

Odisha Urban Infrastructure Development Fund
4th Floor, Zone A/2, Fortune Towers, Bhubaneswar-751023
Ph-0674-2300396, 2300397

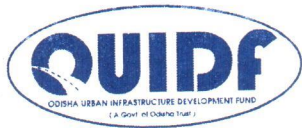
No. OUIDF-04/2013/249/OUIDF

Dated: 07.05.2014

ADVERTISEMENT FOR CONTRACTUAL APPOINTMENT IN OUIDF

Application are invited for a position of Receptionist in OUIDF Office at Fortune Towers, Bhubaneswar. The details may be seen in the Website at www.ouidf.in.
The last date for receipt of application is 31st May' 2014 by 01:00 P.M.


7.5.14
Secretary & CEO, OUIDF



Odisha Urban Infrastructure Development Fund

Zone - A/2, 4th Floor, Fortune Towers
Bhubaneswar - 751023

No. 247/OUIDF, Dated: 07.05.2014
OUIDF- 04/2013

ADVERTISEMENT FOR CONTRACTUAL APPOINTMENT IN OUIDF

Applications are invited in the prescribed format from the intending candidates having requisite qualifications and experience for appointment on contractual basis in OUIDF Office, Zone-A/2, Fourth Floor, Fortune Towers, Bhubaneswar.

Sl. No	Name of Consultancy (No. of Vacancy)	Qualification	Experience/Other Criteria	Monthly Consultancy Fee
1.	Receptionist (One)	3 year Degree/ Diploma in Hospitality and Hotel Administration/ Graduate with Post Graduate Diploma in Front office Management.	<ul style="list-style-type: none">• 1-3 Years Experience.• Very good communication skill in English, Odia & Hindi.• Proficient computer skill to receive and reply through e-mail, scanner & fax.• Managing EPBX of the office for all inward and outgoing calls.• Fixing and schedule appointment for OUIDF official as well as for visiting officials & delegates.• Receive Dak. Documents, Paper etc. for OUIDF.• Receive and handle guests and visiting officials of / to OUIDF.	Rs. 10,000-13,000/- with Conveyance Allowance of Rs. 1000/- & Telephone Charges of Rs. 1000/-

Application in prescribe form with supporting documents may be sent in the address: Secretary, OUIDF, Zone A/2, Fourth Floor, Fortune Tower, Bhubaneswar-751023 or by e-mail at ouidf.jobs@gmail.com.

LAST DATE FOR RECEIPT OF APPLICATIONS IS 31.05.2014 (01:00 P.M)

Only shortlisted candidates will be called for test/ Interview

OUIDF reserves the right to cancel the advertisement for any of the above mentioned post(s) without assigning any reason. OUIDF will not be responsible for any postal delay. Canvassing in any format may lead to rejection of application.


7.5.14
Secretary & CEO, OUIDF

B I O - D A T A

Application for the Post of Receptionist

1.	Name in Full(Capital Letters)					
2.	Husband/ Father's Name					
3.	Permanent Address					
4.	Present Address with Telephone/ Mobile No./ E-mail ID					
5.	Nationality		6. Religion			
7.	Date of birth (As recorded in Matriculation or equivalent examination)	Date:	Month:	Year:		
8.	Sex	9. Marital Status	10. Language(s) Known Read Write Speak			11. Category (SC/ST/OBC/ SEBC/ General)
12.	Details of Academic Qualification:					
	Examination Passed	Board/University	Year of passing	Subject	Division / Grade	% of Marks
13.	Experience					
	Name of the Organisation	Nature / Description of Job			Period From -To	
14.	Particulars of extra curricular activities, if any					

DECLARATION

I do hereby declare that the above mentioned statements are true to the best of my knowledge and belief.

Place:

Date:

Signature