

ADVERTISEMENT FOR FILLING IN POSTS ON CONTRACTUAL BASIS

DRDA, Jhajjar invites applications to fill following Posts on Contractual Basis for One Year. The posts are purely temporary and can be renewed on year to year basis on assessment of performance against delivery specified in the contract. The remuneration is consolidated and no other allowance is admissible. The service conditions shall be governed according to concerned Scheme/Project/Mission etc. guidelines issued from time to time:

Sr. No.	Name of Post with Consolidated honorarium per month	No. of Posts Required	Required Qualifications and Experience
1.	ADDITIONAL BLOCK PROGRAMME OFFICER Under MGNREGA (Rs. 20000/-)	1	Post Graduate from any recognized University (with at least 50% marks) in Master of Business Admn. (MBA), Social Work, Sociology, Economics Agriculture Rural Development. Preference may be given to candidates having experience in area of Rural Development.
2.	ACCOUNTS ASSISTANT Under MGNREGA (Rs. 10000/-)	1	B.Com from a recognized University (with at least 50% marks). Preference may be given to the candidates having knowledge of Computer and experience in the maintenance of accounts.
3.	ASSISTANT DISTRICT CO-ORDINATOR Under SBM-G (Rs. 20000/-)	1	Should be Graduate in any discipline from a recognized university with at least 1 year experience with any Govt./NGO with preference to those having experience in sanitation sector, Qualifications/experience can be relaxed in case of most suitable/deserving /result oriented candidates
4.	OFFICE ASSISTANT Under SBM-G (Rs. 12000/-)	1	Should be 10+2/Diploma in Computer Application and at least 2 years experience as office assistant with efficiency of English and Hindi typing. Qualification/experience can be relaxed in case of most suitable/desiring /result oriented candidates
5.	ACCOUNTS ASSISTANT Under SBM-G (Rs. 12000/-)	1	Should be Graduate in Commerce/Arts having at least 1 year working experience of accounts with any Govt./private company/NGO. Qualifications/ experience can be relaxed in case of most suitable/desiring /result oriented candidates
6.	BLOCK CO-ORDINATOR Under SBM-G (Rs. 15000/-)	5	Should be Graduate in any discipline from a recognized university with at least 1 year field experience with any Govt./NGO or 10+2 with at least 5 years experience in TSC. Preference should be given to those applicants who have experience in sanitation sector have toilet in their house and should not be practicing open defecation. Qualification/ experience can be relaxed in case of most suitable/desiring /result oriented candidates.
7.	MOTIVATOR Under SBM-G (Rs. 10000/-)	10	Should be Middle/Matric/10+2 with good command over local language/dialect with good communication skill, be apolitical, posses leadership quality and community mobilization skills with toilet in their house and should not be practicing open defecation. Preference should be given to those applicants who have experience in sanitation sector. Qualification/Experience can be relaxed in case of most suitable/deserving/result oriented candidates.

TERMS AND CONDITIONS:

- Desirous candidates Aged between 18-42 years as on 01-03-2016, should send their applications on **Plain Paper** bearing Name/Father Name/Complete Address/Applied for the post/Date of Birth/All Qualifications/ Experience/Latest Photograph as essential, along with self attested photocopies of Certificates/Testimonials/ Experience Certificates should reach upto 17:00 hours on dated 25-03-2016 in Room No. 206, Mini Secretariat, 2nd Floor, Phase-II, ADC Office, Jhajjar and Original Certificates/Testimonials shall be verified at the time of Written Test to be held on 30-03-2016 at 12:00 Noon in Govt. Boys Sr. Sec. School, Jhajjar. The applications will not be considered after due date. Incomplete applications shall be summarily rejected.
- SELECTION CRITERIA AS PER DETAILS MENTIONED BELOW:**

i)	Marks for Written Test (GK, Reasoning and General Aptitude)	:	80 Marks
ii)	Essential/Higher Educational Qualification (Percentage Basis)	:	10 Marks
iii)	Experience marks after completion of Qualification, One mark for one year. Maximum marks for experience	:	10 Marks
Total			: 100 Marks
- The decision of Committee/Competent Authority, in all matters relating to acceptance or rejection of an application, eligibility/suitability of candidates, mode of and criteria for selection etc. will be final and binding on all the candidates. No enquiry or correspondence will be entertained in this regard.
- Office of Additional Deputy Commissioner-cum-Chief Executive Officer, DRDA, Jhajjar, reserves the right to postpone or cancel or withdraw the advertisement the above advertisement at any time without assigning any reason thereof.
- Appointments will be strictly as per guidelines under DRDA rules subject to Civil Writ Petition (CWP) No. 3659 of 2016.
- The Services of the selected candidates can be terminated at any time without any notice and without mentioning any reason and they shall have not any legal right claiming regularization of his/her services.
- Contractual appointed staff should be signed a Memorandum of Understanding (MoU) agreement.
- In case of any guidance/information/clarification regarding advertisement, the candidates can call to Superintendent at O/o ADC, Jhajjar help line Nos. 01251-252442, 252742 on all working days from 09:00 A.M. to 05:00 P.M. The candidates can check/visit/download the advertisement on <http://jhajjar.nic.in> No further intimation will be given for Written Test.
- No TA/DA will be given to the candidates for Written Test.

Attested

sd/-

Additional Deputy Commissioner
-cum-Chief Executive Officer
D.R.D.A., JHAJJAR

Additional Deputy Commissioner-cum-
Chief Executive Officer,
DRDA, Jhajjar.