

DISTRICT RURAL DEVELOPMENT AGENCY; SUNDARGARH

No. 596 dt. 7/2/14

To

The District Informatics Officer,
NIC, Sundargarh.

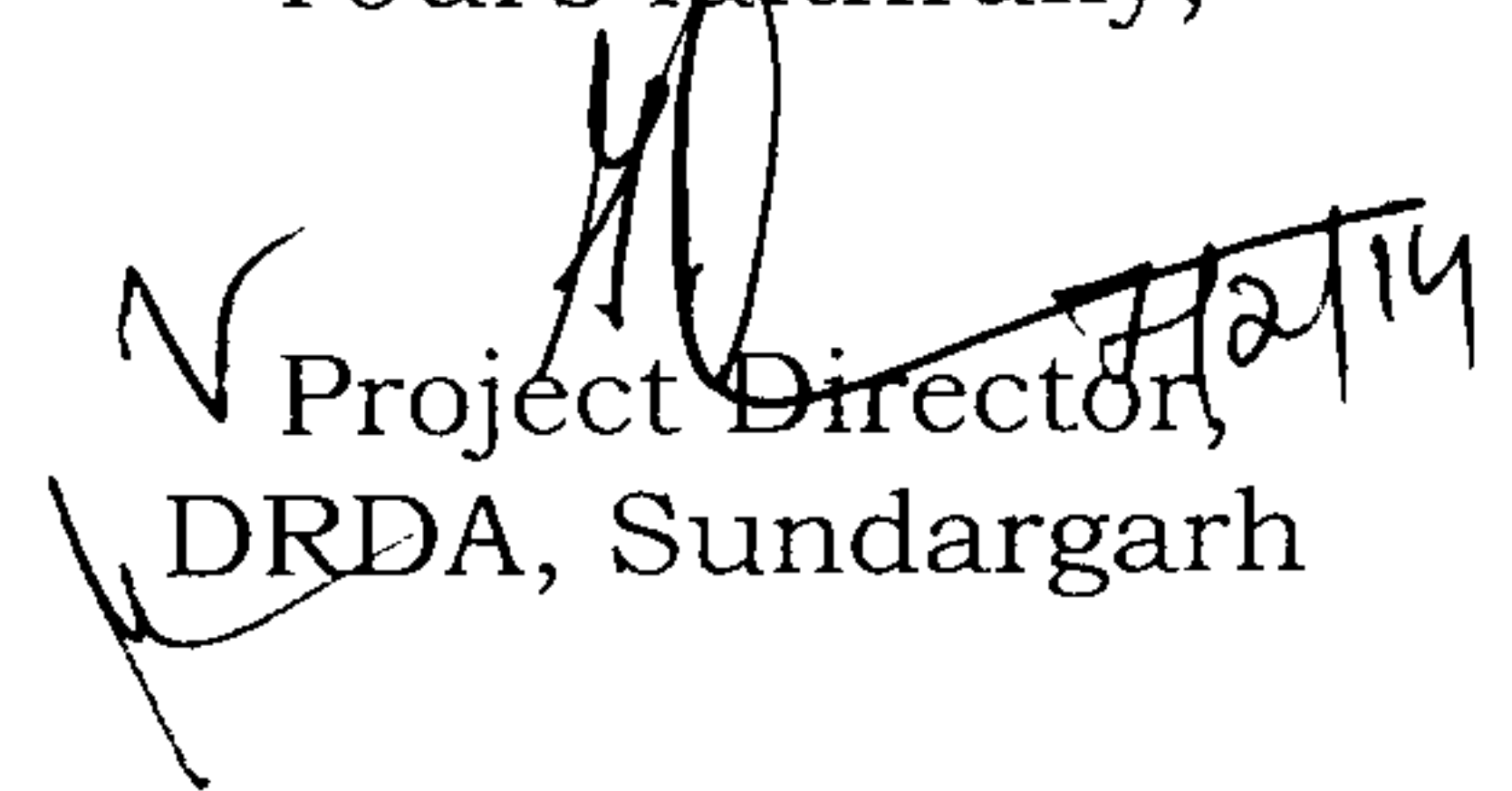
Sub:- Publication of advertisement for engagement of Accountant-cum-Data Entry Operator.

Sir,

I am to enclose herewith the soft copy of advertisement for engagement of Accountant-cum-Data Entry Operator duly signed by the Collector-cum-CEO, Zilla Parishad, Sundargarh to hoist the same in the Sundargarh official web-site.

Yours faithfully,

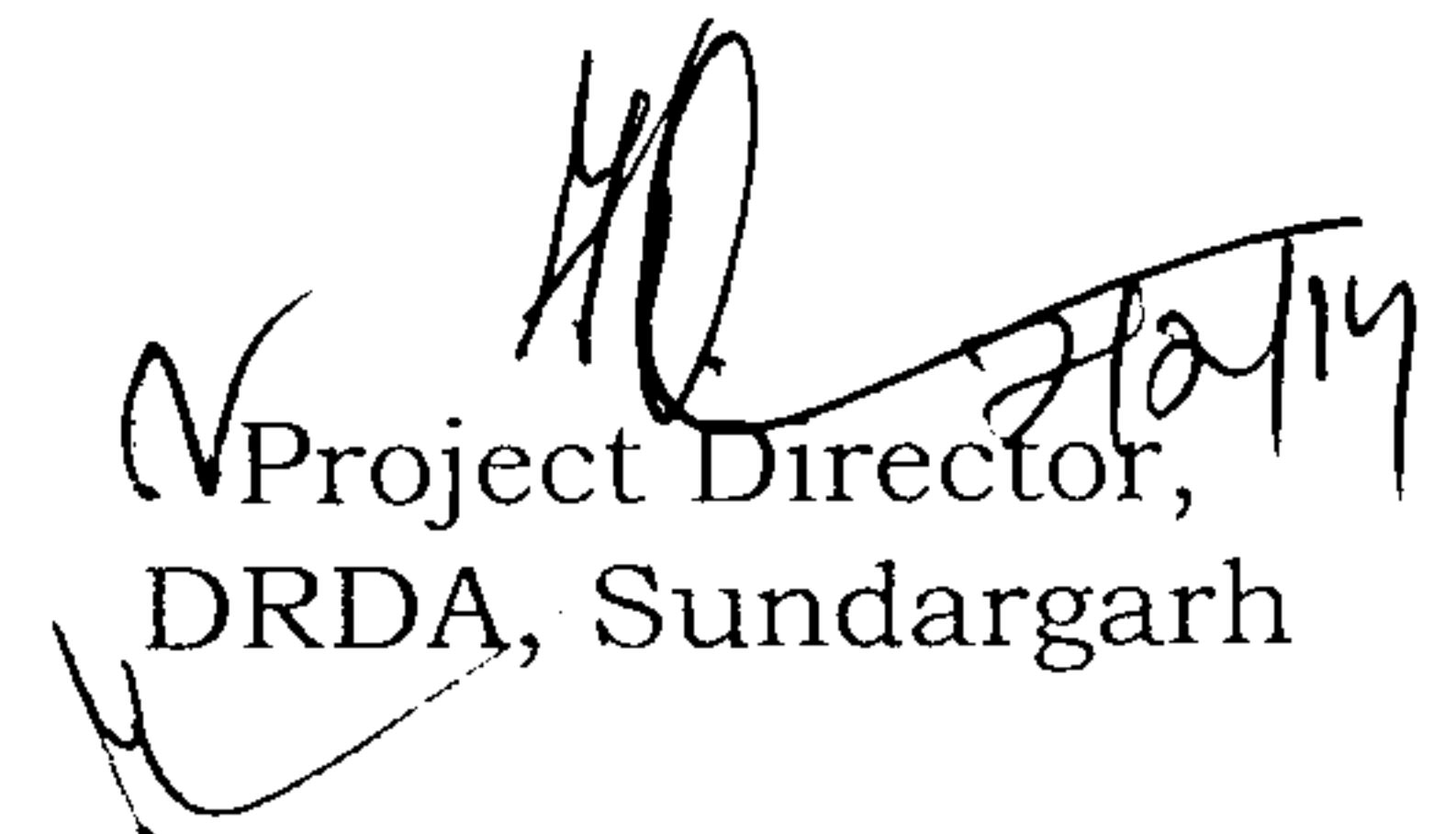
Enclosures:- Advertisement for engagement of Accountant-cum- Data Entry Operator and Copy of Application Form.


Project Director,
DRDA, Sundargarh

Memo No. 597 Dt. 7/2/14

Copy to all Sub- Collectors / all Block Development Officers / all Tehsildars for information and necessary action with a request to publish the above notice in their respective office notice board. The Block Development Officers are directed to send a copy of the advertisement / application forms to all Sarpanches for wide publication.

Copy to Notice Board of Collectorate, Sundargarh / Project Director, DRDA, Sundargarh and District Panchayat Officer, Sundargarh for wide publication.


Project Director,
DRDA, Sundargarh

DISTRICT RURAL DEVELOPMENT AGENCY; SUNDARGARH

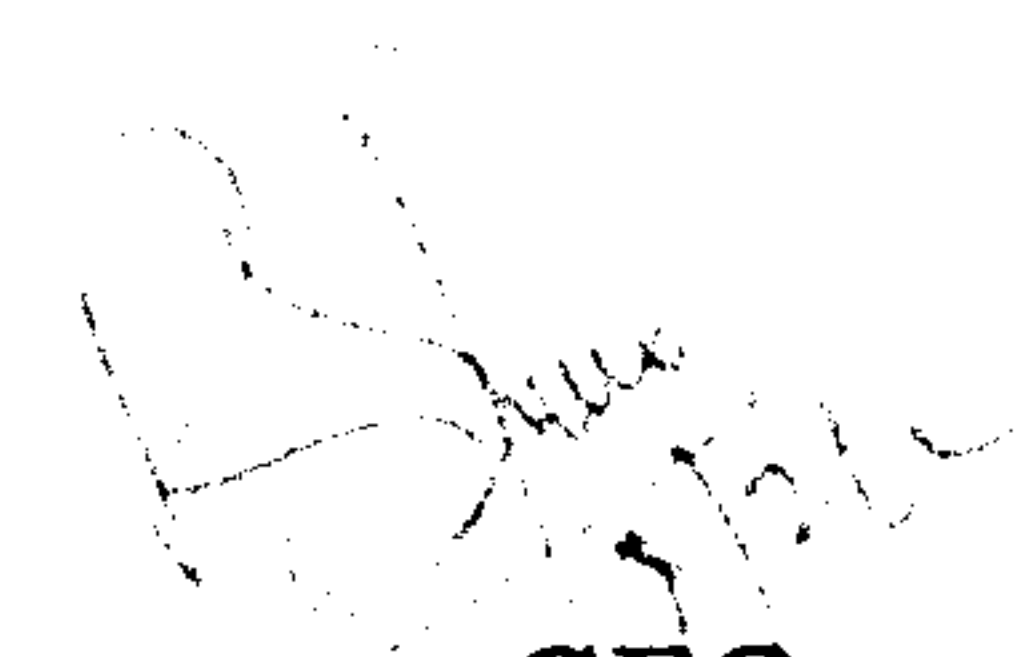
No. 593 /DRDA Dt. 7.2.14 /

Abridged Advertisement No. 593 / Dt. 07.02.2014

Applications in the prescribed format are invited from interested candidates for contractual engagement of Accountant-cum-Date Entry Operators under the schemes Rajiv Gandhi Panchayat Sashaktikaran Abhiyan(RGPSA) in each Gram Panchayat of Sundargarh District. The filled in applications must reach through Regd. Post/ Speed posts/ in person addressed to **the District Panchayat Officer, Sundargarh by 5:00 p.m. of 20th February 2014.**

The abridged Advertisement No. 465 Dt. 28.01.2014 stands cancelled as against the above new advertisement as per Government direction.

Please visit our District website:- www.sundergarh.nic.in for detail information about applying for the post.


**Collector-cum-CEO,
Zilla Parishad, Sundargarh**

DISTRICT RURAL DEVELOPMENT AGENCY; SUNDARGARH

Advertisement No. 593 /DRDA Dt. 7.2.14 /

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 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, Sundargarh and Payable at State Bank of India, Sundargarh**. 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:- Rs. 100/- (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 the 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 Gazetted 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 District Panchayat Officer, Sundargarh, At/PO- Sundargarh, Dist- Sundargarh, Pin- 770001 in an envelope superscribed as **“APPLICATION FOR THE POST OF CONTRACTUAL ACCOUNTANT-CUM-DATA ENTRY OPERATOR (RGPSA)”** by Registered Post / Speed Post /in person only on or before **20.02.2014**. The Application form will not be received after **5 p.m. of 20.02.2014** in the office of the District Panchayat Officer, Sundargarh. The authority will be no way responsible for any postal delay or loss in transit. Application received in any other format or by any other means or incomplete in any other respects will not be accepted.

A receipt as a token of acknowledgement shall be issued by the office of the District Panchayat Officer, Sundargarh 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 4th 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.
- c. If a Gram Rojgar 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 Rojgar 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 required qualification, irrespective of the marks secured by the GRS.
 - II. If a Gram Rojgar 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 Rojgar 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 no 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:- www.sundergarh.nic.in


**Collector-cum-C.E.O,
Zilla Parishad, Sundargarh**

FORMAT

**APPLICATION FORM FOR THE POST OF ACCOUNTANT-CUM-DATA ENTRY OPERATOR TO BE
ENGAGED ON CONTRACTUAL BASIS IN GRAM PANCHAYATS OF SLINDARGARH 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 :

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:

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

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.