

# DISTRICT RURAL DEVELOPMENT AGENCY: KALAHANDI

At/P.O./District-Kalahandi,  
Bhawanipatna-766001, Odisha

(T) RB

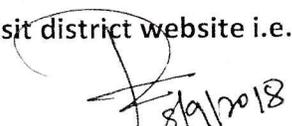
Advertisement No.: 5223 Date: 12-09-2018

Applications are invited to fill up the post of **Assistant Project Director (Finance)** and **Asst. Project Director (Skill Development –cum-Project Executive (Capacity Building))** in DRDA, Kalahandi on contractual basis.

Post	Max. Age limit as on 01.01.2018	Monthly consolidated remuneration	Essential Qualification
Assistant Project Director (Finance)	40 years	Rs.25,000/-	Master Degree in Commerce (Specialization in Finance/ Accounting)/ Master Degree or MBA (Specialization in Finance) / Master in Financial Control / ICWA (inter)/ Chartered Accountant or 2 years PG diploma in Financial Management from any recognized university/institution. (Candidates who have completed the above courses through distance learning mode shall not be considered for the post.
Asst. Project Director (Skill Development –cum-Project Executive (Capacity Building))	40 years	Rs.25,000/-	Master Degree in Sociology, Social Work/ MBA in Rural Management or 2 years of PG Diploma in Rural Management/ Rural Development/ Training & Development from any recognized university / Institution

## Terms and Conditions:

- The selection of the candidates shall purely be on merit.
- The posts are contractual and the engagement is for a period of one year.
- Candidates applying for more than one post should submit separate application in the prescribed format only.
- District Rural Development Agency (DRDA), Kalahandi reserves all right to reject or accept any or all application(s) without assigning any reason thereof.
- Applications should be submitted by Regd. Post / Speed Post only in the prescribed form.
- Application received in any other format or by any other means shall be rejected.
- The last date of receipt of application is ..... 29th September, 2018 .....
- Authority will not be responsible for any postal delay.
- For details terms & conditions & others requisites please visit district website i.e. [www.kalahandi.nic.in](http://www.kalahandi.nic.in)

  
Collector-cum-CEO  
DRDA, KALAHANDI

### n & Conditions:

- The post is purely contractual and the engagement is for a period of one year.
- Candidates applying for the post should submit their application in the prescribed format only.
- District Rural Development Agency, Kalahandi reserves all right to reject or accepts any or all application (s) without assigning any reason thereof.
- Candidate must sent ink signed applications before the due date by Regd. Post./ Speed Post only.
- Authority will not be responsible for any postal delay.
- Applications received in any other format or by any other forms shall be rejected.

### Method of contractual recruitment:

1. Selection of candidate for contractual engagement of APD (Finance) and APD (Skill Development –cum-Project Executive (Capacity Building)) shall be purely on merit basis.
2. The applicant interested to apply for the post of APD (Finance) and APD (Skill Development –cum-Project Executive (Capacity Building)) will have to download the prescribed application form available in the NIC Website i.e. **www.kalahandi.nic.in**.
3. The applicant shall send the filled in application form along with the attested photocopies of the relevant certificates showing the date of birth, qualification, two nos. of colour passport size photograph and all other documents as per check list with due signature at the appropriate space shall be submit to **the Project Director, DRDA, Bhawanipatna, Dist.-Kalahandi, PIN-766001, by Regd. Post./ Speed Post only**.
4. The application without signature of the candidate shall be summarily rejected.
5. The envelope containing the application form must be super scribed in CAPITAL LETTER as (APPLICATION FOT THE POST OF APD (FINANCE) / APD (SKILL DEVELOPMENT – CUM-PROJECT EXECUTIVE (CAPACITY BUILDING)).

### SCRUTINY AND SELECTION PROCEDURE

1. All applications received on or before due date i.e. 29th, Sept 2018, at 5.00 PM shall be scrutinized at DRDA, Kalahandi level in order to ascertain the eligible applicants for the position in the following manner:
  - (i) Application received by Regd. Post/ Speed post shall only be considered. The applications received by any other mode, if any shall be rejected.
  - (ii) The candidates not fulfilling the age criteria as on 01.01.2018 as specified in the advertisement shall be disqualified.
  - (iii) Applicants not possessing the requisite essential qualification laid down in the advertisement for the post shall be disqualified.
  - (iv) Applications received without relevant documents, photographs of the candidates shall be rejected.
  - (v) Incomplete application/ applications, without signature of the candidate shall be rejected.
  - (vi) Application received after due date shall not be considered.
  - (vii) All does to be self attested – otherwise rejected.
2. The list of candidates after preliminary scrutiny will be intimated about the last date of filing objection through advertisement in news paper as well as District web site i.e. www.kalahandi.nic.in.
3. The objection of the candidates should be submitted by Regd. Post./ Speed post only within the time limit specified thereof.
4. Objection so received shall be scrutinized and the valid objections shall be considered.
5. In order to prepare the provisional merit list, the following weightage shall be assigned against mark scored by the candidates in respective examinations weightage.

HSC	Graduation	Essential Qualification	Total weightage
-----	------------	-------------------------	-----------------

After preparation of provisional merit list as per weightage, maximum 03 (Three) nos. of candidates for each post shall be published in the Dist. website i.e. [www.kalahandi.nic.in](http://www.kalahandi.nic.in) and also intimate them by Regd. Post./ Speed post for verification of documents.

Check list of the application form for the post of APD (Finance) and APD (Skill Development – cum-Project Executive (Capacity Building))

Sl. No.	Documents submitted
1	H.S.C./Matriculation Certificate
2	H.S.C./Matriculation Mark sheet
3	Degree/Graduation Certificate
4	Degree/Graduation Mark sheet
5	Essential Qualification Certificate
6	Essential Qualification Mark sheet
7	Other (Please specify)
8	Attested copies of 02 (Two) nos. of colour passport size photograph
9	Signature of the candidate in application form in proper place
10	One self address stamped envelope worth of Rs.5.00 (Rupees five) only.

**Engagement of candidates:**

1. Based on the final merit list arrived at after proper scrutiny as mentioned above, DRDA will issue appointment letter to the candidates having highest weightage, if he/she fulfills all other eligibility criteria.
2. If 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.
3. Waiting list of candidates shall normally be valid for one year only.
4. In case the selected candidates does not join or breaks the contract within the contract period, then candidate having next highest weightage shall be considered for engagement.

  
8/9/2018  
Collector-cum-CEO  
DRDA, Kalahandi

## Timeline for each Activity

The timeline for each activity by the DRDA in connection with this recruitment process for the post of Assistance Project Director (Finance) and Assistance Project Director (Skill Development – cum – Project Executive Capacity Building) is mentioned below.

Sl. No.	Activity	Date
1.	Advertisement Date	12 <sup>th</sup> – 17 <sup>th</sup> September
2.	Last date receipt of hard copy application	29 <sup>th</sup> September
3.	Objection invitation	9 <sup>th</sup> – 20 <sup>th</sup> October
4.	Finalization of merit list	27 <sup>th</sup> October (tentative)

Your therefore requested to initiate the requirement process immediately by publishing advertisement as per the existing vacancy for the post of Assistance Project Director (Finance) and Assistance Project Director (Skill Development – cum – Project Executive Capacity Building). The above procedure at most transparency shall be maintained and the timeline indicated shall be strictly adhered to.

Yours faithfully

  
**Project Director**  
**DRDA, Kalahandi**

12/9/18

## FLOW CHART FOR RECRUITMENT OF APD (FINANCE) & (TRAINING)

1. Publication of advertisement for recruitment of APD in two odia and one English daily news papers.
2. The applicants are to submit application (Prescribed) through Registered/ Speed Post to the Project Director, DRDA, Kalahandi with following documents.
  - I. Filled in application Form.
  - II. Colour Passport size latest Photographs (3.5 cm X 2.5 cm).
  - III. Attested copies of relevant certificates, and mark sheets.
  - IV. One self addressed envelope.
3. One scrutiny committee is to be formed under the chairmanship of the Collector for preliminary scrutiny of documents as per the check list.
4. List shortlisted candidates is to be prepared and web – hosted.
5. List of application rejected along with reasons of rejection to be web – hosted.
  - Objections are to be invited within last date of filing objection.
6. Preparation of list of eligible candidates – Provisional merit list on the basis of weightage given on career marketing.
  - For each post three candidates are to be shortlisted. The list to be web – hosted. Candidate shortlisted are to be called for verification of original certificates. The venue and date of verification are to be intimated to the candidates by registered post and e-mail,
7. Preparation of Final Merit list after verification of documents by the Scrutiny Committee. Appointment letters are to be issued to candidates having highest weightage.

*Plu*  
12/9/18  
Project Director  
DRDA, Kalahandi

# Application Form

For the post of Asst. Project Director (Skill Development –cum-Project Executive (Capacity Building)),  
DRDA Kalahandi

1. Applicant's Name:-  
(In capital letter)
2. Father's Name:-
3. Address for correspondence with pin code:-

Space for colour  
passport size  
photograph to be  
attested  
(3.5cm X 2.5cm)

4. Permanent address:-

5. Present contact information:-

(I) Mobile/Cell Phone No.:-

(II) E-mail ID:-

6. Personal details:-

(I) Gender (Male/Female):-

(II) Date of birth (DD/MM/YYYY):-

(III) Age as on 01.01.2018:-

7. Computer skill (Tick mark):-

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

8. Qualification Details:-

Examination	Degree/ diploma with specialisation	Board/ University	Year of Passing	Total Mark/ Grade/ Marked secured	Aggregate Total Mark/ CGPA	% of Mark
1	2	3	4	5	6	7
H.S.C.						
Graduation						
Essential Qualification						
Other						

❖ CGPA ----> Conversion Page (Xerox)

9. Enclosures: - Attach attested photo copies of the following documents while submitting the applications by Regd./Speed post.

Sl. No.	Self attested Documents submitted	Yes/No (Please mention)
1	H.S.C./Matriculation Certificate	
2	H.S.C./Matriculation Mark sheet	
3	Graduation Certificate	
4	Graduation Mark sheet	
5	Essential Qualification Certificate	
6	Essential Qualification Mark sheet	
7	Other (Please specify)	
8	One self address stamped envelope worth of Rs.5.00 (Rupees five) only.	

## DECLARATION

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

Place:-

Date:-

Signature of the applicant