

DISTRICT RURAL DEVELOPMENT AGENCY: SUNDARGARH

Last date of receipt of application for both the positions (By Registered/ Speed post only) is 22.02.2013

Applications are invited from the eligible candidates to fill up the following positions in DRDA, Sundargarh on contractual basis for a period of one year. The eligibility criteria, age limit, consolidated contractual remuneration etc. are mentioned below:

Eligibility Criteria:

| Post | Maximum age limit as on .01.13 | Monthly Consolidated remuneration | No of positions | Place of engagement | Required Educational Qualification |
|---------------------------------------|--------------------------------|-----------------------------------|-----------------|----------------------------------|--|
| Assistant Project Director(Training) | 40 years | Rs 12,500/- | 1(one) | DRDA, Sundargarh | Masters Degree in Sociology, Social work, / MBA in rural Management or 2 two years Diploma in Rural Management/Rural Development/Training and Development from any recognized University/Institution |
| Additional Programme Officer(MGNREGS) | 40 years | Rs 12,500/- | 3 (Three) | Bargaon, Koida and Nuagaon Block | Masters Degree in Sociology, Social work, Economics, Mass Communication,/ MBA in rural Management or 2 two years Diploma in Rural Management/Rural Development/Training and Development from any recognized University/Institution |

Important Dates:

| Activity | Date |
|--|--------------------------------|
| Last date of receipt of ink-signed application | 22 nd February 2013 |

For details of the terms and conditions, eligibility criteria, application form etc. Please visit the District NIC website www.sundargarh.nic.in.

B. P. Narm
21.1.13
Project Director,
DRDA, Sundargarh.

Memo No. 354 /DRDA

dated the 21st January 2013

Copy forwarded to Editor, Sambad /Samaj / Indian Express for information and necessary action. They are requested to publish the advertisement for one day only in all editions.

Copy forwarded to DIO-NIC, Sundargarh for information and necessary action. He is requested to webhost the advertisement and up-to-date the process like Invitation of Objections, Provisional Merit List etc. till selection of the candidate from time to time.

B. P. Narm
21.1.13
Project Director,
DRDA, Sundargarh.

Terms and Conditions:

- All the positions are contractual and engagement is initially for one year. The contractual agreement may be extended if the incumbent's performance is satisfactory.
- Candidates must send ink-signed application form on or before deadline.
- Candidates applying for more than one post must submit separate application form.
- The authority shall not be responsible for any kind of postal delay.
- The applications shall be sent only through registered post/speed post and must reach to DRDA, Sundargarh on or before 22nd February 2013. Any other form of application shall be rejected.
- The District Rural Development Agency: Sundargarh reserves all the right to accept or reject any or all the application(s) without assigning any result thereto.

Method of Contractual Recruitment:

- Selection of Candidates for both the contractual engagement shall be purely based on merit.
- The applicants interested for applying for the above mentioned post shall have to download the prescribed application form available on www.sundargarh.nic.in.
- The applicants shall send the filled in application form (**Computer Typed Only**) along with attested copies of relevant certificates showing date of birth, required qualification, two numbers of attested passport size(3.5*2.5)photographs and all other documents as prescribed in the check list to the Project Director, DRDA, Sundargarh, At/Po- Sundargarh, Pin-770001 by registered post/speed post only.
- The application form without the signature of the candidate shall be summarily rejected.
- The envelope containing the application form must be superscribed **APPLICATION FOR THE POST OF APD(TRAINING), DRDA, Sundargarh /APO(MGNREGS)_____ BLOCK**. Separate applications need to be submitted for separate posts.
- Interested candidates for more than one position need to apply separately.

Selection procedure:

1. All the applications received on or before 22nd February 2013 shall be scrutinized at DRDA, Sundargarh in order to ascertain the eligibility candidates for all categories of positions in the following manner:

A. Applications received by registered or speed post shall only be considered. The application forms received through any other means shall be rejected.

B. The candidates not fulfilling the age criteria as on 1st January 2013 shall be disqualified.

C. The candidates without having the required qualification laid down in the advertisement for the positions shall be disqualified.

D. Incomplete application/applications without signature of candidate shall be disqualified.

E. Application received after the due date shall be rejected.

2. The list of shortlisted candidates after the preliminary scrutiny shall be web hosted at www.sundargarh.nic.in.

3. The applications rejected along with the reason of rejection shall also be web hosted in www.sundargarh.nic.in.

4. The candidates shall be duly intimated about the last date of filing objections through the website/advertisement.

5. The objections of the candidate should be submitted by the registered/speed post only within the time limit specified there for.

6. After the disposal of objections and incorporation of valid objections in the preliminary merit list of the final eligible candidates shall be prepared.

7. In order to prepare the post wise provisional merit list the following weightage shall be assigned as against marks secured by the candidate in the respective examinations for the post of APD (Training) & APO (MGNREGS), Bargaon, APO (MGNREGS), Nuagaon, APO (MGNREGS), Koirā.

For the position of APD (Training) and APO (MGNREGS) Bargaon/Koida/Nuagaon

| HSC | Graduation Degree | Post Graduation | Total weightage |
|-----|-------------------|-----------------|-----------------|
| 30% | 30% | 40% | 100% |

Check list for the applicants (must be attached with the application form), as follows:

| SL. No | Check list for APD (Training) | Check list for APO (MGNREGS) |
|--------|--|--|
| 1 | HSC /Matriculation certificate | HSC /Matriculation certificate |
| 2 | HSC/Matriculation mark sheet | HSC/Matriculation mark sheet |
| 3 | Graduation Degree certificate | Graduation Degree certificate |
| 4 | Graduation Degree mark sheet | Graduation Degree mark sheet |
| 5 | Post Graduation Certificate | Post Graduation Certificate |
| 6 | Post Graduation Mark Sheet | Post Graduation Mark Sheet |
| 7 | One self addressed envelope | One self addressed envelope |
| 8 | Two passport size photograph | Two passport size photograph |
| 9 | Signature of the candidate on the application form | Signature of the candidate on the application form |
| 10 | In case of CQPI/CGPA/Any other grading system: Equivalent percentage secured should be mentioned either in the Certificate / Certificate of Conversion from <u>CQPI/CGPA/any other to Equivalent Percentage</u> / Any other document indicating guidelines for converting <u>CQPI/CGPA/any other to Equivalent Percentage</u> obtained from concerned University/Institute must be attached. | In case of CQPI/CGPA/Any other grading system: Equivalent percentage secured should be mentioned either in the Certificate / Certificate of Conversion from <u>CQPI/CGPA/any other to Equivalent Percentage</u> / Any other document indicating guidelines for converting <u>CQPI/CGPA/any other to Equivalent Percentage</u> obtained from concerned University/Institute must be attached. |

Verification at DRDA Level:

1. Preferably first 10 candidates for each post from the provisional merit list will be called for variation of original documents by One Scrutiny Committee at DRDA Level.
2. In case of any misrepresentation/suppression of facts, non-production of original documents for verification or resorting to any other kind of manipulation, the scrutiny committee shall reject the candidature of the applicant.

Engagement of Candidates:

1. Based on merit list arrived at after proper scrutiny as mentioned above, DRDA, Sundargarh will issue appointment letter for the post of APD (Training) and APO (MGNREGS), Bargaon, Koida, Nuagaon on the same day to the candidate having highest weightage if he/she fulfills all other eligibility criteria.
2. If the candidate having highest weightage fails to fulfill all other eligibility criteria or if he/she fails to turn up for verification of documents, the candidate having next highest weightage shall be considered.
3. In case the selected candidates does not join or breaks the contract, then DRDA, Sundargarh will use the merit list for engagement of the next candidate in the order of merit only from the merit list.
4. DRDA, Sundargarh will enter into an agreement with the selected candidate for the post of APD (Training) and Concerned BDO will enter into an agreement with the selected candidate for the post of APO (MGNREGS).