

DISTRICT RURAL DEVELOPMENT AGENCY, DHENKANAL

Advertisement for appointment of Assistant Project Director (Finance)

Closing Date :- 18.09.2019

Appointment of Assistant Project Director (Finance) in DRDA, Dhenkanal would be on Contractual Basis for a period of one year.

Eligibility Criteria

Post	Max. Age Limit	Monthly remuneration	Essential Qualification
Assistant Project Director (Finance)	40 years as on 1.1.2019	Rs.35,000/- (Consolidated)	Master Degree in Commerce (Specialisation in Finance/ Accounting)/ Master Degree or MBA (Specialisation in Finance)/ Master in Financial Control/ ICWA (inter)/ Chartered Accountant/ 2 years PG Diploma in Financial Management from any recognized University/ Institution) ##

Candidates who have completed the above course ~~through~~ distance learning mode shall not be considered for the post.

Application Fee:

Candidates are required to pay a non-refundable fee of Rs.300/- (Three hundred only) in shape of Bank Draft only favouring Project Director, DRDA, Dhenkanal and pay-able at Dhenkanal.

General Instructions

- i) The applicants interested for applying for the post advertised will have to download the "application form" from the District website www.dhenkanal.nic.in
- ii) The filled in application form along with two colour passport size photographs (3.5CM X 2.5cm), attested photocopies of relevant certificates and mark sheets as per the check list with duly signed at the appropriate space must be submitted by the applicant to the project Director DRDA, Dhenkanal only by registered/speed post.
- iii) The filled in application form completed in all respect along with two photographs and relevant documents must reach the Project Director DRDA, Dhenkanal latest by the specified date through registered Post/ Speed Post.

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- iv) The candidate, engaged anywhere else should submit No Objection Certificate (NOC) from the employer concerned.
- v) She /he must submit a declaration regarding not being barred by any Govt. Agency/ Office/ recruiting organization for applying/entry into Govt. Job.

Selection Procedure :-

I) Scrutiny of the application

On receipt of applications by post and completed in all respect only by the cut-off date, scrutiny of application will be done by the scrutiny committee at DRDA and a checklist for rejection of the applications shall be prepared as follows:

- a) Application form not received through registered post/ speed post, shall not be considered.
- b) Application form not accompanying with required application fee in shape of Bank draft will be rejected.
- c) Any mismatch found between filled in information and enclosed relevant documents submitted to the Project Director, DRDA by the applicant, the application will be summarily rejected.
- d) Candidates crossing the maximum age limit as on 1st January 2019 specified in the advertisement shall be disqualified.
- e) Applicants not possessing the requisite essential qualification laid down in the advertisement will be declined ineligible.
- f) Applications received, but not attached with all relevant document will be rejected.
- g) Applications received after due date shall not be considered.

II) Webhosting:

- i) The list of shortlisted candidates after the preliminary scrutiny will be webhosted in District website www.dhenkanal.nic.in for inviting objections.
- ii) Objections so received will be scrutinized and the valid objections will be incorporated in the database within the time period and a list of eligible candidates will be prepared.
- iii) In order to prepare the provisional merit list, the following weight-age (as per the Govt. institution) shall be assigned against the marks scored by candidates in respective examination.

Weight age :

<u>HSC</u>	<u>Graduation</u>	<u>Essential Qualification</u>	<u>Total Weightage</u>
30%	30%	40%	100%

- iv) Five candidates will be shortlisted in the order of merit arrived at following the criteria prescribed above.
- v) The list of provisionally shortlisted candidates for the post of Assistant Project Director, Finance (Maximum-5) shall be published by the DRDA in website. And called for verification of Original Documents.
- vi) In case of any misrepresentation /suppression of facts, non-production of original documents for verification or resorting to any other kind of manipulations, the candidature of the applicant will be rejected.

Engagement of Candidates :-

- (i) Based on the final merit list arrived at after proper scrutiny as mentioned above, DRDA will issue appointment letter to the candidate having highest weightage if he/she fulfils all other eligibility criteria.
- (ii) If the candidate having highest weightage fails to fulfil all the eligibility criteria or if he fails to turn up for verification of documents, the candidates having next highest weightage shall be considered for engagement.
- (iii) In case the selected candidates does not join or breaks the contract within the contract period, then the DRDA will use this merit list for engagement of the next candidate in the order of merit only from the merit list.


COLLECTOR
DHENKANAL

APPLICATION FORM

1. Post Applied For :
2. Applicant's Name :
3. Mother's Name :
4. Father's Name :
5. (A) Date of Birth (DD/MM/YEAR) :
(B) Age in Years(As on 01.01.2019):
6. Gender :
7. Nationality :
8. Marital Status :
9. Category (Gen/SEBC/SC/ST) :

Affix passport
size photograph
with signature

10. Address for correspondence:

- a. Address
- b. District:
- c. State :
- d. Pin Code :
- e. Mobile No :
- f. Email ID :

11. Permanent Address:

- a. Address
- b. District:
- c. State :
- d. Pin Code :

12. Qualification Details:

Examination	Degree/ Diploma with specification	Board/ University	College/ Institution	Year of passing/ Award of Degree	Total Mark/ Grade point	Aggregate Mark/ CGPA Secured	% of Mark
HSC							
+2							
+3							
Essential/ Professional Qualification							

N.B: In case of CGPA/OGPA, conversion sheet for conversion of grade point into percentage duly issued by the University institution should be submitted.

13. Details of Bank Draft: (i) D.D No. _____ (ii) Date : _____
(iii) Issuing Bank : _____ (iv) Amount: _____

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

Sl No	Documents	Submitted/Not submitted
1	HSC/ Matriculation certificate & Mark sheet	
2	+2 certificate & Mark sheet	
3	+3 certificate & Mark sheet	
4	Essential Qualification Certificate	
5	Essential Qualification Mark sheet	
6	Conversion sheet from CGPA to percentage (for CGPA/OGPA)	
7	N.O.C. from the employer concern	
8	Declaration of not being barred from Govt. Job (see detail advertisement)	
9	Others (Please Specify)	

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 in future.

Date :

Place :

Signature of Applicant