



Letter No. 03/ Estt-II
XXVII - 58/22

Date: 02.01.2023

NOTIFICATION

Applications are invited for selection and engagement as Multipurpose Assistant namely Gram Rozgar Sevak (GRS) to be engaged on contractual basis in different Gram Panchayats of Ganjam District as per vacancy which is co-terminus with MGNREGA. The filled in application forms enclosed as annexure-I should reach to the Collector-cum-CEO, Zilla Parishad, Ganjam on or before **03.02.2023**. Presently applications are invited for 75 no. of GRS posts ST- category only, lying vacant in Ganjam District. The panel of merit list shall normally be valid for 1(one) year from the date of publication of Final Merit list and engagement order shall be issued as & when any vacancy arising in future during the valid period.

ELIGIBILITY CRITERIA:-

Name of the post	Level of engagement	No. of vacancies	Monthly Consolidated remuneration	Educational Qualification
Multipurpose Assistant "Gram Rozgar Sevak (GRS)"	District Level	Total -75 (Scheduled Tribe Category-75)	Rs.7000/- per month as per order No. 17877/PR&DW dated 13.11.2020 of PR&DW deptt.	<p>1. The minimum qualification of the candidate should be 10+2 pass or its equivalent qualification as notified from time to time by CHSE, Odisha with computer proficiency of "O" level and Use of Odia Language in computer. Computer proficiency is only qualifying in nature and shall not count for determining the order of merit. Further, the candidates should submit the computer proficiency certificate from Govt. recognized institutes/ universities. The candidates submitting certificate of computer proficiency other than Govt. recognized institutes shall not be considered.</p> <p>2. Equivalent Qualification of 10+2, for the purpose of equivalency of Higher Secondary (+2) examination conducted by the institutions declared equivalent by the CHSE, Odisha be considered.</p> <p>3. As 'O' Level Course of NIELIT (formerly DOEACC) is a foundation level course and the qualification like BCA, MCA, B. Tech (IT), B.Tech (Computer Science), B.E (IT), BE(Computer Science), Diploma in IT & Computer Science happen to be the</p>

			<p>higher qualifications of 'O' level, the candidature of the candidates having these qualifications being higher than 'O' level may be accepted.</p> <p>4. Candidature of the candidates applying for the post of GRS having qualification(s) like PGDCA, BCA, MCA, M.SC (Computer Sciences) from Govt. recognized Organizations / Universities being higher than 'O' Level may be considered, provided such candidate fulfill all other eligibility criteria prescribed in the extant guideline.</p> <p>5."O" level certificate issued by OS-CIT Course of Odisha Knowledge Corporation Ltd. (OKCL) and National Institute of Electronics & Information Technology (NIELIT) may be accepted.</p> <p>6.The candidature of the PGDCA qualified candidate applying for the post of GRS, whose PGDCA certificate is obtained before completion of Graduation, should not be considered.</p> <p>7.The candidature of the candidates submitting PGDCA candidates from organizations other than Government recognized institute / University shall not be considered.</p>
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Terms & Conditions:-

- All positions are contractual and the engagement is initially for a period of one year , which can be extended depending upon performance and suitability.
- The application form need to be downloaded from the website i.e. ganjam.nic.in and filled in application forms along with the passport size photograph , photocopies of relevant certificates and scheduled tribe certificate issued by the competent authority shall be submitted to Office of the Collector-cum-CEO, Zilla Parishad, Ganjam, Chatrapur -761020 through registered post/ speed post only within the time prescribed above.
- Applications received in any other format or by any other means shall be rejected.
- Authority shall not be held responsible for any postal delay.
- Selection will be purely on merit basing on marks obtained in 10th and +2 Examination
- Computer proficiency is only qualifying in nature and shall not count for determining the order of merit.
- The candidates should be a resident of Ganjam district and should be Scheduled Tribe category
- Zilla Parishad, Ganjam reserves all rights to reject or accept any or all applications without assigning any reason thereof.

A) GENERAL INSTRUCTION FOR THE APPLICANTS:-

The interested candidates for the post have to submit filled in application form along with paasport size (3.5c.m X 2.5 c.m)photograph affixed, attested photocopies of relevant certificates, mark sheet and Scheduled Tribe caste certificate issued by competent authority shall be submitted addressing to the Collector-cum-CEO, Zilla Parishad, Ganjam, Chatrapur-761020 through Registered / Speed post only within the date and time line prescribed above. Application format is enclosed as Annexure-I.

B) AGE:-

Age of the applicant shall not be below 18 years and shall not exceed 43 years as on the date 01.06.2022. Age should be determined as per the matriculation / HSC certificate of the candidate.

C) EDUCATIONAL QUALIFICATION:

1. The minimum qualification of the candidate should be 10+2 pass or its equivalent qualification as notified from time to time by CHSE, Odisha with computer proficiency of "O" level and Use of Odia Language in computer. Computer proficiency is only qualifying in nature and shall not count for determining the order of merit. Further, the candidates should submit the computer proficiency certificate from Govt. recognized institutes/ universities. The candidates submitting certificate of computer proficiency other than Govt. recognized institutes shall not be considered.
2. Equivalent Qualification of 10+2, for the purpose of equivalency of Higher Secondary (+2) examination conducted by the institutions declared equivalent by the CHSE, Odisha to be considered.
3. As 'O' Level Course of NIELIT (formerly DOEACC) is a foundation level course and the qualification like BCA, MCA, B. Tech (IT), B. Tech (Computer Science), B.E (IT), BE(Computer Science), Diploma in IT & Computer Science happen to be the higher qualifications of 'O' level, the candidature of the candidates having these qualifications being higher than 'O' level may be accepted.
4. Candidature of the candidates applying for the post of GRS having qualification(s) like PGDCA, BCA, MCA, M.SC (Computer Sciences) from Govt. recognized Organizations / Universities being higher than 'O' Level may be considered, provided such candidate fulfill all other eligibility criteria prescribed in the extant guideline.
5. level certificate issued by OS-CIT Course of Odisha Knowledge Corporation Ltd. (OKCL) and National Institute of Electronics & Information Technology (NIELIT) may be accepted.

6. The candidature of the PGDCA qualified candidate applying for the post of GRS, whose PGDCA certificate is obtained before completion of Graduation, should not be considered.
7. The candidature of the candidates submitting PGDCA certificate from organizations other than Government recognized institute / University shall not be considered.

D) DOMICILE & CASTE CERTIFICATE:

The candidate should be a resident of the Ganjam District & Scheduled Tribe Category.

E) CRITERIA FOR SELECTION:

The selection of the candidates shall be strictly on the basis of marks obtained in 10th and +2 Examinations and Marks secured in the fourth optional shall not be included.

In case of two or more candidates secure the same mark without 4th optional in +2 or its equivalent examination , the candidate older in age as per date of birth in HSC certificate (within the stipulated age limit) will be placed above the younger. Further, if the age of two or more candidate is same, the candidate who has passed HSC examination earlier will be placed above the other in the selected list.

F) SELECTION COMMITTEE:

For the purpose of considering the engagement of GRSs, the appointing authority i.e. Collector-cum-CEO, Zilla Parishad, Ganjam shall constitute a selection Committee at district level and a Screening Committee for scrutiny of the applications under the chairmanship of CDO-cum-EO, Zilla Parishad, Ganjam.

G) PROCEDURE OF SCRUTINY:

The screening committee will verify the applications and prepare the list of eligible and ineligible candidates as per the criteria. The ground of ineligibility for selection should be reflected against each such candidate.

The list of ineligible candidate(s) with ground of ineligibility should be web hosted at district website inviting objections. The ineligible candidate may submit their objections in writing within 15 days on publication of list to a designated officer. Such objections should be disposed of (with a speaking order) within 7 days by the Screening Committee after the stipulated period of 15 days. The list of eligible candidates, duly validated after of disposal of objections should be placed before the Selection Committee.

H) PANEL OF MERIT LIST:

Panel of successful candidate shall be prepared in the ratio 1:3 based on merit as per the vacancy by the Selection Committee.

I) PUBLICATION OF FINAL SELECTION LIST:

The list of selected candidates in order of the merit approved by the Selection Committee shall be web hosted in the Ganjam District portal i.e. ganjam.nic.in and displayed in the notice board of Zilla Parishad, Ganjam, all Sub-Collector Offices, District Panchayat Office, all Panchayat Samiti of Ganjam District, inviting objections against the select list within 15 days of publications of the list. Such objection should be disposed of (with a speaking order) by the Selection Committee and should be published in the District portal within 7 days after disposal of the objections.

J) VALIDITY OF MERIT LIST:

The final Merit list will remain valid for a period of one year from the date of its publication.

K) INTIMATION:

The successful candidates as per merit list shall be intimated to produce the original certificates for verification giving reasonable time of 15 days.

L) EXECUTION OF AGREEMENT & ISSUE OF ENGAGEMENT ORDER:

Prior to execution of Agreement, an undertaking should be obtained from the GRS candidates as follows:

“I am quite aware that the engagement offered is purely temporary and for a specific purpose of executing the work under MGNREGA and this is not a permanent Job. Hence, I solemnly affirm that I would not claim my permanent absorption in the job under the State Government / Zilla Parishad / Panchayati Samiti / Gram Panchayat, etc.

Further, I undertake not to approach any court of law for engaging me on permanent basis under the State Govt. or any other organization merely on the ground of my engagement as Gram Rozgar Sevak.”

The Collector-cum-CEO, Zilla Parishad, will execute an agreement with the GRS in non-judicial stamp paper and issue engagement order (contractual and co-terminus with the scheme).

If any fraudulent testimonial is detected in future or if he/she has been criminally prosecuted, the engagement shall be cancelled without notice and action as deemed proper shall be taken against him / her as per the provision of law:

M) SUBMISSION OF JOINING REPORT:

The selected candidate who execute agreement should submit their joining report to the Collector-cum-CEO, Zilla Parishad, Ganjam within 1(one) month from date of issue of Engagement order.

If selected candidate does not join within the stipulated time (within one month from the date of issue of engagement order), his / her candidature shall be rejected.

N) CADRE:

The GRS will form as "District Cadre" post.

O) NATURE OF ENGAGEMENT :

The GRS will be engaged on contractual basis for a period of one year. The selected candidates who joins shall be engaged in any Gram Panchayat of Ganjam District by the Collector-cum-CEO, Zilla Parishad, Ganjam.

P) RENEWAL OF CONTRACT:

The BDO concerned will access the performance of GRS of each Gram Panchayat every year as per their job chart. On the basis of the satisfactory performance and recommendation of the BDO, the contract of the GRS may be renewed for another one year by the Collector -cum-CEO, Zilla Parishad, Ganjam; and so on..

Q) REMUNERATION:

The consolidated monthly remuneration of GRS is Rs.7,000/- initially, which may be revised with the approval of Govt. from time to time. The remuneration shall be paid out of Administrative Contingency of MGNREGS.

R) TRANSFER:

The post of GRS is transferable in nature within the concerned District. The Collector-Cum-CEO, Zilla Parishad is competent to transfer the GRS from one Gram Panchayat to another Gram Panchayat with-in the district in view of exigencies of public service or in consideration of genuine grievance or on administrative ground.

S) RESIGNATION:

A GRS may tender his/her resignation from the post by giving a minimum one month prior notice to the Collector-cum-CEO, Zilla Parishad through the concerned BDO.

GRS will governed by the guidelines of the PR & DW Deptt. issued from time to time as applicable.

Collector-cum-CEO
Zilla Parishad, Ganjam.