

DISTRICT RURAL DEVELOPMENT AGENCY, JAIPUR


Adv. No. 389 / Dt.28.01.2014

ADVERTISEMENT

Applications are invited from interested candidates for contractual engagement of Accountant-cum-Data Entry Operators @ one in each Gram Panchayat of Jajpur district under the Scheme – Rajiv Gandhi Panchayat Sashaktikaran Abhiyaan (RGPSA) having following eligibility criteria :

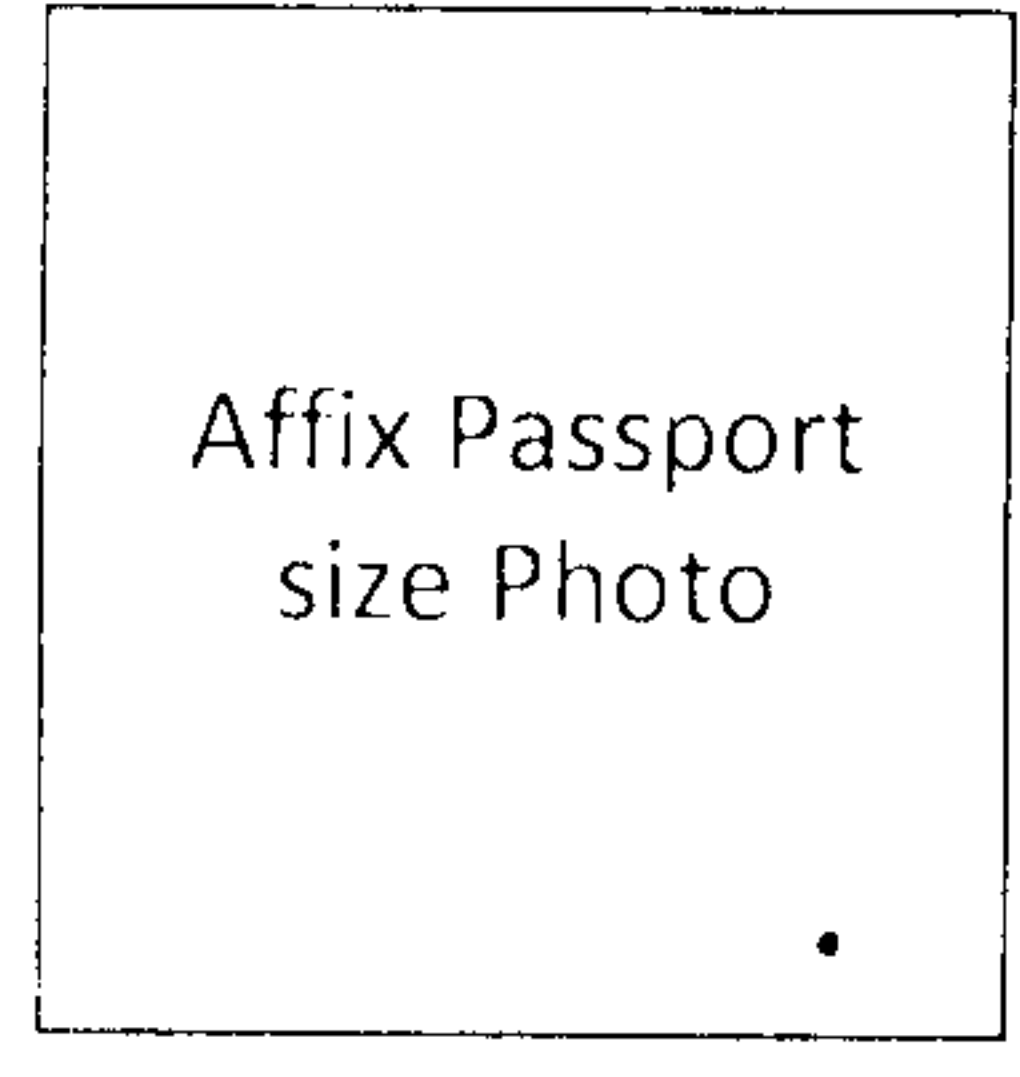
1. Name of the post : Accountant-cum-Data Entry Operators
2. Place of posting : Gram Panchayat and will work under the concerned Sarpanch.
3. Minimum qualification : +2 Commerce with basic knowledge in computer operations. In case of non-availability of +2 Commerce candidates, next preference will be given to +2 Science candidates and thereafter to +2 Arts candidates in the descending order of preference. If no candidate is available within a GP, the posts will be filled up by selecting candidates available within the concerned Block. If no candidate is available within the Block, the posts will be filled up by selecting candidates available within the District.
4. Age : The minimum age limit for the post is 18 years and maximum is 32 years as on 01.01.2014. The upper age limit is relaxable in case of ST/SC/SEBC/Ex-Serviceman/PH/Sportsman as applicable to them as per rules prescribed by the Government. For GRS, there will be further age relaxation of five years over and above the normal permissible limit under each category.
5. Remuneration : Rs.5,200/- (consolidated) per month.
6. Procedure of Selection : On the basis of marks secured in 10th & 12th Examination (excluding 4th optional).
7. The recruitment of the Accountant-cum-Data Entry Operator will be made by the Collector-cum-CEO, Zillaparishad of Jajpur district. Gram Panchayats will be the unit for selection of the candidates for these purpose.
8. If the Gram Rozgar Sevak (GRS) applies and fulfills the prescribed qualification, no new engagement of Accountant-cum-DEOs will be made in that GP and the GRS concerned will be selected as Accountant-cum-DEO for that GP.
9. Within 3 months of their engagement, the Accountant-cum-DEOs will have to appear in a test of proficiency in Computer Operations as prescribed by the PR Deptt. Candidates will be disengaged if they fail to pass the test.
10. The Sarpanch of the concerned GP will be the engaging and disciplinary authority of the Accountant-cum-DEOs and the Collector-cum-CEO, Zillaparishad will be the Appellate Authority, whose decision shall be final and binding.
11. The Accountant-cum-DEOs will be assigned the responsibilities of maintenance of accounts, records and uploading & downloading of data of the concerned Gram Panchayats. They may be assigned other responsibilities as and when required.
12. The Sarpanch will sign an agreement with the selected candidate at the time of his/her joining.
13. Applications of the interested candidates should reach in the office of the Project Director, DRDA, Jajpur on or before **10.02.2014 by 5 P.M.** through Registered post/Speed post only. Application received beyond the dateline shall not be considered.

Please visit our official website www.jajpur.nic.in for detailed information about applying for the post.


Project Director,
DRDA, Jajpur.

APPLICATION FOR THE POST OF ACCOUNTANT-CUM-DATA ENTRY OPERATOR

1. Name of the Gram Panchayat applied for :
2. Name of the Block :
- (i) Name of the Candidate :
- (ii) Male/Female :
- (iii) Name of the Father/Husband :
- (iv) Permanent Address :
Village :
G.P. :
Block :
District :
Pin Code :
Phone No. :
- (v) Present Address:
Village :
G.P. :
Block :
District :
Pin Code :
Phone No. :
- (vi) Date of birth : Y M D
- (vii) Caste : General/ST/SC/SEBC (Certificate attached in case of ST/SC)
- (viii) If Ex-Serviceman/PH/Sportsman (Put tick mark & copy of certificate attached)
- (ix) Nationality :
- (x) Mark secured in +10/HSE
Total Marks - Mark Secured - (excluding 4th optional)
- (xi) Mark secured in +2 Commerce/Science/Arts (put tick mark)
Total Marks - Mark Secured - (excluding 4th optional)
- (xii) Permanent Resident :



N.B.- Passport size photo (one copy), Attested +10/HSE Certificate & Mark sheet, Attested +2 Certificate & Mark sheet. Original Residential Certificate & Caste Certificate obtained from concerned Tahasildars to be attached in the application.

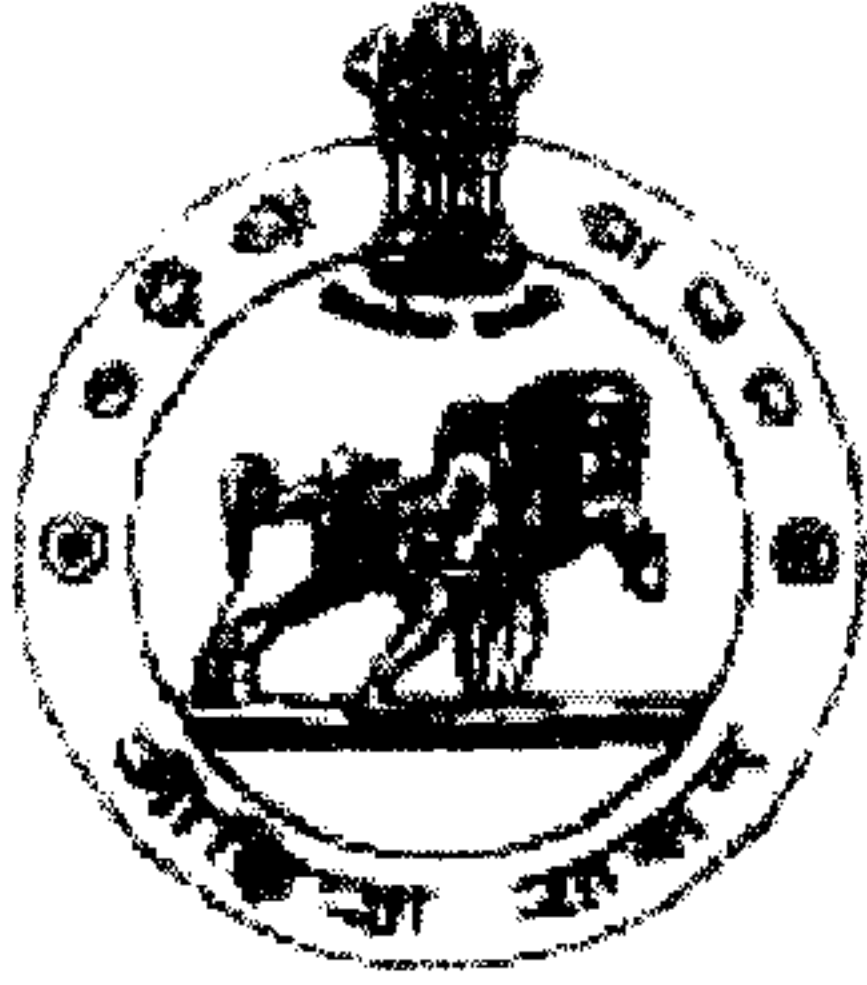
Declaration

I do hereby declare that all the information given in the application are true to the best of my knowledge and belief and I Smt./Sri of Village G.P..... is applying for the post of Accountant-cum-Data Entry Operator.

Place -

Date -

Signature of the Applicant



ଓଡ଼ିଶା ସରକାର
ପଞ୍ଚାୟତରାଜ ବିଭାଗ
Government of Odisha
PANCHAYATI RAJ DEPARTMENT

ଓଡ଼ିଶା ସଚିବାଳୟ,
ସଚିବାଳୟ ମାର୍ଗ, ଭୁବନେଶ୍ୱର-୭୫୧୦୦୧
Odisha Secretariat, Sachibalaya Marg,
Bhubaneswar-751 001
Tel. No.0674-2536680, 2322875
Fax. 0674-2391413, E-mail- prsec.or@nic.in

NO. 17-CB-(RGPSA)-17-1003 1438

/PR, Dated 24-1-2014

RESOLUTION

Sub: Engagement of Accountant-cum-Data Entry Operators in Gram Panchayats on contractual basis under Rajiv Gandhi Panchayat Sashaktikaran Abhiyan (RGPSA).

Rajiv Gandhi Panchayat Sashaktikaran Abhiyan (RGPSA) is a Centrally Sponsored Scheme of Ministry of Panchayati Raj, Government of India which aims at strengthening the Panchayati Raj System across the country by undertaking different activities specified in the scheme guidelines.

2. RGPSA is going to be implemented in the State of Odisha from the current Financial Year (i.e. 2013-14).

3. "Providing Technical Support to Panchayats" being one of the prescribed activities under RGPSA, it has been decided to engage 6232 Accountant-cum-Data Entry Operators (DEOs) @ one in each Gram Panchayat on contractual basis. They will be posted at Gram Panchayats and will work under the concerned Sarpanch. It will be a Gram Panchayat level single post.

4. The recruitment of the Accountant-cum-DEOs will be made by the Collector-cum-CEO, Zilla Parishad of the district concerned. Gram Panchayats will be the unit for selection of the candidates for these posts.

5. The selection process will be done in a transparent and fair manner on the basis of marks secured in class 10th and 12th Board/Council Examination. The 50% of marks secured in 10th Board Examination and 50% of the marks secured in 12th Board/Council Examination or +2 Board/Council Examination (excluding 4th Optional) will be added for preparation of merit list.

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24/1/14

6. The minimum qualification for the post is +2 Commerce with basic knowledge of computer operations. In case of non-availability of +2 Commerce candidates, next preference will be given to +2 Science candidates and thereafter to +2 Arts candidates in the descending order of preference. If no candidate is available within a GP, the posts will be filled up by selecting candidates available within the concerned Block. If no candidate is available within the Block, the posts will be filled up by selecting candidates available within the District.

7. If the existing Gram Rojgar Sewak (GRS), applies and fulfils the prescribed qualification, no new engagement of Accountant-cum-DEO will be made in that Gram Panchayat under RGPSA and the GRS concerned will be selected as Accountant-cum-Data Entry Operator for that Gram Panchayat.

8. Within three months of their engagement, the Accountant-cum-DEOs will have to appear in a test of proficiency in Computer Operations as prescribed by the P.R. Department. Candidates will be disengaged, if they fail to pass the test.

9. The minimum age limit for the post is 18 years and maximum is 32 years as on 01.01.2014. The upper age limit is relaxable in case of ST/SC/SEBC/Ex-Serviceman/PH/Sportsman as applicable to them as per rules prescribed by the Government. For GRS, there will be further age relaxation of five years over and above the normal permissible limit under each category.

10. The post carries a consolidated remuneration of Rs.5, 200/- per month which will be met out of salary component meant for the post under RGPSA Scheme.

11. The Sarpanch of the concerned Gram Panchayat will be the engaging and disciplinary authority of the Accountant-cum-DEOs and the Collector-cum-CEO, Zilla Parishad will be the Appellate Authority whose decision shall be final and binding.

12. The posts are co-terminus with the funding under RGPSA scheme.

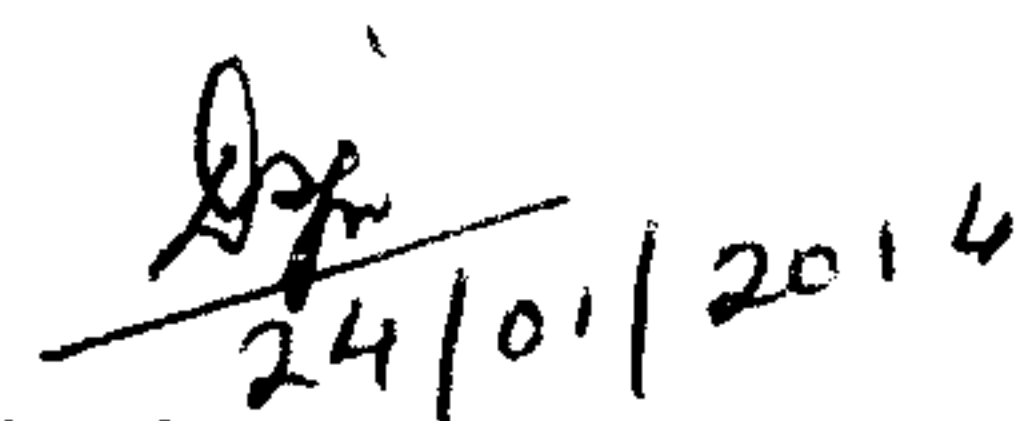


13. The Accountant-cum-DEOs will be assigned the responsibilities of maintenance of accounts, records and uploading & downloading of data of the concerned Gram Panchayats. They may be assigned other responsibilities as and when required.

14. The Sarpanch will sign an agreement with the selected candidate at the time of his joining.

15. In case of any doubt/difficulty the Government in Panchayati Raj Department will be competent to issue necessary clarification.

By order of the Governor


24/01/2014
Commissioner-cum-Secretary

By FAX/e-Mail/Post

C.C.: for information and necessary action to:

1. All Collectors/All P.D., DRDAs/All BDOs/All District NIC Officers.
2. PS to Commissioner-cum-Secretary, P.R. Department.
3. PS to Director, Spl. Projects/PS to Director, PR/PS to Director, NRLM/PS to Addl. Secretary/PS to Director, SIRD/Dy. Director, SIRD.
4. Gazette Cell, Commerce & Transport (Commerce) Deptt., Secretariat of Directorate of Printing Stationary & Publication, Odisha, Cuttack. It is requested to publish the Resolution in the next extra ordinary issue of Odisha Gazette and supply 100 copies to Panchayati Raj Department.
5. Guard File (50 Copies).