



CENTRE FOR MODERNIZING GOVERNMENT INITIATIVE (CMGI)

Applications are invited from suitable candidates having good track record for engagement in the following consultancy positions of CMGI;

Sl. No.	Position	No. of positions to be filled	Monthly consolidated consultancy Fee	Qualification	Experience
1	Governance Advisor	1	Rs.80,000/-	MBA/Master Degree in Social Science/Mass Communication / Public Administration /Political Science / Rural Development /Law /Law and Governance from a recognized and reputed Institution with 1st Class	15 Years of experience in Government/Private/NGOs. Preference will be given to Candidates having Governance and e-Governance Experience.
2	Software Engineer	1	Rs.20,000/-	BE in IT/Computer Science/Electronics/MCA/ M.Sc. (IT/Computer Science) from a recognized institution with 1st Class	3 Years of Experience in Software Development
3	Programme Officer	1	Rs.25,000/-	MBA/Master Degree in Social Science/Mass Communication / Public Administration / Political Science / Rural Development / Law and Governance from a recognized and reputed Institution with 1st Class	3 Years of experience in Government / Private/NGOs.
4	Executive Assistant	2	Rs.15,000/-	1) Degree in any Discipline 2) PGDCA	2 Years relevant experience in Government / Private / NGOs
5	Project Assistant	1	Rs.15,000/-	1) Degree in any Discipline 2) PGDCA	2 Years of experience in Government / Private / NGOs
6	Office Assistant	1	Rs.9,300/-	1) Degree in any Discipline 2) PGDCA	-do-
7	PA to Director	1	Rs.9,300/-	1) Degree in any Discipline 2) PGDCA 3) Shorthand and Typing (40 words per minute)	3 Years relevant experience in Government / Private / NGOs

Interested Candidates may send their complete bio data mentioning about their qualification and experience along with the attested photo-copies of all the relevant certificates of educational qualification (s) and experience (s), 2 nos. of passport size photographs, photo ID proof, etc. through Registered post/Speed post only to the address below;

Procurement Officer, Centre for Modernizing Government Initiative (CMGI), OCAC Building, Plot. No. : N-1/7D, Acharya Vihar Square, Bhubaneswar : 751013

Please Note :

- 1) The last date of receipt of all the applications in the above address is **24.10.2014**. No application shall be accepted after the last date.
- 2) Incomplete applications or applications without all the relevant documents shall be rejected
- 3) Applications sent through Registered Post OR Speed Post shall only be accepted. Applications sent through any other means shall be rejected.
- 4) Only shortlisted candidates will be intimated for the selection process.

**Sd/-
Executive Director**