

DISTRICT RURAL DEVELOPMENT AGENCY, JAJPUR

Ph. No.- 06728-222054 / Fax No.- 06728-222054

E-mail ID - ori-djajpur@gramsat.nic.in, Dist. website - www.jajpur.nic.in

Advertisement No. 5655 / Date 25.10.2018

Appointment of Programme Officer in DRDA, Jajpur on contractual basis

Applications are invited to fill up the post of Programme Officer in DRDA, Jajpur on contractual basis.

A. Eligibility

| Name of the Post | No. of Post | Maximum Age limit as on 1 st January, 2018 | Monthly consolidated remuneration | Essential Qualification |
|-------------------|-------------|---|-----------------------------------|--|
| 1 | 2 | 3 | 4 | 5 |
| Programme Officer | 01 | 40 years (as on 1 st January, 2018) | Rs. 17,500/- | BE/ B.Tech in IT or Computer Science / MCA passed from any recognized university |

B. How to Apply

- Candidates are need to apply in the prescribed proforma given in Annexure-A. The application form in good quality A4 size paper duly filled in to be sent by Registered post/Speed post to the Project Director, District Rural Development Agency, Jajpur within the timeline.
- The filled in application form should be accompanied with the following documents.
 - One passport size colour photograph duly attested by a Gazetted officer on the front-side should be pasted on the place provided in the application form.
 - Self attested photocopies of all relevant certificates and mark sheets as per the eligibility criteria should be submitted by the candidate.

C. Selection Procedure

1. Scrutiny & Verification of Application

- One scrutiny committee shall be constituted at the District level under the chairmanship of the Collector -cum- CEO, DRDA, Jajpur comprising Project Director, DRDA & Additional Project Director (Admn.) and any other officer as decided by the Collector.
- 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 sheets for verifying the factual position of the information provided in the application form of the provisionally short listed candidates as well as for reviewing all the steps involved in the recruitment process.
- On receipt of application by the cut-off date, scrutiny of applications will be done at the DRDA and a check list for rejection of the applications shall be prepared as follows:

- (a) Applications received through any channel other than Registered / Speed Post, shall not be considered.
- (b) Application forms not attached with relevant documents will be rejected.
- (c) Candidates crossing the maximum age limit as on 1st January, 2018 specified in the advertisement shall be disqualified.
- (d) Applicants not possessing the requisite essential qualification laid down in the advertisement will be ineligible.
- (e) Applications received incomplete in any respect will be rejected.
- (f) Applications received after due date shall not be considered.

(iv) The list of short listed candidates after the preliminary scrutiny will be displayed on the district website inviting objections within one month from the last date of application. The list of applications rejected along with reasons of rejection will also be displayed. The candidates are required to visit the website for submission of clarification to the objections. The objections will be received through e-mail in the e-mail Id "pdjajpur@gmail.com" only.

(v) Objections so received will be scrutinized and the valid objections will be incorporated within the time period and a list of eligible candidates will be prepared.

(vi) In order to prepare provisional merit list, percentage of marks scored by candidates in qualifying examinations shall be taken into consideration.

(vii) Maximum 3 (three) candidates for one post will be short listed in the order of merit arrived at following the criteria prescribed above and the list shall be published by the district website.

(viii) The short listed candidates shall be called for verification of original documents in the prescribed date and such candidates shall be intimated by Regd. Post/Speed post as well as by E-mail if any.

(ix) In case of any misrepresentation/suppression of facts, non production of original documents for verification or resorting to any other kind of manipulations, the scrutiny committee shall reject the candidature of the applicant.

2. Engagement of Candidates

(i) Based on the final merit list arrived at after proper scrutiny as mentioned above, DRDA, Jajpur will issue appointment letter for the post Programme Officer on the same day to the candidate having highest weightage if he/she fulfills all other eligibility criteria.

(ii) If the candidate having highest weightage fails to fulfill all the eligibility criteria or if he/she fails to turn up for verification of documents, the candidate having next highest weightage shall be considered for engagement.

(a) District level wait list of selected candidates may be maintained by the 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 candidate in the order of merit only from the merit list.

(iii) DRDA, Jajpur will enter into an agreement with the selected candidate for the post of Programme Officer at the time of joining of the candidate.

Timeline for each activity

| Sl. No. | Activity | Date |
|---------|---------------------------------------|------------|
| 1. | Advertisement Date | 25.10.2018 |
| 2. | Last date for receipt of application. | 24.11.2018 |

Terms and Conditions.

1. All positions are contractual and the engagement is initially for a period of one year, which can be extended depending upon requirement, suitability & performance.
2. District Rural Development Agency, Jajpur reserves all right to reject or accept any or all application(s) without assigning any reason there of.
3. Authority will not be responsible for any postal delay.

For details please visit www.jajpur.nic.in

Collector-cum-CEO,
DRDA, Jajpur

Memo No. 5656 /Estt., Dt. 25.10.2018

Copy to all the Block Development Officers/all the Tahasildars/ Executive Officer, Jajpur / Vyasaganar Municipality/D.I.P.R.O., Jajpur/ Deputy Collector, Nizarat, Collectorate, Jajpur for information and necessary action. They are requested to affix the advertisement on their respective notice boards for wide publication.

Collector-cum-CEO,
DRDA, Jajpur

Memo No. 5657 /Estt., Dt. 25.10.2018

Copy to the District Information Officer, Collectorate, Jajpur for information and necessary action. He is requested to upload the advertisement in the district website immediately.

Collector-cum-CEO,
DRDA, Jajpur

Memo No. 5658 /Estt., Dt. 25.10.2018

Copy forwarded to the Joint Secretary to Govt., Panchayati Raj & DW Deptt., Odisha, Bhubaneswar for information with reference to letter No. 15196/PR & DW dt. 13.08.2018.

Collector-cum-CEO,
DRDA, Jajpur

APPLICATION FORM FOR THE POST OF PROGRAMME OFFICER

Affix recent
passport size
colour photograph
duly attested by a
Gazetted Officer in
front

1. DRDA Applied for : DRDA, Jajpur
2. Applicant's Name :
3. Father's Name :
4. Permanent Address
 - a. State: b. District :
 - c. Address :
 - d. PIN Code :
5. Address for Correspondence
 - a. State: b. District :
 - c. Address :
 - d. PIN Code : e. Telephone No.:
 - f. Mobile No. : g. e-Mail :
6. Personal details

Gender : Date of Birth :
7. Qualification details

| Examination | Degree/Diploma with specialization | Board/University | Year of passing/Award of Degree | Total Mark/Grade Point | Aggregate mark/CGPA secured | % of mark |
|-------------------------|------------------------------------|------------------|---------------------------------|------------------------|-----------------------------|-----------|
| HSC | | | | | | |
| DEGREE | | | | | | |
| ESSENTIAL QUALIFICATION | | | | | | |

Enclosures: Attach self attested photo copies of the following documents while submitting the applications by Regd. Post/Speed Post.

| Sl. No. | Documents |
|---------|-------------------------------------|
| 1. | HSC/Matriculation Certificate |
| 2. | HSC/Matriculation Mark-sheet |
| 3. | Graduation Certificate |
| 4. | Graduation Mark-sheet |
| 5. | Essential Qualification Certificate |
| 6. | Essential Qualification Mark-sheet |
| 7. | Others (Please Specify) |

DECLARATION

The information furnished above is true to the best of my knowledge and belief. I will be liable for any false information and misrepresentation of facts in future.

Date :
Place :

Signature of Applicant