

**DISTRICT RURAL DEVELOPMENT AGENCY: SUBARNAPUR**

No. 3136 . Dt. 11-07-2018

Applications are invited to fill the post of Assistant Project Director (Livelihood)-cum- Project Executive (Micro Finance) in DRDA, Subarnapur on Contractual basis.

**Eligibility**

Post	Max. Age limit	Monthly consolidated remuneration	Essential qualification
Assistant Project Director (Livelihood)-cum- Project Executive(Micro Finance)	40 Years (as on 01.07.2018) and not below the age of 18 years.	Rs.25,000/-	MBA (Finance) / Master in Financial Control / CA (Inter) / ICWA (Inter) or 2 years of PG Diploma in Financial Management from any recognized university/ Institution.

Last date of receipt of application through Regd. Post/ Speed Post is 31.07.2018 and for details please visit the district website i.e. [www.subarnapur.nic.in](http://www.subarnapur.nic.in).

*Deas 15/7/2018*  
**Collector-cum-CEO,  
DRDA, Subarnapur.**

## Application form

1. Post Applied for:-
2. Applicant's Name(In Block Letter):-
3. Father's Name:-
4. Mother's Name:-
5. Address for correspondence with Pin Code:-
6. Permanent Address:-
7. Present contact information
  - (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 01.07.2018:-
9. Qualification Details:-

Space for colour  
passport size  
photograph to be  
attached.

Examination	Degree/diploma	Board/ University	Year of passing	Total mark/ Grade point	Aggregate mark/ CGPA Secured	% of Marks
1	2	3	4	5	6	7

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

Sl.No.	Documents submitted	Yes/No (please mentioned)
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	Others if any (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.

### Terms & conditions

- The engagement is purely contractual and 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, Subarnapur reserves all right to reject or accept any or all application(s) without assigning any reason thereof.
- Candidates must send 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 means shall be rejected.

### Method of Selection:

1. Selection of candidate for contractual engagement of Assistant Project Director, (Livelihood)-cum- Project Executive (Micro Finance) shall be purely on merit basis.
2. The applicant interested to apply for the post of Assistant Project Director, (Livelihood)-cum- Project Executive (Micro Finance) will have to download the prescribed application form available in the District Website i.e. [www.subarnapur.nic.in](http://www.subarnapur.nic.in).
3. The applicant shall send the filled in application form alongwith the self attested photo copies of the relevant certificates showing the date of birth, qualifications, two nos. of colour Passport size (3.5X2.5) photograph and all other documents as per check list with due signature at the appropriate space shall be submit to the Project Director, DRDA, Subarnapur by Regd. Post / Speed Post only.
4. The application without signature of the candidate shall be summarily rejected.
5. The envelop containing the application form must be super scribed in CAPITAL LETTER as (APPLICATION FORM FOR THE POST OF APD ((Livelihood)-cum- Project Executive (Micro Finance)).
6. All applications received or on before due date. i.e. 31.07.2018 shall be scrutinized at DRDA, Subarnapur level to ascertain the eligible applicants for the position in the following manner.
  - (i) Applications 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 01.07.2018 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 candidate shall be rejected.
  - (v) Incomplete application/ applications without signature of the candidate shall be rejected.
  - (vi) Applications received after due date shall not be entertained.
7. The list of candidates after preliminary scrutiny will be intimated about the last date of filing objection through advertisement in news paper, this agency notice board as well as District website i.e. [www.subarnapur.nic.in](http://www.subarnapur.nic.in).

8. The objections of the candidates shall be submitted by Regd. Post/ Speed Post only within the time limit specified thereof.
9. Objection so received shall be scrutinized and the valid objections will be incorporated in the valid list and the list of eligible candidates shall be prepared.
10. 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
30%	30%	40%	100%

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

Checklist for the application form for the post of Assistant Project Director, (Livelihood)-cum- Project Executive (Micro Finance)

Sl.No.	Documents submitted
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	Others if any (Please specify)
8	Self attested copy of 02 nos. (Two) of colour passport size photograph
9	Signature of the candidate in application form in proper place.
10	One self address envelope

### **Engagement of candidates**

1. Basing on the final merit list arrived at after proper scrutiny as mentioned above, this DRDA will issue engagement letter to the candidate having highest weightage if he/she fulfills all other eligibility criteria.
2. If the candidate having highest weightage fails to fulfill any 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. The selected candidate will have to enter into an agreement with this DRDA at the time of his/her joining.
4. Waiting list of selected candidates shall normally be valid for one year only.
5. In case the selected candidate does not join or breaks the contract within the contract period, then candidate having next highest weightage shall be considered for engagement.

  
**Collector-cum-CEO,**  
**DRDA, Subarnapur.**