM programme on a regular basis and provide outputs to your immediate supervisors;

- Assist your supervisor in the preparation of progress reports and other documents that are required for the CAIM as guided by your supervisor;
- Maintain soft copies of documents such as PIM, appraisal report, working papers, minutes of meetings, all records relating to CAW and make available such soft copies to your supervisor as and when needed;
- Carry out any other duties assigned by his/her officer-in-charge.

Remuneration

Maximum Rs. 10,000/- per month (Consolidated)