


District Rural Development Agency, Sirsa

Applications are invited for filling up of the following posts purely on temporary & monthly fixed wages based under MGNREGA Scheme in DRDA, Sirsa :-

Sr. No.	No. of Posts	Name of the Post	Qualifications & experience	Consolidated Monthly Remuneration
1.	One	Addl. Block Programme Officer	Post Graduate from any recognized University (With atleast 50% marks in Mater of Business Admn, (MBA), Social Work, Sociology, Economics, Agriculture, Rural Development. Preference will be given to the candidates having experience in the area of Rural Development.	Rs. 20,000/- (Rupees Twenty Thousands) per month.
2.	Three	Accounts Assistants	B.Com from a recognized University (With atleast 50% marks). Preference will be given to the candidates having knowledge of Computer and experience in the maintenance of accounts.	Rs. 10,000/- (Rupees Ten Thousands) per month.

Reservation will be applicable as per the roster of Haryana Govt. Detailed instructions & application may be downloaded from our website <http://sirsa.gov.in>. Candidates having the above mentioned qualification & experience may submit their application in the office of Addl. Deputy Commissioner, IInd floor, Mini Sectt. Sirsa. **Last date for submitting the application is 14.10.2016 at 5.00PM.**


A.D.C & A.D.P.C (MGNREGA),
Sirsa

District Rural Development Agency, Sirsa (Haryana).

(Application Form for the post of Addl. Block Programme Officer & Accounts Assistant under MGNREGA)

1. Name of the Applicant : _____
2. Father/Husband's Name : _____
3. Date of Birth : _____
4. Correspondence Address : _____
5. Permanent Address : _____
6. Sex (Male/Female) : _____
7. Marital Status : _____
8. Category (Gen./SC/BC/OBC) : _____
9. Qualifications :-



Sr. No.	Name of Exam	Subjects Studied	Board/University	Maximum Marks	Marks Obtained	Year of Passing	Percentage of Marks Obtained
1							
2							
3							
4							
5							

10. Experience:-

Employer	Date of Joining	Date of Leaving	Period Service	Nature of Work handled	Monthly Emoluments

10. Whether willing to appear for skill/Type test in : Yes/No

(A) English (B) Hindi (C) Both

11. E-Mail Address : _____ Mobile No. : _____

12. List of Enclosures:

- (i) _____ (vi) _____
- (ii) _____ (vii) _____
- (iii) _____ (viii) _____
- (iv) _____ (viii) _____

Undertaking:

I, _____ hereby certify that the details given above are true to the best of my knowledge and belief. I have gone through the guidelines and further, understand that if any information furnished by me is found to be incorrect, it will entail forfeiture of my candidature.

Dated :
Place :

Signature of Candidate

ADMIT CARD

**(For the post of Addl. Block Programme Officer/Accounts Assistant)
(To be shown by the Candidate while reporting for Skill/Type Test)**

*Affix recent
passport
size
Photograph*

Admit Mr / Miss / Smt _____ S/o. D/O, W/o Sh _____ for the skill .
& Type test to be held on _____ < Dated > _____ at _____ < Time >
_____ < Venue > _____ in Hindi/English or both.

Signature of the Issuing Authority
With Seal

Instructions for Candidates

The application form should be filled in by the candidates in his/her own handwriting.

1. A recent Passport size photograph duly attested by any Gazetted officer will have to be affixed on the space provided in the application form. One more photograph has to be affixed on the Admit Card to be issued for short listed candidates.
2. Age limit : Age limit & relaxation in age limit as per Haryana Govt. Rule
3. Reservation :- as per roster register maintained in this office as per Haryana Govt. rules.
4. Qualification & Experience:-
Post Graduate from any recognized university (with atleast 50% marks) in Social Work, Sociology, Master of Business Admn, Economics, Agriculture and Rural Development.
Preference will be given to candidates having experience in the area of Rural Development
5. Attested copies of supporting documents in respect of qualification and experience should be attached with the application form.
6. The form should be submitted in the office of Addl. Deputy Commissioner, Room No. 62, IInd floor, Admin. Block, Mini Secretariat, Sirsa by 14.10.2016 upto 5.00 PM from where the application form and other details can also be had.
7. There will be a written test among the candidates. The names of the short listed candidates for skill & type test will be displayed.
8. No Candidates will be allowed to appear for skill & type test without Admit card.
9. The scrutinized candidates on the basis of skill & type test will have to appear for the Interview.
10. The candidate will not be entitled for any TA/DA for the Skill Test/ Interview.
11. The candidates called for skill/type test shall have to report as per time mentioned in the admit card, failing which they will not be allowed for the same.
12. On the basis of Qualification, Experience and skill/type test, a panel for the Addl. Block Programme Officer & Accounts Assistant shall be formed.
13. Incomplete applications or those received after the last date of submission or submitted without attested supporting documents shall not be entertained.
14. No interim communication shall be in respect of selection as well as preparation of the panel.

Sd/-
ADC & ADPC (MGNREGA),
Sirsa

**Criteria for selection of Addl. Block Programme Officer & Accounts Assistant
under MGNREGA in DRDA, Sirsa.**

The criteria for the Additional Block Programme Officer under MGNREGA is as under :-

1	Marks obtained in Post Graduation in MBA, Social Work, Sociology, Economics, Agriculture, Rural Development (10 Marks)	
a)	80% and above.	10 Marks
b)	70% and above but less than 80%	8 Marks
c)	60% and above but less than 70%	6 Marks
d)	50% to 60%	4 Marks
2	Higher education (above-1)	5 Marks
3	Experience in Rural Development (application should show satisfactory experience certificate) :-	
a)	One Year experience	3 Marks
b)	Two year experience	6 Marks
c)	Three years experience	10 Marks
4	Marks in skill test/written test in computer basics Type Test in English only	10 Marks
a)	> 40 Words per Minute	10 Marks
b)	30-40 Words per Minute	7 Marks
c)	20-30 Words per Minute	4 Marks
d)	< 20 Words per Minute	2 Marks
5	Marks in interview	<u>5 Marks</u>
	Total Marks	<u>50 Marks</u>

The criteria for the Accounts Assistant under MGNREGA is as under :-

1	Marks obtained in Graduation in Commerce (10 Marks)	
a)	80% and above.	10 Marks
b)	70% and above but less than 80%	8 Marks
c)	60% and above but less than 70%	6 Marks
d)	50% to 60%	4 Marks
2	Higher education	5 Marks
3	Experience in Govt./ Semi Govt./Board/Corporation or any other reputed firm/organization (application should show satisfactory experience certificate) :-	
a)	One Year experience	3 Marks
b)	Two year experience	6 Marks
c)	Three years experience	10 Marks
4	Marks in skill Test/Written Test/ Type test in English only	10 Marks
a)	> 40 Words per Minute	10 Marks
b)	30-40 Words per Minute	7 Marks
c)	20-30 Words per Minute	4 Marks
d)	< 20 Words per Minute	2 Marks
5	Marks in interview	<u>5 Marks</u>
	Total Marks	<u>50 Marks</u>

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ADC & ADPC,
MGNREGA, Sirsa

