

**OFFICE OF THE DISTRICT PROGRAMME CO-ORDINATOR, MG-NREGA**

**District Reasi**

(Assistant Commissioner Development)

Ph No: 01991-245589

E-Mail: [reasiacd@yahoo.in](mailto:reasiacd@yahoo.in)

**Advertisement Notice**

Applications in the prescribed performa (**Annexure-A**) are invited from the eligible candidates for engagement as MIS Operator in Rural Development Department, **Block Reasi/Pouni/Arnas/Mahore** of District Reasi on need basis under Mahatma Gandhi National Rural Employment Guarantee Scheme. The total number of MIS Operators to be engaged in each block is as under:-

| S. No | Name of the Post | Block          | No. of Posts | Consolidated pay per month                             |
|-------|------------------|----------------|--------------|--|
| 1.    | MIS Operator     | Reasi          | 1            | 1. Degree in computer @Rs.8000/-                       |
| 2.    |                  | Pouni          | 1            |  |
| 3.    |                  | Arnas          | 1            | 2. Diploma in computer @Rs. 7500/-                     |
| 4.    |                  | Mahore         | 1            |  |
|       |                  | <b>Total:-</b> | <b>4</b>     | 3. 10+2 with one year course in computers @ Rs. 7000/- |

**Terms & Conditions**

1. The arrangement shall be co-terminus with the scheme.
2. The arrangement shall be made at block level and the candidates from same District shall only be considered.

The applicants shall submit their application Forms to the office of Project Officer, Wage Employment, Reasi (Assistant Commissioner Development) by or before **5<sup>th</sup> September 2013 (2:00 PM)**. No application form shall be entertained or accepted after the expiry of the date.

**Qualification and Eligibility:-**

1. The minimum prescribed qualification required for the post is 10+2 with Degree/ Diploma in Computer applications or One year course of computer applications from Govt. recognized Institute. Additional weightage shall be given to the higher qualification.
2. The age of the applicant as on 01.01.2013 should not be less than 18 years and not more than 37 years in case of open merit candidates and 40 years in case of SC/ST/ALC/OSC category candidates.
3. Any act of indiscipline or moral turpitude shall render the incumbent liable for termination.
4. In case large numbers of candidates apply for the post, the department has a right to go for short listing of the candidates on the basis of academic merit.
5. The candidates shall bring original documents at the time of interview, However the candidates are advised to attach photocopy of following documents with application.
  - a. Date of Birth Certificate
  - b. Permanent Residential Certificate.
  - c. Character Certificate from the Competent Authority.
  - d. Physical Fitness Certificate.
  - e. Additional qualification Certificate (Academic/Technical)
  - f. Experience Certificate if any.
6. The arrangement shall be purely contractual linked inextricably to the availability of funds under management cost under MG-NREGA. The engagement in the first instance shall be made for period of one year & further extension shall be granted on performance basis or till time the funds under the scheme are available, whichever is earlier.
7. The applicant will have no any right of permanent engagement or claim of continuation. The engagement can be discontinued without any prior notice.
8. If a candidate is convicted or terminated by this Department, he is not entitled to apply for the said post.

9. The arrangement can however be dispensed with before the expiry of the period of contract in case of unsatisfactory performance of the candidate on laid down parameters.
10. The applications not found in accordance with the above mentioned Terms and conditions during scrutiny shall not be considered.

No: ACDR/MGNREGA/2013-14/ 4277-83

Dated:- 20/9/2013

  
District Programme Co-ordinator  
(MGNREGA)  
(Assistant Commissioner Development)  
Reasi

*Copy for information to the:-*

1. *Director, Rural Development Department, Jammu for favour of information.*
2. *District Development Commissioner, Reasi for favour of information.*
3. *Director Information J&K Jammu with the request to publish the advertisement notice in at least two daily leading Newspapers for wide publication on two consecutive days.*
4. *Director Employment, Jammu for wide publicity.*
5. *Director, Doordarshan, Jammu with the request to telecast the advertisement notice for information of all concerned.*
6. *Director, Radio Kashmir, Jammu, with the request to broadcast the advertisement notice for information of all concerned.*
7. *Block Development Officer, Reasi/Pouni/Arnas/Mahore for information and with the request to give wide publicity through PRIs.*

**(Annexure-A)**

**APPLICATION FOR APPOINTMENT AS SUPPORTING STAFF UNDER MGNREGA  
(DISTRICT REASI)**

In response to the advertisement published in \_\_\_\_\_ Applications are invited from eligible candidates for the engagement as Supporting Staff (GRS) under MGNREGA on need basis in the District Reasi.

I hereby Submit my particulars:-

1. Name of the post for which applied \_\_\_\_\_
2. Advertisement notice No. \_\_\_\_\_ Date \_\_\_\_\_
3. Name of the candidate (in capital letters) \_\_\_\_\_
4. Father's Name \_\_\_\_\_
5. Date of Birth \_\_\_\_\_
6. Contact No. (Mb.) \_\_\_\_\_
7. Block \_\_\_\_\_
8. Panchayat \_\_\_\_\_
9. Permanent Address, \_\_\_\_\_  
\_\_\_\_\_
10. Marital Status \_\_\_\_\_
11. District \_\_\_\_\_ Pin code No. \_\_\_\_\_
12. Mailing Address \_\_\_\_\_  
\_\_\_\_\_

Attested  
Photograph

13. Educational qualification (from matriculation & onwards)

| S. No. | Qualification | University/Board/<br>Institution | Year of<br>Passing | Marks Obtained | Percentage |
|--------|---------------|----------------------------------|--------------------|----------------|------------|
|        |               |                                  |                    |                |            |
|        |               |                                  |                    |                |            |
|        |               |                                  |                    |                |            |
|        |               |                                  |                    |                |            |

14. Additional qualification.

| S. No. | Qualification | University/Board/<br>Institution | Year of<br>Passing | Marks Obtained | Percentage |
|--------|---------------|----------------------------------|--------------------|----------------|------------|
|        |               |                                  |                    |                |            |
|        |               |                                  |                    |                |            |

15. Experience if any \_\_\_\_\_  
\_\_\_\_\_

16. Enclosure:-

Attested Photocopies of

1. \_\_\_\_\_ 4. \_\_\_\_\_
2. \_\_\_\_\_ 5. \_\_\_\_\_
3. \_\_\_\_\_ 6. \_\_\_\_\_

**DECLARATION**

You will be required to supply documentary evidence, which supports the statements you have made above.

Date:-  
Place:-

**Signature of the candidate.**

\*\*\*\*\***ACKNOWLEDGEMENT**\*\*\*\*\*

S. No. \_\_\_\_\_

Received an application form for the Post of \_\_\_\_\_ from Mr./Ms/ \_\_\_\_\_

S/D/W/o \_\_\_\_\_ R/o \_\_\_\_\_ on dated \_\_\_\_\_