

DISTRICT RURAL DEVELOPMENT AGENCY; SUNDARGARH

Advertisement No. 465 /DRDA Dt. 28/1/14 /

ADVERTISEMENT FOR ENGAGEMENT OF ACCOUNTANT - CUM - DATA ENTRY
OPERATOR (DEO) IN GRAM PANCHAYATS.

Applications are invited from interested candidates for contractual engagement of Accountant-Cum- Data Entry Operator under the Scheme Rajiv Gandhi Panchayat Sashaktikaran Abhiyaan (RGPSA Scheme) having following eligibility criteria:-

Name of the Post	Nos. of Post	Place of Posting
Accountant-Cum- Data Entry Operator	One post for each Gram Panchayat (262 X 1= 262)	Gram Panchayat

1. 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.
2. 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.
3. Remuneration:- Rs. 5,200/- (Rupees- Five thousand two hundred) only {consolidated} remuneration per month.
4. 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% marks secured in 10th Board Examination and 50% of marks secured in 12th Board / Council Examination or +2 Board / Council Examination (excluding 4th Optional) will be added for preparation of merit list.

5. If the existing Gram Rojgar Sevak (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-DEO for that Gram Panchayat.
6. 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 PR Deptt. Candidates will be disengaged, if they fail to pass the test.
7. No application fee for any category of applicant is necessary.
8. The above post is purely temporary in nature and engagement order will be purely on contractual basis. 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.
9. The post advertised above is subject to cancel, modify or annul without assigning any reason thereof.

10. How to apply:-


Application in the prescribed format along with required documents shall be submitted to the District Panchayat Officer, Sundargarh, At/PO- Sundargarh, Dist- Sundargarh, Pin- 770001 in an envelope superscribed as “APPLICATION FOR ENGAGEMENT OF ACCOUNTANT-CUM-DATA ENTRY OPERATOR” by Registered Post / Speed Post only on or before **12.02.2014**. The Application form will not be received after **5 p.m. of 12.02.2014**. The authority will be no way responsible for any postal delay or loss in transit. Delivery of application form by hand/courier would not be accepted. Application received in any other format or by any other means i.e. incomplete or without required documents will be rejected.

11. Documents to be furnished along with the application form:-

- a) Attested copy of H.S.C. Certificate and Mark Sheet.
- b) Attested copy of +2 Commerce / Science / Arts certificate and Mark sheet.
- c) Attested copy of Caste certificate issued by the competent revenue authority.
- d) Attested copy of current permanent residential certificate of Sundargarh District issued by the competent revenue authority.
- e) Attested copy of the pension book of Ex-servicemen / Disability Certificate issued by C.D.M.O./Medical Board and Sports Certificate issued by the Director of Sports attending State / National Level Competition.
- f) One recent colour passport size photograph duly attested by a Gazetted Officer should be pasted (not stapled) on the application form at the space provided for the purpose.
- g) Two self address envelops of 25cms x 15cms postage stamp of Rs. 40/-.
- h) The candidates shall be required to produce original of all documents at the time of verification failing which, he/she shall be liable to be disqualified.

12. Application Form:-

Candidates must apply in the prescribed application format, which can be downloaded from www.sundergarh.nic.in.


Collector-Cum-C.E.O,
Zilla Parishad, Sundargarh.

APPLICATION FORM FOR ENGAGEMENT OF ACCOUNTANT-CUM-DATA ENTRY OPERATOR IN GRAM PANCHAYATS FOR SUNDARGARH DISTRICT

(Application should be filled up in CAPITAL LETTER in English by his/her own hand writing. Put (√) mark in the appropriate Box)

1. Applied for engagement of Accountant –cum- Data Entry Operator ofG.P. under Block.

2. Name of the candidate in full:
(In BLOCK Letter)

Space for photograph duly attested with full signature of the candidate on the front side

3. Father's / Husband's Name:

4. Category belongs to (SC/ST/SEBC/UR/PH/Ex- Serviceman/Sports person):

5. Name of the Sub- Caste / Sub- Tribe:

6. (a) Religion (b) Nationality

7. Sex Male / Female:

8. Permanent Residential Address: At PO

PS Dist. Pin

9. Present / Mailing Address: At PO

PS Dist. Pin

Mobile No. Nearest contact No.

10. Marital Status: 1. Married 2. Un-married

(If married How many spouse / Husband) living:

(a) One (b) More than One

11. Date of Birth: (As per HSC Certificate) Day Month Year

age as on **01.01.2014** Year Month Days

12. Educational Details- From H.S.C. onwards.

Sl No	Name of the HSC / +2 Commerce / Science / Arts examination passed	Year of passing	Board / University	Subject	Total Marks	Marks Secured	% of marks Secured
1	2	3	4	5	6	7	8

13. Language Skill- ODIA Read Write Speak

14. Whether ODIA is one of the subjects in HSC Examination: Yes / No

15. Whether passed the HSC Exam through Odia Medium: Yes / No

16. Whether Ex- Servicemen / Physically Handicapped / Sportsperson:

17. List of enclosures (As per sl. No. 11 of the Advertisement).

*Before mailing please verify and attach attested copy of following documents- Checklist (a) Residential Certificate (b) Caste Certificate (c) Educational Certificate & Mark Sheet (d) One passport size colour photo (f) Two self Address stamped (Rs. 40/-) Envelope.

Full signature of the applicant

DECLARATION

I do hereby declare that all the information given in this application are true, complete and correct in all respect. In the event of any information given hereby is found incorrect at any stage here after, my candidature / selection / engagement shall be liable to be cancelled without any notice to me.

Date:-

Full signature of the applicant

Place:-