

DISTRICT RURAL DEVELOPMENT AGENCY; GAJAPATI; PARALAKHEMUNDI

Advt. No. 2250 /DRDA

Date: 24.07.2018

Applications are invited to fill up the post of Assistant Project Director(livelihoods)-cum-Project Executive(Micro Finance) in DRDA,Gajapati on contractual basis.

Eligibility

Post	Max. Age Limit as on 1 st January 2018	Monthly Consolidated Remuneration	No. of Position	Essential Qualification
Asst.Project Director (livelihoods)-cum-Project Executive(Micro Finance)	40 years	Rs. 25000/-	1(One)	MBA (Finance)/Master in Financial Control/ CA (Inter)/ CWA (Inter) or 2 years of PG Diploma in Financial Management from any recognized University/Institution.

Terms & Conditions:

- The post is contractual and the engagement is for a period of one year.
- Candidates need to apply in the prescribed format available at www.gajapati.nic.in.
- Candidates must send ink-signed application form before the cut-off date.
- The authority will not be responsible for any postal delay or loss in transit.
- Applications should be sent only through Registered Post/ Speed Post. Applications sent in any other mode will not be accepted.
- District Rural Development Agency, Gajapati reserves all right to reject or accept any or all application (s) without any reason thereof.

Important Dates

Activity	Date: 24.07.2018
Last date of receipt of filled in application form	Date: 10.08.2018

For details of the terms & conditions, eligibility, application form etc. please visit the district NIC website www.gajapati.nic.in


Collector, Gajapati.

How to Apply:

- The applicants interested for applying for the Advertised positions will have to download the prescribed application form from the website available in the NIC website www.gajapati.nic.in.
- The applicant shall send the filled in application form along with attested photocopies of the relevant certificates showing the date of birth, qualification, two nos. of passport size (3.5 X 2.5) photograph and all other documents as per check list to the Project Director, DRDA, Gajapati, At/Po: Paralakhemundi, Dist:- Gajapati by Registered Post/ Speed Post only.
- The applicants without the signature of the candidates will be summarily rejected. The envelope containing the application form must be super scribed (Application for the post of _____).

Selection Process

- Selection of the Candidates for contractual Engagement for all the positions will be purely on merit basis.
- All the applications received on or before date will be scrutinized at DRDA, Gajapati in order to ascertain the eligible applicants in the following manner.
 - Applications received by Registered Post/ Speed Post will only be considered.
 - The applications received by any other mode, will be rejected.
 - The candidates not fulfilling the age criteria as on date will be disqualified.
 - Incomplete application/ application without signature of the candidate shall be rejected.
 - Applications received after the due shall not be considered.
- The shortlisted candidates after the preliminary scrutiny will be web hosted at www.gajapati.nic.in.
- The applications rejected along with the reason of rejection will also be webhosted.
- The candidates will be duly intimated about the last date of filling objection through advertisement in news paper / website.
- After disposal of the objections and incorporation of the valid objections in the preliminary merit list the final list of eligible candidates will be prepared.
- In order to prepare the provisional merit list, the following weightage will be assigned as against marks secured by the candidates in the respective examination.
- Weightage For the position.

HSC	Graduation	Essential Qualification	Total weightage
30%	30%	40%	100%

- Documents to be attached with the Application Form are as follows:

Sl. No.	Checklist for the position
1	Attested HSC/ Matriculation certificates showing the proof of Age
2	Attested copy of HSC / Matriculation Mark Sheet
3	Attested copy of Graduation certificate
4	Attested copy of Graduation Mark Sheet
5	Attested copy of Post Graduation Certificate
6	Attested copy of Post Graduation Mark Sheet
7	One self Addressed Envelope
8	Two recent Passport size color Photograph
9	Signature of the Candidate on the Application Form


Collector, Gajapati.

**Application form for the post of Asst.Project Director (livelihoods)-cum-
Project Executive(Micro Finance)**

1. Post applied for : _____
 2. Applicants Name : _____
 3. Fathers Name : _____
 4. Mothers Name : _____
 5. Present Address : _____

Passport
 photograph

 3.5 cm x2.5 cm

6. Permanent Address : _____
 Mobile No _____

7. Personal Details
 a. Gender : _____
 b. Date of Birth: _____
 c. E-mail ID : _____

8. Academic performance information:

Examination	Degree/ Diploma with speciali zation	Institution/ Board / University	Year of passing	Total mark/ Grade point	Aggregate mark/ CGPA secured	% of marks
HSC(10 th)						
Graduation						
Master Degree						
Others						

9. Computer Skill level

	High	Medium	Low
MS Word			
MS Excel			
MS power point			
Web/E-mail			

Enclosures: Attach attested photo copies of the following documents while submitting the application by RP/Speed post.

Sl.No	Documents submitted	Yes/No
1	HSC/Matriculation certificate	
2	HSC/Matriculation mark sheet	
3	Graduation Certificate	
4	Graduation Mark sheet	
5	Post Graduation certificate	
6	Post Graduation Mark Sheet	
7	Other(please specify)	

Declaration

I hereby declare that the above mentioned information is correct up to my knowledge and bear the responsibility for the correctness of the above mentioned particulars.

Date:

Place:

Signature of the Applicant.