

Engagement of Under Secretary , Medical Officer and Store Manager in Indian Red Cross Society, Odisha State Branch

Indian Red Cross Society, Odisha State Branch is looking for the post of Under secretary (Retd person)for IRCS-OSB and Medical officer (Retd persons)store Manager for the Red Cross Regional Blood Centre of IRCS-OSB from the eligible persons.

Under Secretary

- Name of the Post –** Under secretary
- Educational qualification –** Graduate or equivalent degree from a recognized University
- Age-** Within 62 years
- Honorarium –** 30,000/- per month
- Periodicity –** One year from the date of joining on contractual basis. The periodicity may be extended for one year basis subject to satisfactory performance and physical fitness.
- Experience -** Minimum 10 years of experience in administration and organization Management, Proficiency in Computer application (MS office and Internet) Good communication and facilitation skills, Skill in local dialect .It is essential that the candidate has the ability to speak and write fluently in Oriya/ English, Knowledge and capabilities to handle office establishment /Administrative matters .
- Desirable -** Working in the spirit of Volunteerism Preference will be given to the candidates having experience in the field of office administration .
- Major Duties and Responsibilities –** Coordinate Red cross activities and project activities for convergence and effective programme delivery

Medical Officer

Sl. No.	Name of the Post	No. of Vacancies	Consolidated Pay/ PM in Rupees	Maximum Age Limit	Educational Qualifications	Remarks
01	02	03	04	05	06	07
1	Medical Officer	03 + 02	55,000	65 Years	Given separately	03 Positions are meant for Bhubaneswar and 02 for CRCBC, Cuttack *

Store Manager

Sl. No.	Name of the Post	No. of Vacancies	Consolidated Pay/ PM in Rupees	Maximum Age Limit	Educational Qualifications	Remarks
01	02	03	04	05	06	07
1	Store Manager	01	11,100	38 Years	B. Pharma	IRCS-OSB, Bhubaneswar Experience of 2 years in similar capacity

Terms and conditions

1. Educational Qualification: Please refer to the Indian Red Cross Society, Odisha State Branch Website: www.odisharedcross.in.
2. Candidates must be fluent in Odia and English languages. Candidates should be adept at computer operations.
3. The application should contain updated CV along with the requisite self attested copies of the educational qualification and experience should reach the undersigned by e.mail [ircsosb@gmail.com/](mailto:ircsosb@gmail.com) speed post/courier before the Last date, which is 28.09.2022
4. The details of personal specification, qualification and experience may be seen/downloaded from IRCS, OSB website: www.odisharedcross.in .
5. Only short listed candidates will be called for interview (Walk-in Interview).
6. Incomplete, defective applications received after the due date are liable for rejection. Inclusion in merit list confers no right to appointment. The undersigned reserves the right to reject any or all applications without assigning any reason thereof.
7. Address for correspondence will be made to: Honorary Secretary, Indian Red Cross Society, Odisha State Branch, Red Cross Bhawan, Jawaharlal Nehru Marg, Unit-9 Post Office, Bhoi Nagar, Bhubaneswar-751022.
8. Canvassing in any form will be a disqualification.
9. Corrigendum/addendum/further information ; if any in respect of this advertisement will be published on website only.
10. Candidates who fail to bring the original certificates at the time of joining and if any discrepancy is found in the documents such candidates will not be allowed to join the selected contract post and the position will be to the waiting list candidates.

In case of in-service candidates, a **NO OBJECTION CERTIFICATE (NOC)** from the present employer is to be submitted failing which the application is liable for rejection.

Interested candidates may apply on or before 28th September, 2022 by 5.00 p.m.

Honorary Secretary
Indian Red Cross Society
Odisha State Branch
Bhubaneswar-751022



Indian Red Cross Society



Odisha State Branch, Red Cross Bhawan, Unit-9, Bhubaneswar

Affix a recent
color passport
size
photograph

APPLICATION FORM

Ref. Advt. No.	Date:	Post applied:	
Name of the candidate:			
Father's Name/Husband's Name:			
Date of Birth:	Present age: (In completed years)		
Phone No.	Email Id:		
Gender: Male female others	Category: UR ST SC OBC PwD EWS		
Marital Status: Married unmarried			
Language Known: Oriya English Hindi			
Religion:			
Present Address:			
Permanent Address:			
EDUCATIONAL QUALIFICATION			
Exam passed	Year of passing	Grade / Div.	Subjects
10th / HSC			
+2 / SSC			
Graduation			
P. G			

WORK EXPERIENCE

Organization	Position held	Period		Duration in years	Salary drawn p.m.	Reasons for leaving
		From	To			

If selected what period would you require to join the post: 1 week/ 15 days/ 1 month/ others _____ (specify)

Have you ever been declared unfit by a Medical Board Yes/ No. If yes, give details

UNDERTAKING

This is to certify that, the aforesaid information furnished by me is true and correct to the best of my knowledge and belief. I further undertake that in the event of any information is found to be incorrect or false, my candidature is liable for cancellation.

Date:

Signature of the candidate

Place: