



**ADVERTISEMENT FOR ENGAGEMENT OF ACCOUNTANT CUM DATA ENTRY OPERATORS ON CONTRACTUAL BASIS IN EACH GRAM PANCHAYAT OF DISTRICT UNDER RGPSA.**

Letter No 379 /2014 Estt.

Date 06 /02/14

Applications are invited from the interested candidates in the prescribed format to be received by the undersigned **on or before 20.02.2014** .

**Eligibility**

**Qualification**

+2 Commerce/Science/Arts

Gram Rojagar Sevak now working under MGNREGA having requisite qualification may also apply.

**Age**

Minimum 18 years and maximum 32 years as on 01.01.2014.

There shall be relaxation of age in case ST/SC/SEBC/Ex-Servicemen/PH/Sportsman Candidates as is applicable as per rule of the State Government. There will be further relaxation of 5 years over and above the normal permissible limit under each category in case of Gram Rojagar Sevaks (G.R.S.)

**Procedure of Selection**

On the basis of marks secured in the 10<sup>th</sup> and 12<sup>th</sup> examination .

**Remuneration**

Rs.5,200/- consolidated per month.

The engagement shall be co-terminus with the funding under the Scheme.

The prescribed application form/basis of selection/undertaking etc is available in the official District website <http://malkangiri.nic.in> and DRDA NPP Portal is <http://www.malkangirizp.odishapr.gov.in>

The authority reserves the right to reject any or all applications and to modify/cancel the advertisement without assigning any reason thereof .

Memo No 380 /2014

Copy to District Informatics Officer, N.I.C., Malkangiri and DPM, e-Panchayat, DRDA, Malkangiri for information & necessary action . They are requested to upload above advertisement letter in the District Web-site & DRDA NPP Portal for wide publicity.

**COLLECTOR-cum-CEO,  
ZILLA PARISHAD, MALKANGIRI.**

Date 6/2/2014

**PROJECT DIRECTOR  
DRDA, MALKANGIRI.**

**OFFICE OF THE COLLECTOR-CUM-CEO,ZILLA PARISHAD,MALKANGIRI**

ADV.NO. 381 /2014

Date 06-02.2014

**Advertisement for engagement of contractual Accountant-cum-Data Entry Operators in Gram Panchayat under the RGPSA Scheme.**

Applications in the prescribed format ( given below ) are invited from the eligible candidates for contractual engagement of Accountant-cum-Data Entry Operators to be engaged at the Gram Panchayat Level with a consolidated remuneration of Rs 5,200/- per month under the centrally sponsor scheme **Rajiv Gandhi Panchayat Sashaktikaran Abhijan ( RGPSA )**.

**2.Eligibility Criteria :**

- a. He/She must be a Citizen of India.
- b. He/She must be a Permanent resident of District.
- c. He/She must have passed +2 Examination in any discipline with minimum knowledge in computer operation. However, first preference shall be given to the candidates having +2 Commerce, second preference to +2 Science and Later to +2 Arts .
- d. The applicant must not be below 18 years and above 32 years of age as on 01.01.2014.
- e. He/She must be of good character.
- f. He/She must be of sound health.
- g. He/She is able to read, write and speak Odia.
- h. He/She, if married has not more than one spouse living .

**3. Application Fee:**

Each applicant has to pay the application fee as prescribed below in shape of bankers cheque/demand draft drawn in any nationalized bank in favour of the Project Director, DRDA, Malkangiri and payable at SBI,Malkangiri .Applicant has to sign on the reverse side of the bankers cheque/demand draft and has to attach it with the application.

- i) Candidates belong to Unreserved category:-Rs.200/-(Rupees two hundred ).
- ii) Candidates belong to ST/SC/SEBC category:-Rs100/-(Rupees one hundred ).

#### **4. Documents to be attached with the application form :**

- i. Self Attested Copy of HSC Certificate showing the proof of age.
- ii. Self-Attested Copy of Mark Sheet of HSC.
- iii. Self-Attested Copy of +2 Certificate.
- IV. Self-Attested Copy of Mark Sheet of +2.
- V. Self-Attested Copy of Caste certificate issued by competent Revenue authority.
- VI. Self-Attested Copy of Residential Certificate issued by competent authority.
- VII. Self-declaration regarding one spouse living.
- VIII. Self-Attested Copy of Certificate in Computer Education.
- IX. Self-Attested Copy of character certificate issued by a gazette Officer.
- X. A recent colour passport size photograph should be pasted on the application form with self-signature at the space provided for the purpose .
  
- XI. The candidates are required to produce the original of all above documents at the time of verification failing which his/ her application shall be liable for rejection .

#### **5. How to apply :-**

Application in the prescribed form along with required documents shall be submitted to the Collector-cum-CEO, DRDA, Malkangiri district in an envelope superscribed as **“APPLICTAION FOR THE POST OF CONTRACTUAL ACCOUNTANT-CUM-DATA ENTRY OPERATOR ( RGPSA )”** by registered/speed post / in person only on or before **20.02.2014** . The application form will not be received after **5.00 P.M.** on **20.02.2014** in the **office of the Collector-cum-CEO, DRDA, Malkangiri** . The authority will be in no way responsible for any postal delay or loss in transit . Applications received in any other formats or by any other means or incomplete in any respects will not be accepted .

A receipt as a token of acknowledgement shall be issued by the office of the Collector-cum-CEO, DRDA, Malkangiri while receiving the applications by hand .

#### **6. SELECTION PROCESS:**


- a. Selection of candidates would be on the basis of marks secured in HSC and +2 Examination. The 50% of percentage marks secured in HSC Examination and 50% of percentage marks secured in +2 Examination ( Excluding 4<sup>th</sup> optional ) will be added to draw up the merit list of candidates .
  
- b. Applicants with +2 Commerce qualification will be preferred over the applicants having +2 Science or +2 Arts qualification. If no applicant with +2 Commerce qualification is available , then the applicant having +2 Science qualification will be preferred over the applicants having +2 Arts qualification.

**Continued.....**

- c. If a Gram Rojagar Sevak (GRS ) of the same Gram Panchayat with required qualification applies for the post, then the following procedure shall be followed for selection of Accountant-cum-Data Entry Operators:
- i. If a Gram Rojagar Sevak (GRS ) of the same Gram Panchayat having +2 Commerce qualification applies for the post then he will be preferred over the other new applicants having qualification, irrespective of the marks secured by the GRS.
  - ii. If a Gram Rojagar Sevak (GRS ) of the same Gram Panchayat having +2 Science qualification applies for the post then the new applicant with +2 Commerce qualification shall be selected . If no new applicant having +2 Commerce qualification is available then the GRS will be preferred over the new applicants having +2 Science or +2 Arts qualification .
  - iii. If a Gram Rojagar Sevak (GRS ) of the same Gram Panchayat having +2 Arts qualification applies for the post then the new applicant having +2 Commerce or +2 Science qualification shall be selected . If new applicant with +2 Commerce or +2 Science qualification is available then the GRS will be preferred over the new applicants having +2 Arts qualification.
- d. The candidates belonging to the Gram Panchayat concerned shall be given preference. If no candidate is available within a Gram Panchayat, the post 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 .
- e. The list of successful candidates will be drawn up in order of merit and will be published in the district website .
- f. Inclusion in the merit list does not necessarily confer the right for engagement .
- g. The application form and details may also be downloaded from district website <http://malkangiri.nic.in> and DRDA NPP Portal is <http://www.malkangirizp.odishapr.gov.in>

Memo No 382 /2014

Copy to District Informatics Officer, N.I.C., Malkangiri and DPM,e-Panchayat. DRDA, Malkangiri for information & necessary action . They are requested to upload above advertisement letter in the District Web-site & DRDA NPP Portal for wide publicity .

  
COLLECTOR-cum-CEO,  
ZILLA PARISHAD, MALKANGIRI  
Date 6.2.2014

  
PROJECT DIRECTOR  
DRDA, MALKANGIRI.

**FORMAT**

**APPLICATION FORM FOR THE POST OF ACCOUNTANT-CUM-DATA ENTRY OPERATOR TO BE  
ENGAGED ON CONTRACTUAL BASIS IN GRAM PANCHAYATS OF ----- DISTRICT  
UNDER RAJIV GANDHI PANCHAYAT SASHAKTI KARANA ABHIYAN (RGPSA) SCHEME.**

1. Full name of the applicant (In block letters) :
2. Father's Name (In block letters) :
3. Permanent address (In block letters) with name of the Gram Panchayat or Urban Local Body (Attach self-signed photo copy of the Residential Certificate issued by the Competent Authority)
  - (i) At :
  - (ii) Post (with PIN):
  - (iii) Via :
  - (iv) Name of the GP or ULB :
  - (v) Name of the Block :
  - (vi) Name of the District :
  - (vii) Name of the State :
  - (viii) Telephone No. / Cell Phone No. :
  - (ix) e-mail ID :

(Affix Passport Size  
Photograph of 6cm /  
4.5cm here, with your  
signature on the front  
and attested by a  
gazetted officer)

4. Address for Correspondence :
  - i. At :
  - ii. Post (with PIN):
  - iii. Via :
  - iv. Name of the District :
  - v. Name of the State :
  - vi. Telephone No. / Cell Phone No. :
  - vii. e-mail ID :

5. Applied for the Post of Accountant-cum-Data Entry Operator (RGPSA) of which Gram Panchayat :
6. Whether you are willing to be engaged in another Gram Panchayat of the same Block or other Block of the same District:

Signature of the Candidate  
(Continued on Page-2)

7. Date of Birth (self-attested photo copy of the H.S.C Certificate to be enclosed) :

8. Age as on 01.01.2014 : \_\_\_\_\_ Years \_\_\_\_\_ Month \_\_\_\_\_ Days.

9. Gender :

10. Marital Status:

11. Nationality :

12. Whether the bankers cheque/demand draft has been enclosed:

i) Bankers cheque/demand draft no \_\_\_\_\_ ii) Dated \_\_\_\_\_ iii) Amount Rs \_\_\_\_\_

13. Caste (Whether belong to SC/ ST/ SEBC/ Others.

Attach self- attested photo copy of the caste certificate issued by the competent authority) :

14. Educational Qualification (Attach self- attested photo copy of the certificate & mark sheet issued by the Board/ University) :

| SL NO | Name of the Examination Passed | Year of Passing | Name of the Board/ University | Full Marks | Marks Secured | % of marks secured |
|-------|--------------------------------|-----------------|-------------------------------|------------|---------------|--------------------|
| 1     | 2                              | 3               | 4                             | 5          | 6             | 7                  |
| 1     |                                |                 |                               |            |               |                    |
| 2     |                                |                 |                               |            |               |                    |
| 3     |                                |                 |                               |            |               |                    |
| 4     |                                |                 |                               |            |               |                    |
| 5     |                                |                 |                               |            |               |                    |

15. Qualification/ Knowledge/ Experience in operation of Computers (attach self- attested photo copy of the certificate issued by the competent authority) :

UNDERTAKING

I do hereby undertake that all the statements made, documents submitted and information furnished in this application are true to the best of my knowledge and belief. If anything, subsequently found incorrect, I shall lose my candidature/ appointment and shall be prosecuted as per the law.

Place:

Signature of the Candidate

Date:

N.B :- Candidates are advised to go through the advertisement and detailed instructions available in the official website \_\_\_\_\_ before filling up the application form.