

HOW TO APPLY

Eligible candidates may apply through online recruitment portal only. Please visit <http://www.odisha.gov.in/finance/index.htm> and click on “PPOMU Recruitment” link.

STEPS TO APPLY ONLINE:

Step-1: Log on to <http://www.odisha.gov.in/finance/index.htm> and click on “PPOMU Recruitment” link. You will come to the page shown in picture 1. Here you can view Press Advertisement, Job Descriptions, Fact Sheets, Selection Process, Sample Contract and Help section (“How to Apply” and “Facing any problem”).

Picture-1: PPOMU Recruitment Portal

Finance Department
Government of Odisha

Programme Performance & Outcome Monitoring Unit
Contractual Appointment of Specialists

[Apply Now](#) | [Press Advertisement](#) | [Job description](#) | [Selection Process](#) | [Sample Contract](#) | [How to Apply](#) | [Facing Problem](#)

3 Year Contractual Appointment of Specialists for PPOMU

The Finance Department, Government of Odisha has established a 'Programme Performance & Outcome Monitoring Unit' (PPOMU) to function as its Monitoring & Evaluation (M&E) wing. The PPOMU will be conducting concurrent monitoring and evaluation as well as impact assessment of flagship national and state schemes being taken up by key departments in Odisha. [Click here for Role and Function...](#)

Applications are invited from specialists on 3 years contractual terms for the following positions:

	Download
(1) Team Leader	Fact Sheet Term of Reference
(2) Monitoring & Evaluation Specialist	Fact Sheet Term of Reference
(3) Research Methodology and Documentation Specialist	Fact Sheet Term of Reference
(4) Outcome and Impact Assessment Specialist	Fact Sheet Term of Reference
(5) Procurement and Contract Management Specialist	Fact Sheet Term of Reference

There is a single vacancy against each position. Applications are sought from experienced professionals working in the development sector including from development agencies / Government / Corporates etc.

Step 2: Click on Apply now link circled in picture-1, you will reach to the page shown in picture-2. In order to complete the online registration you have to complete following 4 steps:

- 1) Register
- 2) Validate Email
- 3) Fill Details
- 4) Print & Send.

Picture-2: Registration of Applicant

Finance Department
Government of Odisha

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1 Register → 2 Validate Email → 3 Fill Details → 4 Print & Send

Name * :

Please enter your valid email-id. All communication from our end will be sent to your email.

Email * : Sex: Male

Date of Birth * : ..Day.. ..Month.. ..Year..

Position applied for * : .. Select Position ..

Submit Reset

- 1) **Register:** Here you have to fill form as shown in picture -2 with Applicants Name, Email, Sex, date of Birth and Position Applied For. After filling this form, when you click on “Submit” button, you will see a screen as shown in picture-3.

Picture-3: Email Validation

Finance Department
Government of Odisha

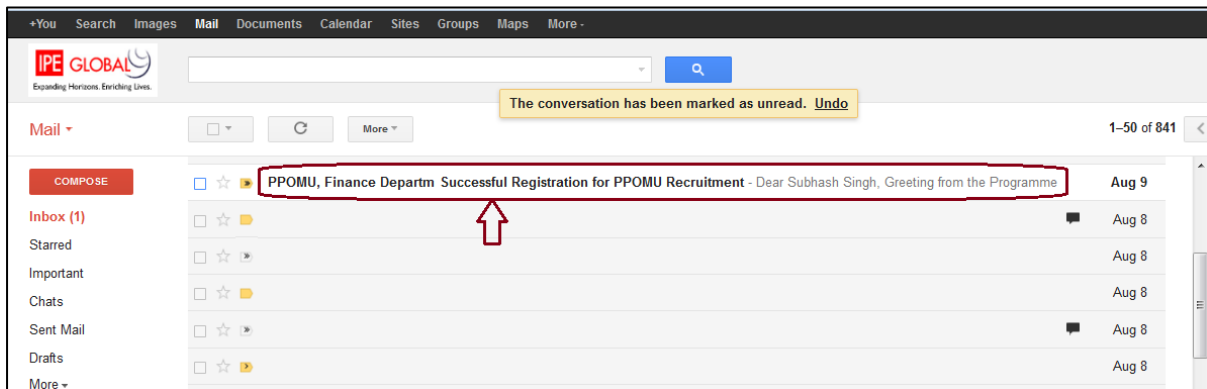
Programme Performance & Outcome Monitoring Unit
Contractual Appointment of Specialists

1 Register → 2 Validate Email → 3 Fill Details → 4 Print & Send

i First step of registration is complete! Please check your email to validate the registration and fill details to complete the application form. Please check your spam of your email-id.

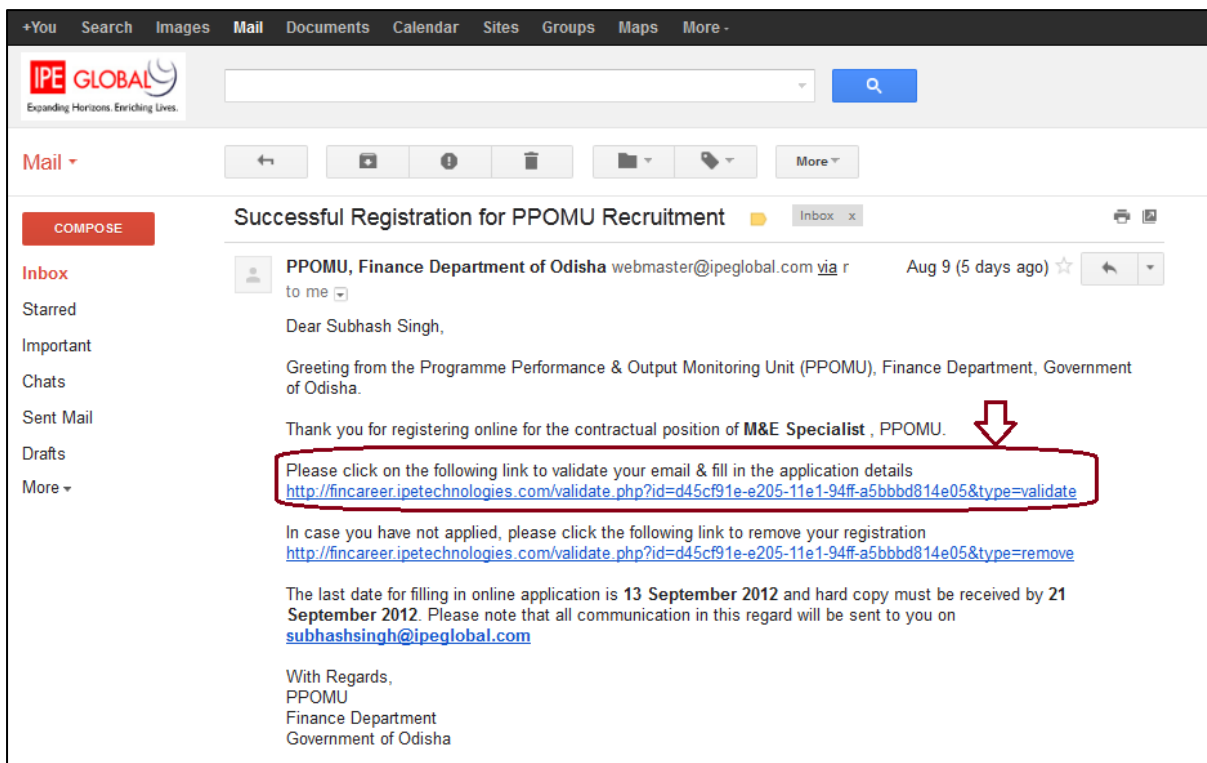
- 2) **Validate Email:** Check your email (if not found, kindly re-check in inbox. Also check you spam emails) for an email with subject “Successful Registration for PPOMU Recruitment” as shown in Picture-4.

Picture-4: Email received from PPOMU, Finance Department



Open this email and click on the link circled in picture-5 to validate your email with the Recruitment portal.

Picture-5: Validating link in email



- 3) Fill Details:** When you click on the link to validate your email “Validate Email” step will be completed and you will reach to the screen shown in picture 6. Here fill the form with your Basic Details, Professional Experience, Academic Qualification, Knowledge of Software, and reference. You also need to upload you CV in .doc/ .docx/ .pdf format and then click on “Submit” button.

Picture-6: Detailed registration form

Finance Department
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1 Register → 2 Validate Email → 3 Fill Details → 4 Print & Send

Basic Details

Name: Subhash Singh
 Father's name * :
 Street Address * :
 City * : District :
 Pin * : State * : ..Select..
 Telephone No. : Area Code Phone No. Mobile * : +91

Registered details
 Name: Subhash Singh
 Email: singhsuh@gmail.com
 Post applied for: Research Methodology & Documentation Specialist

Professional Experience

Total Experience * : Years Months Months

From: MM YYYY To: MM YYYY
 Position Held:
 Organisation Name:
 Briefly Mention Major Responsibilities Handled in this position:

[Add More](#)

Academic Qualification

Level	Name of Degree / Diploma	Board / University	Year	% Of Marks	Specialization
HSC (10th)*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Intermediate(+2)*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Graduation*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Post - Graduation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Add More](#)

Knowledge of Software

MS OFFICE		OTHER SOFTWARE	
MS WORD	<input type="checkbox"/>	SPSS	<input type="checkbox"/>
MS EXCEL	<input type="checkbox"/>		
MS POWERPOINT	<input type="checkbox"/>		
MS ACCESS	<input type="checkbox"/>		

[Add More](#)

References* (Atleast One)

Name	Contact No.	Email	Designation	Name of Organisation	Relationship
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Upload Resume

Upload Resume*
 Supported Formats : .doc, .docx, .rtf, .pdf
 No file chosen

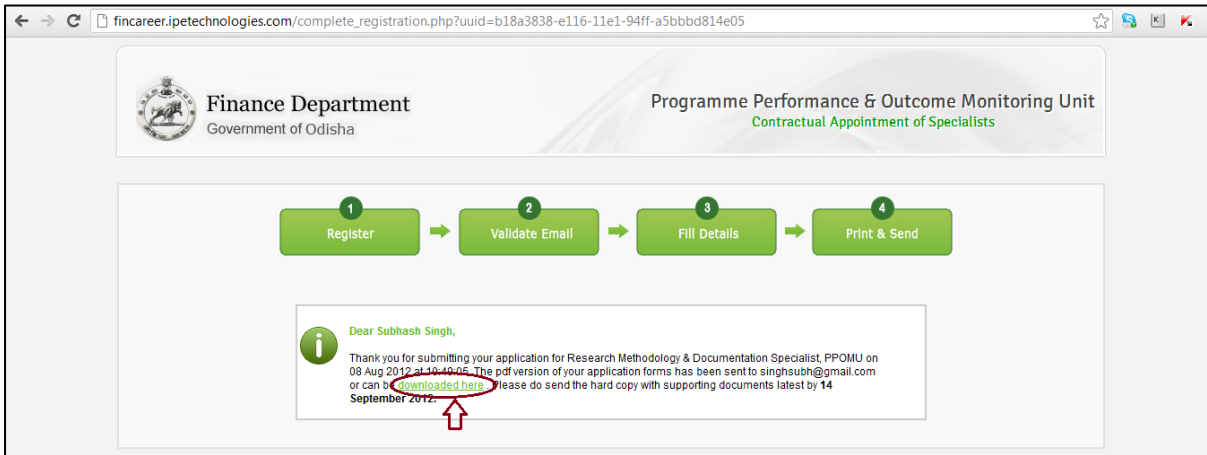
Finance Department
Government of Odisha, Bhubaneswar-751012
Tel: 0674-2538950

Career services by **IPS GLOBAL**

Initiative By **mega**

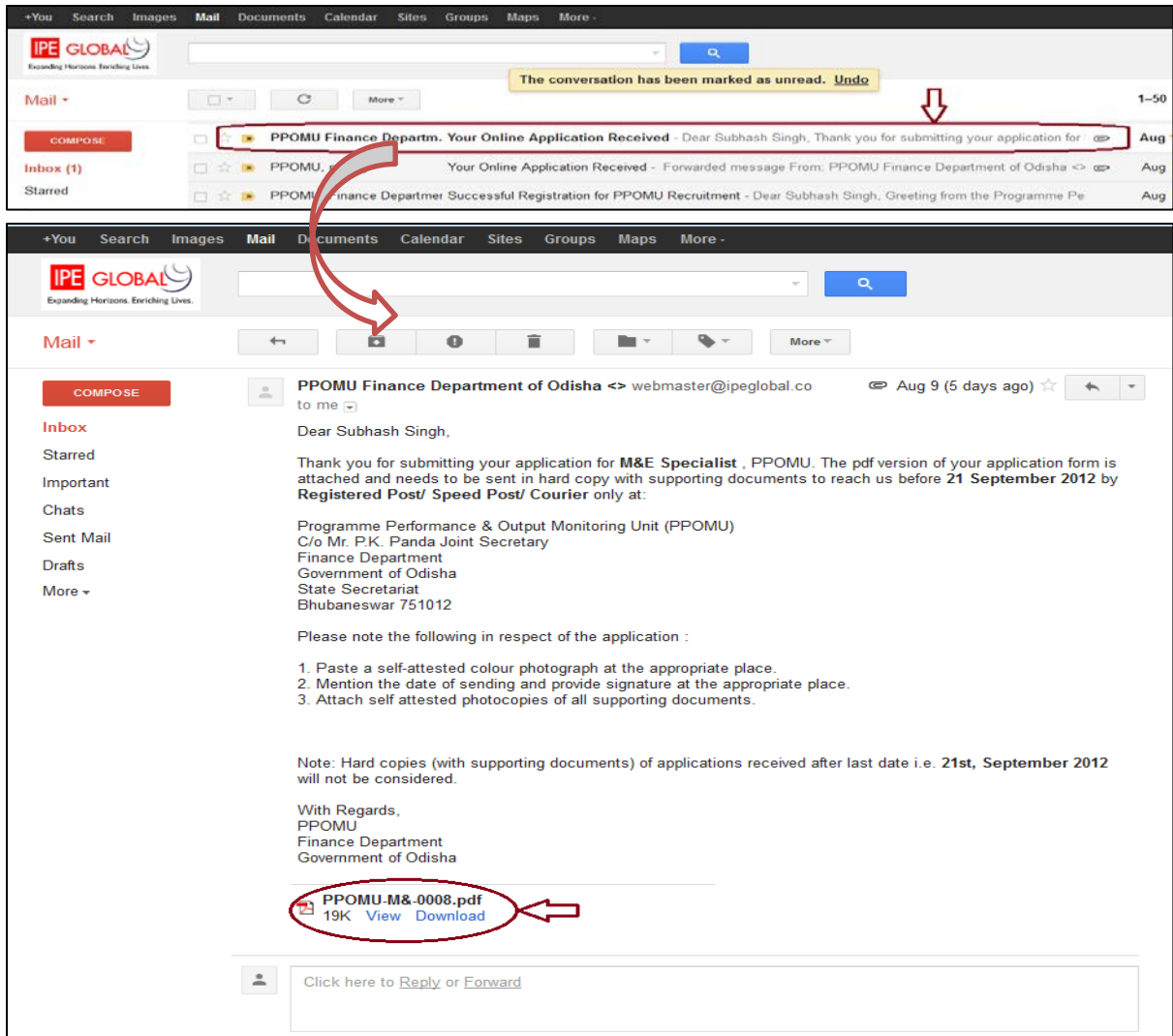
- 4) **Print & Send:** When you submit form shown in picture-6, you will reach to final “Print & Send” step as shown in picture-7. Click on “download here” link to download the PDF generated by the system.

Picture-7: Download registration form



You can also download this application from an email sent to you with PDF version as attachment (Shown in Picture-8).

Picture-8: Registration form in attachment



Step-3: You have to send duly signed printout of registration form after affixing self-attested passport size color photograph, and attaching attested copies of all academic testimonials. Candidate can keep a copy of application form for his/her future reference.

Step-4: The envelope should be superscripted with Post applied for (eg, Research Methodology and Documentation Specialist) and should send by Speed Post/ Registered Post/ Courier only before 5 pm till 18 October 2012 to following address:

Programme Performance & Output Monitoring Unit (PPOMU)

C/o Mr. P.K. Panda Joint Secretary

Finance Department

Government of Odisha

State Secretariat

Bhubaneswar 751012