

**GOVERNMENT OF ODISHA**  
**MINORITIES & BACKWARD CLASSES WELFARE DEPARTMENT**

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No. 324 /M&BCW, Bhubaneswar dated the, 7-1-2015  
OBC(MW)-12/13

Expression of interest is hereby invited from reputed Firm/Organization having PAN under IT Act., Service Tax Registration and EPF Registration to provide one of Computer Programmer, two Computer Operators to work in M&BCW Department. Services one of Computer Programmer & two Computer Operators will be outsourced from the Manpower Service Providing Agency. The minimum education qualification of Computer Programmer is Graduation with PGDCA/ MCA, that of Computer Operator is Graduation/+2 with Diploma in Computer Science.

They are requested to furnish their rate/unit cost for one Computer Programmer & one Computer Operator including all incidental charges namely Agency Charges, Service Tax, EPF, ESI etc. to be borne by the Service Provider along with relevant documents to the Managing Director, OBCFDCC (Odisha Backward Classes Finance & Development Co-operative Corporation Ltd.), Qrs-A/6 Unit-V, Near Rajiv Bhawan, Bhubaneswar-751001, Telephone and Fax No-0674-2391061 or drop in the Tender Box placed in the Corporation Premises on or before 28-01-2015 by 3.00 PM.

The selected Service Provider shall have to enter into an agreement for one year with the Department for causing positioning of the Computer Programmer & Computer Operator to the Department w.e.f. February' 2015. The Term of Reference(TOR) for the post of Computer Programmer & Computer Operator is enclosed for reference.

The undersigned reserves the right to cancel the EOI without giving any prior notice and assigning any reason thereof.

Yours faithfully,

  
Director (OBS)

Memo No. 325 /M&BCW, Dt. 7.1.2015

Copy forwarded to all Department of Govt. with request to display the notice in their Notice Board for wide publicity.

~~Director (OBC)~~  
21/1/15

Memo No. 326 /M&BCW, Dt. 7.1.2015

Copy forwarded to Sri S.K. Mukharjee, Spl. Officer (Statistics), SSD Department/ the Head State Portal Group, NIC, Secretariat, Bhubaneswar with request to host the Notice in the Deptt. website for wide publicity.

~~Director (OBC)~~  
21/1/15

Memo No. 327 /M&BCW, Dt. 7.1.2015

Copy forwarded to the Notice Board of this Department /MD, OBCFDCC Ltd., Qrs-A/6 Unit-V, Near Rajiv Bhawan, Bhubaneswar-751001 for information & n.a.

MD, OBCFDCC Ltd is requested to look after the matter as to placement of Tender Box / receipt of Tender/bid documents in the Tender Box placed in the Corporation with sufficient security.

~~Director (OBC)~~  
21/1/15

Memo No. 328 /M&BCW, Dt. 7.1.2015

BY FAX/SPEED POST. Copy forwarded to Proprietor, Mind Mart, C-43, 2<sup>nd</sup> floor, Market Building, Sahid Nagar, Bhubaneswar, Fax No. 2542641/ Managing Partner, Premier Security Services, Plot No. 2170/4071, Ravi Talkies Road, Bhubaneswar-2./ Managing Partner, Jagannath Security Service Co., At. Chakeisihani, PO.-Rasulgarh, Bhubaneswar-751010 Fax No. 0674-2585295/ Maa Tarini Security Service, Plot No. 1505, Hanspal, Naharkanta, Bhubaneswar for information and necessary action with request to submit documents/bid to MD, OBCFDCC Ltd., Qrs-A/6 Unit-V, Near Rajiv Bhawan, Bhubaneswar-751001 Telephone and Fax No-0674-2391061 for needful action.

~~Director (OBC)~~  
21/1/15

**Government of Odisha**  
**Minorities and Backward Classes welfare Department**

**TOR FOR COMPUTER-PROGRAMMER, COMPUTER OPERATOR.**

**Position: COMPUTER-PROGRAMMER, COMPUTER OPERATOR**

**First Line Reporting:** Section Officer, Minority Section

**Second Line Reporting:** Director, OBC

**Place of Posting:** in M& BCW Deptt.

**A. PURPOSE:**

Scholarship (Minority ) issues related to the software and the specific scheme matters under M& BCW Department, Government of Odisha. Have to liaise with all the stakeholders involved in the project including the State Governments, GOI, MOMA institutes, students, NIC etc. This unit will handle all the scheme issues as well as the technical issues related to the software. This unit will be required to do all technical works related to various Schemes of this Ministry as well as secretarial work.”.

To look after all the technical issues involved in the online system and will analyse the various Software Requirement Specifications (SRS),

its modifications vis-a-vis the terms and conditions as spelt out in the scholarship schemes,

- (i) to cross check the fund requirement, community-wise details, male & female details etc., projected by States/UTs in their proposals under the scholarship schemes from the database, available online,
- (ii) to prepare a data bank of scholarships sanctioned in favour of State and community-wise manner,
- (iii) to monitor the status of disbursement of funds among beneficiaries through DBT mode taking the help of the online system,
- (iv) to upload all relevant data in respect of the schemes in the web-site of the Ministry,
- (v) to address various technical queries of the stakeholders related to these schemes,
- (vi) to generate periodic statements on implementation of the online project.
- (vii) Any other work as assigned to them from time to time.

Name of Post	No. of Posts	Education Qualification and Experience	Monthly remuneration limiting to Rs.
Computer Programmer	1	<ol style="list-style-type: none"> <li>1. Should be Graduated with PGDCA/MCA.</li> <li>2. Should have working experience of at least one year in Private/Govt. Sector and experience of Preparing Notes, drafting of official letters etc.</li> <li>3. Should have computer skills and working knowledge of computer in MS-Office (Word, Excel, Power Point presentation), internet surfing, email, minimum typing speed of 30 per minute in English, working experience of at least one year in Private/Govt. Sector.</li> </ol>	Rs.17,000/-
Computer Operator	2	<ol style="list-style-type: none"> <li>1. Graduation/ +2 with Diploma in computer Science.</li> <li>2. Minimum typing speed of 30 per minute in English,</li> <li>3. The person having knowledge of both English and Odia typing will be preferred.</li> </ol>	Rs.6,445/-

The engagement is purely project specific and does not assure of any regular engagement in future. The period of agreement shall initially be for a period of one year, extendable further at the discretion of the Department.

Sd/-  
Director(OBC)