



No 1286

Date 29/5/2018

**ADVERTISEMENT**

Application are invited for empanelment of the name for the post of **Additional Programme Officer** under MGNREGA on contractual basis for engagement in the Blocks of Ganjam District as and when vacancy arised. Presently **01 (one)** vacancy is at **Hinjilicut Block**. The prescribed filled in application form should reach to the Project Director, DRDA, Ganjam, Chatrapur on or before 16.6.2018

1. The Selection of the Candidate shall purely be on merit, however a “ **Basic Computer Knowledge Test**” of qualifying in nature only, will be conducted before short listing of candidates for final merit list.
2. The Eligibility criteria shall be as follows :-

Name of the Post	Level of engagement	of	Maximum age limited on 30 <sup>th</sup> April 2018	Monthly consolidated remuneration	Essential Qualification
Additional Programme Officer	Blocks of Ganjam District		40 years	Rs.16500/-	Master Degree in Sociology / Social Work / Economics / Mass Communication / MBA in Rural Management or two years of PG Diploma in Rural Management / Rural Development from any recognized University/ Institution

3. The interested candidates for the post have to submit filled in application form along with passport size (3.5 c.m X 2.5. c.m) photograph, attested photocopies of relevant certificate and mark sheet shall be submitted to the Project Director, DRDA, Ganjam, Chatrapur by Register / Speed Post only within the time line prescribed above.

**A. SCRUTINY OF THE APPLICATIONS**

- I. On receipt of applications by post complete in all respect only by the cut-off date scrutiny of applications will be done at the DRDA and a check list of rejection of the applications shall be prepared as follows:-
  - a) Application forms not received through registered/speed post, shall not be considered

- b) Any mismatch found in the application form and relevant documents submitted by the applicant found will be summarily rejected.
- c) Candidates crossing the maximum age limit as on 30<sup>th</sup> April 2018 shall be disqualified.
- d) Applicants not possessing the requisite essential qualification laid down will be ineligible.
- e) Applications submitted by post without filling up the relevant information shall be rejected.
- f) Applications received without attaching all relevant documents will be rejected.
- g) Applications received after due date shall not be considered.

II. The list of shortlisted candidates after the preliminary scrutiny will be web hosted inviting objections if any. The list of application rejected along with reasons of rejection will also be web hosted for maintaining transparency. The candidates shall be duly intimated about the last date of filling of objections. All the objections from the candidates shall be received by hand only.

III. Objections so received within the time period will be scrutinized and the valid objections will be incorporated in the database and a list of eligible candidates will be prepared.

IV. In order to prepare the provisional merit list, the following weightage shall be assigned against mark scored by the candidates in respective examination.

V. Weightage

HSC	GRADUATION	ESSENTIAL QUALIFICATION	TOTAL WEIGHTAGE
30%	30%	40%	100%

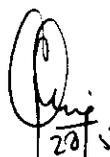
## **B. VERIFICATION**

- i. One Scrutiny Committee shall be constituted under Chairmanship of the Collector-cum-CEO, DRDA, Ganjam comprising of Project Director, DRDA, Ganjam , Additional Project Director (Administration), DRDA, Ganjam and any other Officers as decided by the Collector will also be taken as member of the Scrutiny Committee.
- ii. The Scrutiny Committee will be responsible for scrutiny of application forms, disposal of all objections, scrutiny of all the related documents like certificates and mark-sheet for verifying the factual position of the information proved in the application form of the provisionally shortlisted candidates as well as for reviewing all the steps involved in the recruitment process.

- iii. A shortlist of candidates will be prepared from the provisional merit list. The shortlisted candidates shall be called for verification of original documents and to appear "Basic Computer Knowledge Test" by DRDA. The candidates shall be intimated by registered post as well as by email, if any.
- iv. In case of any misrepresentation / suppression of facts, non projection of original documents for verification or resorting to any other kind of manipulations, the scrutiny committee shall reject the candidature of the applicant.

**C. ENGAGEMENT OF CANDIDATES**

- i. Basing upon the merit list arrived at after proper scrutiny as mentioned above, appointment letter will be issued for the post of APO under MGNREGA to the candidate having highest weightage if he/she fulfills all other eligibility criteria
- ii. If the candidate having highest weightage fails to turn up for verification of documents, the candidate having next highest weightage shall be considered for engagement.
  - a) Wait list of selected candidate will be maintained at DRDA which shall normally be valid for one year.
  - b) In case the selected candidate does not join or breaks the contract, then the DRDA can use this merit list for engagement of the next candidates in the order of merit only from the merit list.
  - c) Under no circumstance DRDA should violate the merit list of the shortlisted candidates while issuing engagement letter.
- iii. Block will enter into an agreement with the selected candidate for the post of Additional Programme Officer (MGNREGA) at the time of joining of the candidate.

  
20/5  
**Collector-cum-CEO**  
**DRDA, Ganjam**

**APPLICATION FORM FOR  
ADDITIONAL PROGRAMME OFFICER IN BLOCK**

PASTE  
ATTESTED  
PHOTOGRAPH  
OF THE  
APPLICANT  
(3.5 c.m X 2.5 c.m)

1. Applicant's Name : \_\_\_\_\_  
 2. Father's / Husband Name : \_\_\_\_\_  
 3. Address Correspondence : \_\_\_\_\_

Present Address	Permanent Address

4. Telephone / Mobile No: \_\_\_\_\_ E-MAIL ID : \_\_\_\_\_  
 5. Personal Details : I. Gender : \_\_\_\_\_ II. Date of Birth : \_\_\_\_\_  
 6. Educational Qualification Details

Examination	Degree / Diploma with Specialization	Board / University	Year of Passing /Award of Degree	Total Marks / Grade Points	Aggregate Marks / CGPA Secured	Percentage of Marks

(Enclosures: - Attach Attested Photocopies of the following documents while submitting the filed in application by Speed / Register Post only)

Sl. No	Documents	Remarks
1	HSC / Matriculation Certificate & Mark Sheet	Formula to obtain the equivalent percentage of marks should be enclosed in case of CGPA from concerned Board / University
2	Graduation Certificate & Mark Sheet	
3	Essential Qualification Certificate & Mark Sheet	
4	Others (Please Specify)	

**DECLARATION**

The information furnished above to the best of my knowledge and belief. I will be liable for any false information and mis-representation of facts in future.

Place :

**Signature of Applicant**

Date :