

ଜିଲ୍ଲା ଗ୍ରାମ୍ୟ ରକ୍ଷଣ କମିଟି,

ଗଞ୍ଜାମ, ଛତ୍ରପୁର

DISTRICT RURAL DEVELOPMENT AGENCY  
GANJAM : CHATRAPUR



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No. ୨୨୫ /Estt.

XXXI - 215/20

Date 29.01.2020

### ADVERTISEMENT

Applications in the prescribed format are invited with full BIODATA for Contractual engagement of suitable persons for the post of **District Social Audit Resource Person (District Social Auditor)** under MGNREGS on purely temporary basis. The contract engagement will be initially for (01) one year. The engagement will be done on the recommendation of selection committee after observing the required formalities. The details terms and conditions are available in District Website: [www.ganjam.nic.in](http://www.ganjam.nic.in).

1	Name of the post	<b>District Social Auditor</b>
2	No. of post	<b>One (01)</b>
3	Eligibility	<ol style="list-style-type: none"><li>1. Graduation in any field.</li><li>2. 3 years of experience in Social work / Social audit. Right based activities with ample knowledge in Computer application.</li><li>3. Upper age limit 45 years as on 01.01.2019.</li></ol>
4	Emoluments	➤ Rs.24,000/-(fixed) and TA , DA will be provided as per norm of the Society.
5	Key Responsibilities	<ul style="list-style-type: none"><li>➤ Will participate in the drawing up the monthly schedule of social audits to be held in a district.</li><li>➤ Will be responsible for identification and training of village social resource persons for facilitators to help carry out social audits in the respective blocks.</li><li>➤ Mobilizing Wage seekers on MGNREGS programmes and social audits.</li><li>➤ Providing Awareness and information regarding MGNREGS to workers and Panchayat residents.</li><li>➤ He/She will be responsible for collecting all the information from the Block office and cross checking or shortcoming in providing information immediately.</li><li>➤ Should ensure that wall paintings as mandated in the operational Guidelines are complete and updated in the GPs that they operate in.</li><li>➤ Will be responsible for co-ordinating the team assigned to him/her and conduct a free and fair Social Audit process at the village / Block level.</li><li>➤ Will be responsible for ensuring that the Social Audit report is written and related photo copies of evidences from given record and evidences are collected from the stake holder by due process</li></ul>

		<p>during the social audit process.</p> <ul style="list-style-type: none"> <li>➤ Will be responsible for presenting the Social Audit reports in the public hearing without any dilution and state the facts as has been communicated by the stake holders.</li> <li>➤ Will be responsible for submitting the final social audit report as well as decision taken formats to the administration as well as the SAU after the completion of the S.A process and the public hearing.</li> <li>➤ Will participate and facilitate the follow up appraisal meeting ever fortnight on regular basis along with the village Social Auditor and mobilize workers to attend the review meetings held by the programme officer.</li> <li>➤ Will submit the appraisal report to the social audit follow up cell at the District level and the SAU at the state level.</li> <li>➤ Will participate in training imparted to them as part of their overall development and growth as DRPs.</li> <li>➤ Will be responsible for maintain accounts of all expenditure of the Social Audits Resource team and presenting this information at the social audit public and through a brief presentation at the public hearing.</li> <li>➤ Will ensure that an opportunity is provided for comments about the Social Audit facilitators which will be placed on record and send to the sate SAU.</li> </ul>
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Interested persons may submit their application in the prescribed application format to be downloaded from the District Portal with detailed testimonial / credentials / Experience by Regd. Post/ Speed post latest by 15.02.2020 to the Project Director, DRDA, Ganjam super-scribing on the envelop "**Application for the post of District Social Auditor**". The contract engagement will be initially for (1) one year. The engagement will be done on he recommendation of Selection Committee after observing the required formalities.

  
**Collector-cum-DPC,  
Ganjam.**

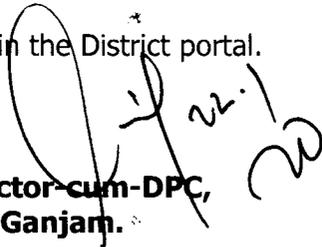
**Memo NO.** 916

**Dt-** 29.01.2020

Copy to the notice board of DRDA, Ganjam / Collectorate, Ganjam for publicity.

Copy to all BDOs for wide publicity.

Copy to District Informatics Officer, NIC, Ganjam for web-hosting in the District portal.

  
**Collector-cum-DPC,  
Ganjam.**



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**APPLICATION FORM**

**POST APPLIED FOR:**

**PERSONAL DETAIL:**

1. **NAME:**
2. **FATHER'S NAME**
3. **MOTHER'S NAME**
4. **NAME OF THE HUSBAND:**  
(In case of married female applicant)
5. **NATIONALITY:**
6. **RELIGION:**
7. **GENDER:**
8. **DATE OF BIRTH:**

Affix 2nos of  
recent  
Coloured  
Passport  
Size  
Photograph

**EDUCATION:**

Exam	Stream	Board/ University	Year of Passing	Division	Percentage

**EXPERIENCE:**

Sl.No	Total Experience	Experience Detail

Reason for suitability of the Post: \_\_\_\_\_

**ADDRESS:**

<b>Present</b>	<b>Permanent</b>
AT:	AT:
P.O.:	P.O.:
Dist:	Dist:
Pin:	Pin:
Mobile:	Mobile:
Email:	Email:

**DECLARATION:**

I hereby declare that, all the above information are true and genuine in my belief.

Date:

Place:

**Signature**

**SELECTION PROCESS**

1. Advertisement will be published in two Oriya and one English largely circulated newspaper and District Website for at least 21 days before the last date of application.
2. All applicants need to apply online through the official website of the District.
3. A PDF document of application (Copy Enclosed) form will be generated. The applicants need to download the PDF and take printout of the form.
4. The applicants need to paste their passport size photograph and put their signature at the appropriate place and send it to the specified address along with attested photocopies of required certificates and other documents by **SPEED POST/ REGISTERED POST/ COURIER ONLY**.
5. Only applications reaching before/on last date will be considered for the selection process.
6. **Filtering** will be done on the basis of Upper age limit, Educational Qualification required and minimum years of experience.
7. Candidates satisfying eligibility criteria will be taken forward and candidates not matching eligibility criteria will be eliminated from the process.
8. **Verification** of data entered by candidate during online application will be done with the attested documents received through post.
9. Verified candidates will be taken forward and candidates whose documents do not match with the data provided will be eliminated from the process.
10. List of Shortlisted candidates along with the list of rejected candidates with reason will be published on the website.
11. There will be two stages of selection process:

**Stage 1:**

**Weightage for District Social Auditors in Carrer with experience and written test**

1. Out of 20 marks for educational qualification, the marking will be done as given below:

<b>% of marks secured by candidate</b>	<b>HSC/10<sup>th</sup></b>	<b>CHSE/+2</b>	<b>Graduation</b>	<b>Post Graduation</b>	<b>Total</b>
60% and above	6	6	6	2	<b>20</b>
50% to 59%	4	4	4	2	<b>14</b>
Less than 50%	2	2	2	2	<b>8</b>

- 2) Out of 40 marks for experience 20 marks will be for experience in Social Audit under MGNREGS and 20 marks will be for experience in right based issues/ social work.
- 3) Written test (objective type) for all shortlisted candidates will be organized. The maximum marks for the written objective test will be 20 marks.

**Stage-2:**

- 1) A list of shortlisted candidates in 1:3 ratios will be prepared based on the career assessment and written test and published in the website of the District and the said list will be communicated to OSSAAT for conducting the Personal Interview at state level. The personal interview will be conducted for 20 marks.
12. Based on the performance of candidates in stage-2, a provisional merit list of successful candidates will be generated and will be published on the website of Odisha Society for Social Audit, Accountability and Transparency/ PR & DW Department.
13. Based on this provisional merit list, Odisha Society for Social Audit, Accountability and Transparency will issue Offer letters to the selected candidates.

**Responsibilities of the District Social Auditor (DSA):**

- Will participate in drawing up the monthly schedule of social audits to be held in a district.
- Will be responsible for identification and training of Village Social Resource Persons or facilitators to help carry out Social Audits in the respective blocks.
- Mobilizing Wage Seekers on MGNREGS Programmes and Social Audit.
- Providing awareness and information regarding MGNREGS to workers and panchayat residents.
- He/She will be responsible for collecting all the information from the Block office, and cross checking that the information is complete. Will report any delay or shortcoming in providing information immediately.
- Should ensure that wall paintings as mandated in the Operational Guidelines are complete and updated in the GPs that they operate in.
- Will be responsible for co-coordinating the team assigned to him/her and conduct a free and fair social audit process at the village Block level.
- Will be responsible for ensuring that the Social Audit report is written and related photo copies of evidences from given record and evidences are collected from the stakeholders by due process during the Social Audit process.
- Will be responsible for presenting the social audit reports in the public hearing without any dilution and state the facts as has been communicated by the stakeholders.
- Will be responsible for submitting the final social audit reports as well as decision taken formats to the administration as well as the SAU after the completion of the S.A process and the public hearing.
- Will participate and facilitate the follow-up appraisal meetings every fortnight on a regular basis along with the Village Social Auditors and mobilise workers to attend the review meetings held by the PO.
- Will submit the appraisal reports to the Social Audit Follow-up Cell at the District level and the SAU at the State level.
- Will participate in trainings imparted to them as part of their overall development and growth as DRPs.
- Will be responsible for maintain accounts of all expenditure of the social audit resource team and presenting this information at the social audit public hearing on charts as per predetermined formats and through a brief oral presentation at the public hearing.
- Will ensure that an opportunity is provided for comments about the social audit facilitators which will be placed on record and sent to the State SAU.

**Score Sheet for shortlisted candidates for the post of District Social Auditor in the ratio of 1:3 in each district**

**Name of the District-**

**Number of Vacant Position of DSA-**

Sl. No.	Name of the Candidates	Mark secured for educational Qualification (Out of 20)	Mark secured for Experience (Out of 10)	Mark secured for Written examination (Out of 20)	Total	Mark secured for interview by State level selection committee (Out of 20)	Grand Total
1							
2							
3							

**Signature of PD, DRDA**