

## **DISTRICT RURAL DEVELOPMENT AGENCY, NUAPADA**

**Advertisement No.** 673 // Estt.-XX-70/2021 //Date: 26.02.2021

DRDA, Nuapada invites duly filled in application to fill the post of **Programme Officer** in DRDA, Nuapada on contract basis.

### **ELIGIBILITY CRITERIA:**

Name of the post	Max. Age limit	Monthly consolidated remuneration	Essential Qualification
Programme Officer	40 years (As on 01.01.2021 & not below the age of 18 years)	Rs.17,500/-	BE/ B. Tech in IT or Computer Science / MCA passed from any Recognized University

### **PRINCIPLES ADOPTED FOR RECRUITMENT:**

1. Selection of candidate shall be done purely on merit.
2. There is only 01 (one) vacancy for the post of "Programme Officer" at DRDA, Nuapada

### **MODE OF FILLING UP APPLICATION FORM:**

The applicants interested for applying for the post of "Programme Officer" will have to fill up the application form and apply through offline, i.e. through Registered Post / Speed Post only. The filled in application form along with curriculum vitae ,02 (two) colour passport size (3.5cm x 2.5cm) photograph, self attested photocopies of relevant certificates and mark sheets as per check list with dated signature at the appropriate space shall be submitted by the applicant to the Project Director, DRDA, Nuapada, Collectorate Campus, Nuapada Pin-766105 within specified date.

### **SCRUTINY AND SELECTION PROCEDURE:**

All applications received by Registered/ Speed Post complete in all respect with attested photo copies of relevant certificates and mark-sheet as per check list



on or before cut-off date i.e. 25.03.2021 shall be taken into scrutiny at DRDA, Nuapada by the Scrutiny Committee in order to ascertain the eligible applicants for the position in the following manner.

- (i) Applications received by Registered Post/ Speed Post only shall be considered. The applications received by any other mode, it any will not be considered.
- (ii) The candidates crossing the maximum age limit as on 01.01.2021 as specified in the advertisement shall be treated as disqualified.
- (iii) Applicants not possessing the requisite essential qualification laid down in the advertisement for the post shall be treated as ineligible.
- (iv) Applications received without all relevant documents, photographs of the candidate 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.

#### **PREPARATION OF SHORT-LIST:**

The list of short-listed candidates after the preliminary scrutiny will be web-hosted by DRDA, Nuapada for inviting objections in District Website i.e., [www.nuapada.nic.in](http://www.nuapada.nic.in). The list applications rejected along with the reasons of rejection will also be web-hosted for maintaining transparency.

#### **OBJECTIONS:**

The candidates having any objections shall be submitted the same within the last date of filling objections. All the objections from the candidates shall be received through Registered Post/ Speed Post only. Objections so received will be scrutinized and the valid objections will be incorporated in the data base within the time period and a list of eligible candidates will be prepared.





## **METHOD OF SELECTION AND WEIGHTAGE :**

- 1.a) Written examination will be conducted of 100 marks.  
(Objective type- Multiple Choice Question of General Awareness, Reasoning, Mathematics, English, Odia)
  - b) Skill test in Computer(Practical) of 50 marks.
2. In order to prepare the district wise provisional short-list, marks scored by candidates both in written and skill test in Computer(Practical) examination shall be taken in to consideration.
  3. Only those candidates who have provisionally short-listed after the written test and skill test in Computer(Practical) examination shall be called for viva voce test.
  4. Final merit list will be prepared by combining the marks of the written test, skill test and viva voce test.

## **PUBLICATION OF PROVISIONAL SHORT-LIST:**

For the post of the "Programme Officer" 03 (three) candidates will be short listed in order of merit arrived out of the provisional merit list. The list of provisionally shortlisted candidates (maximum 03) shall be published in the District Website of Nuapada District i.e. [www.nuapada.nic.in](http://www.nuapada.nic.in).

## **VERIFICATION AT THE DRDA LEVEL:**

1. One Scrutiny Committee shall be constituted at the District Level under the Chairmanship of the Collector-cum-CEO, DRDA, Nuapada comprising of the Project Director, Additional Project Director (Administration) and any other officers as decided by the Collector.
2. The Scrutiny Committee shall be responsible for scrutiny of all application forms, disposal of all objections and verification of all the related documents like certificates and mark sheets with those of the information provided in the application form of the provisionally short-listed candidates as well as reviewing all the steps involved in the recruitment process.

3. The short-listed candidates (Maximum-03) from the provisional merit list shall be called for verification of original documents. The candidates shall be intimated by registered post / Speed Post as well as e-mail, if any.
4. In case of any miss-representation / suppression of facts, non-production of the original documents or restoring to any other kind of manipulations found, then the Scrutiny Committee shall reject the candidature of the applicant.

#### **ENGAGEMENT OF THE CANDIDATES:**

1. Based on the final merit list arrived at after proper scrutiny as mentioned above, DRDA Nuapada will issue appointment letter on the same day to the candidate having highest weightage of he / she fulfills all other eligibility criteria.
2. If the candidate having higher 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 selected candidates may be maintained by the DRDA Nuapada which shall be valid for one year only.
4. In case the selected candidate does not join or breaks the contract within the contract period, then the DRDA, Nuapada will use this merit list for engagement of the next candidate in the order of merit.
5. Under no circumstances, the DRDA, Nuapada will violate the merit list of the shortlisted candidates while issuing engagement letter.
6. DRDA, Nuapada will enter into an agreement with the selected candidate at the time of joining of the candidate.

#### **ESSENTIAL REQUISITES:**

1. The vacancy position is purely contractual in nature and the initial engagement will be for a period of one year from the date of engagement. The contract period for the post may be enhanced as per the requirement of DRDA, Nuapada



2. Candidates applying for the post should submit their application in the prescribed format only.
3. District Rural Development Agency, Nuapada reserves all right to reject or accept any or all application(s) without assigning any reason thereof.
4. Candidates must send ink signed applications before the due date by the Regd. Post / Speed Post only.
5. DRDA, Nuapada will not responsible for any postal delay.
6. Applications received in any other format or by any other means shall be rejected.
7. Selection of candidate for contractual engagement of Programme Officer shall be purely on merit basis.
8. The applicant interested to apply for the post of Programme Officer will have to download the prescribed Application form available in the District Website of Nuapada District i.e., [www.nuapada.nic.in](http://www.nuapada.nic.in).
9. The applicant shall send the filled in application form along with the self attested photo copies of the relevant certificates showing the date of birth, qualifications, two nos. of colour Passport size (3.5cm X 2.5cm) Photographs and all other documents as per check list with due signature at the appropriate space, shall be submitted to the Project Director, DRDA, Nuapada by Regd. Post/ Speed Post only.
10. The application without signature of the candidate shall be summarily rejected.
11. The envelope containing the application form must be super-scribed in **CAPITAL LETTER** as **(APPLICATION FORM FOR THE POST OF PROGRAMME OFFICER)**.

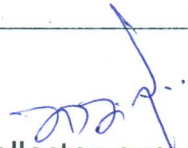
**TIME LINE FOR EACH ACTIVITY:**

A timeline for each activity by DRDA, Nuapada in connection with this recruitment process is prescribed and will be strictly followed:

Sl. No.	Activity	Timeline
1	Advertisement Date	26.02.2021
2	Last date of receipt of applications	26.03.2021
3	Publication of Short- List	05.04.2021
4	Objection invitation	20.04.2021
5	Finalization of short listed candidate for appearing written examination and skill test.	27.04.2021
6	Written Examination and Skill Test	
7	Publication of provisional short list	
8	Viva Voce test of provisionally short listed candidate	
9	Publication of final merit list	
10	Verification of Original Documents	
11	Date of Joining	

**CHECKLIST FOR THE APPLICATION FORM FOR THE POST OF PROGRAMME OFFICER:**

Sl. No.	Document Submitted	Remark
1	HSC / Matriculation Certificate	
2	HSC / Matriculation Mark Sheet	
3	Graduation Certificate	
4	Graduation Mark sheet	
5	Essential Qualification Certificate	
6	Essential Qualification Mark Sheet	
7	Others (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	

  
Collector-cum-CEO  
DRDA, Nuapada



## APPLICATION FORM

Space for colour  
passport size (3.5cm  
x 2.5 cm photograph  
to be pasted &  
attached

1. Post Applied for :-
2. Applicant's Name :-
3. Father's Name :-
4. Mother's Name :-
5. Address for correspondence with Pin Code:-

6. Permanent Address of Correspondence :-

7. Present Address for Correspondence :-

- (i) Telephone No:
- (ii) Mobile / Cell Phone No:
- (iii) E-mail ID:

### **8. Personal Details**

- (i) Gender (Male / Female)
- (ii) Date of Birth (DD/MM/YYYY)
- (iii) Age as on  
(Year-Month-Days)

### **9. Computer Skill (Tick Mark)**

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

**10. Qualification Details:**

Examination	Degree / Diploma with specification	Board / University	Year of passing	Total mark / Grade point	Aggregate mark / CGPA Secured	% of marks
1	2	3	4	5	6	7
H.S.C.						
Graduation						
Essential Qualification						
Others						

**11. Enclosures:**

Sl. No.	Document Submitted	Remarks (Yes / No)
1	HSC / Matriculation Certificate	
2	HSC / Matriculation Mark Sheet	
3	Graduation Certificate	
4	Graduation Mark sheet	
5	Essential Qualification Certificate	
6	Essential Qualification Mark Sheet	
7	Attested copies of 02 (two) nos. of colour passport size Photograph	
8	Others (Please specify)	

**DECLARATION:**

I hereby declare that the above information furnished by me are true to the best of my knowledge and belief. I will be liable and remain responsible for any false information and misrepresentation of facts if detected in future.

Place:

Date:

**(Signature of the Applicant)**