




Indian Red Cross Society, Odisha State Branch
Red Cross Bhavan, Pt. Jawaharlal Nehru Marg, Unit – IX, Bhubaneswar – 22

WALK IN INTERVIEW

Walk in interview for filling up the following posts under IRCS-OSB on contractual basis.

| Sl.No | Name of the Post | Posting of place | No. of post | Date & time of Interview |
|-------|----------------------------|---------------------------------------|-------------|--|
| 01 | Joint Secretary (Honorary) | IRCS-OSB | 01 | 7 th June, 2019 at 11.00 A.M.,. |
| 02 | Gardener | IRCS-OSB | 01 | 7 th June, 2019 at 11.00 A.M.,. |
| 03 | Peon | IRCS-OSB/CRCBB., CTC. | 01 | 7 th June, 2019 at 11.00 A.M.,. |
| 04 | Laboratory Attendant | Central Red Cross Blood Bank, Cuttack | 01 | 7 th June, 2019 at 11.00 A.M.,. |

Details regarding eligibility criteria, Qualification, Experience and Salary etc. can be obtained from the website: www.odisharedcross.org, and from the office Notice Board.


Honorary Secretary
IRCS- OSB

Laboratory Attendant

PERSON SPECIFICATION


| | |
|----------------------------------|---|
| Position | : Laboratory Attendant |
| No. of Post | :01(one) (UR) |
| Education Qualification | : 12th pass |
| Age Limit | : Within 32 years of age as on 1st March, 2019. |
| Consolidated Remuneration | : Rs. 7,969/- (Rupees seven thousand nine hundred sixty nine) per month. |
| Period | : Contractual Appointment for a period of One Year, Subject to renewal based on performance. |

Job Description:

- Keep the equipments and apparatus of Laboratory in proper orders.
- Keep the assets/instruments in the office clean.
- Keep the instruments in the laboratory clean.
- Support in small and regular maintenance of the instruments so that it remains in working condition.

Skills required:

- Knows cycling.
- Able to read write and communicate fluently in Odia.
- Able to understand English and Hindi.
- Physically fit, especially for cycling within the city limits for official work.
- Willingness to travel to field as and when required in respect of official work.


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GARDENER

PERSON SPECIFICATION

| | |
|----------------------------------|---|
| Position | : Gardener(01) |
| Education Qualification | : 8th pass |
| Age Limit | : Within 32 years of age as on 1st. March, 2019. |
| Consolidated Remuneration | : Rs. 7,031 /-(Rupees seven thousand thirty one only) per month. |
| Period | : Contractual Appointment for a period of One Year, Subject to renewal based on performance. |

Job Description:


- Keep the office and the surrounding clean.
- Keep and maintain the Garden in good condition.

Skills required:

- Knows cycling.
- Able to read write and communicate fluently in Odia.
- Physically fit, especially work in the field or Garden.
- Willingness to travel to field as and when required in respect of official work.

Desirable:

- Working in the spirit of voluntarism


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PEON

PERSON SPECIFICATION

Position : Peon
Education Qualification : 8th pass
Consolidated Remuneration : Rs. 7,031 /-(Rupees seven thousand thirty one only) per month.
Period : Contractual Appointment for a period of One Year, Subject to renewable based on performance.
No. of Post :01(one)


Job Description:

- Carryout the ministerial work of the organisation.
- Distribution of letters inside the city and doing all other official work assigned by the office.
- Supporting in warehouse management during emergencies.

Skills required:

- Knows cycling.
- Able to read write and communicate fluently in Odia.
- Able to understand English and Hindi.
- Physically fit, especially for cycling within the city limits for official work / warehouse related work.
- Willingness to travel to field as and when required in respect of official work.

Desirable : Working in the spirit of voluntarism.


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JOINT SECRETARY (HONORARY)

Vacancy Announcement

Indian Red Cross Society, Odisha State Branch is looking for the post of Joint Secretary, for the Red Cross State Branch. Details can be obtained from the website www.odisharedcross.in and from the office Notice Board of State Branch.

PERSON SPECIFICATION : Post- Joint Secretary (Honorary).

No. of Post :01(one)

Eligibility: : Only Retd. OAS, OES or OJS Persons

Age : Not more than 61 years as on the date of advertisement.


Consolidated : RS.32,000/-(Rupees thirty two thousand)only per month

Periodicity : One year from the date of joining. The periodicity may be extended for fresh one year basis subject to satisfactory annual performance and physical fitness.

Experience(PERFORMANCE):

- Minimum 10 years of work experience in senior position in administration.
- Skill in report preparation and analysis, project planning, monitoring and office management.
- Skill in local dialect: it is essential that the candidate has the ability to speak and write fluently in Oriya and Local dialect.

Desirable : Working in the spirit of volunteerism.


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