

**OFFICE OF THE ZILLA PARISHAD : KEONJHAR, ODISHA- 758001**

Advertisement No.....2318...../ZP Date.....13/04/2023.

**Application invited for contractual Engagement of Gram Rozgar Sevak (GRS) in Keonjhar District.**

1. Applications are invited from the eligible candidates for engagement of 18 nos. Multi purpose Assistant namely Gram Rozgar Sevaks (GRS) under MGNREGS to be engaged on contractual basis for a period of One Year which may be renewed subject to their satisfactory performance in different Gram Panchayats in Keonjhar District in the following categories(Sl. No.4). The vacancy position, eligibility criteria, remuneration, mode of application are mentioned below.
2. Post: Multi purpose Assistant (GRS)
3. Remuneration- Monthly consolidated remuneration is Rs. 7,000/- initially which will be revised from time to time as per instructions from Government.

**4. VACANCY POSITION**

As Per the provisions contained in ORV Act,1975 & Rules formulated there under and keeping in view of the clarification received from Panchayati Raj & DW Department vide letter no 19697 dtd 01.11.2019 ,the category wise vacancy position of GRSs in Keonjhar District is given below. The number of vacancies along with category wise reservation position are subject to change as per Court order, if any or rules as would be in force at the time of appointment.

Sl No	Category	Vacancy Position of GRS	
		Total	Women
1	Scheduled Tribe	09	03
2	Scheduled Caste	09	03
	<b>Total</b>	<b>18</b>	<b>06</b>

**Out of the total vacancies:-**

- A. 4% of the post shall be reserved for PwD candidates for the following bench mark disabilities.
- a) 2% reservation for deaf and hard of hearing
  - b) 2% reservation for Locomotor Disability including cerebral palsy, leprosy cured, dwarfism, acid attack, victims and muscular dystrophy.

Out of the above ,1% reservation shall be earmarked for women with disability.

- B. 3% of the post shall be reserved for ex-serviceman candidate.

Further, the reservation in respect of the special categories like: Ex- Serviceman(3% of the vacancies) & person with disabilities (4% of the vacancies) shall be adjusted against the categories to which they belong.

**5. ELIGIBILITY**

1. **Age** : Age of the applicant shall not be below 18 years & exceed 40 years as on 01.04.2023.Age should be determined as per Matriculation/HSC Certificate of the candidate.
2. **(a) : Educational Qualification** :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 (OS-CIT of OLCL & O level course of NIELIT) & use of Odia language in Computer. Computer proficiency is only qualifying in nature & shall not count for determining the order of merit. The candidates having qualification(s) like :PGDCA, BCA, MCA, BE/B.Tech (IT), BE/B.Tech (Computer science), Diploma in IT/Computer Science, M.Sc Computer science from any Govt. recognized organization/Universities being higher than "O" Level may also be considered, provided such candidates fulfill all other eligibility criteria prescribed in the extant guidelines. Further, candidature of the PGDCA qualified candidate applying for the post of GRS, where PGDCA certificate has been obtained prior to the completion of graduation shall not be considered. In case of non-submission of any certificate in respect of proficiency of Odia language in computer, practical test may be conducted at District level to ascertain the proficiency of Odia language in computer.

**(b): Equivalent Qualification of 10 +2 :** For the purpose of equivalency of higher secondary (+2) examinations conducted by the institutions declared equivalent by the Council of Higher Secondary Education, Odisha shall be considered. The list of equivalent qualifications of 10 +2 as provided by CHSE, Odisha vide their letter No. 14527 dt. 18.12.2017 shall be referred.

3. **Domicile:** The candidates should be a resident of the Keonjhar district.

#### **6. CRITERIA FOR SELECTION OF GRS:**

The selection of candidates shall be strictly on the basis of marks obtained in 10 +2 or equivalent examination. Marks secured in the 4th optional shall not be included. In case two or more candidates secure the same marks without 4<sup>th</sup> optional in +2 level 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 candidates is same, the candidate who passed the HSC examination earlier will be placed above the in the select list.

#### **7. HOW TO APPLY:**

1. Candidates must go through the advertisement available in the Keonjhar district official website i.e. [www.kendujhar.nic.in](http://www.kendujhar.nic.in).
2. The candidates should send their applications duly filled in the prescribed format as given at Annexure-I accompanied with other documents through Registered post/Speed post only in the following address i.e. CDO-cum-EO, ZILLA PARISHAD, KEONJHAR At: Keonjhar, PO- Keonjhargarh, Dist: Keonjhar , Pin-758001. The envelope containing the application form and other relevant documents as called for, must be superscribed "APPLICATION FOR THE POST OF GRS IN KEONJHAR DISTRICT" ,which must reach to Zilla Parishad Office, Keonjhar before the date line fixed. The candidates are advised to go through the details of terms & conditions and eligibility criteria for engagement before applying for the post. The application submitted through courier/by hand or after the due date shall not be accepted.

#### **8. DOCUMENTS TO BE SUBMITTED:**

Candidates are required to submit self attested photocopies of the following Certificates/documents with their application, the originals of which will be verified during final selection.

1. Matriculation/HSC Certificate.
2. Matriculation/ HSC Marksheet
3. +2 Certificate(CHSC & its equivalent)
4. +2 Marksheet (CHSC & its equivalent)
5. Computer Proficiency Certificate in "O" Level or PGDCA,BCA, MCA,BE/B.Tech (IT), BE/B.Tech (Computer science),Diploma in IT/Computer Science, M.Sc. Computer science from any Govt. recognized organization/University.
6. Valid Residential Certificate from competent Authority.
7. Valid Caste Certificate from competent Authority.
8. One passport size photograph (to be pasted in the Application Form).
9. Disability Certificate from CDM & PHO, Keonjhar for Disabled applicants
10. Bonafide Certificate from State Sainik Board for Ex- Serviceman applicants.

**9. TERMS & CONDITIONS :**


1. The application received other than in prescribed format, incomplete application, without required documents and received by other means except Registered Post/Speed Post or received after due date shall be out-rightly rejected without any intimation. The Authority shall not be responsible for any postal or other delay in receiving applications.
2. **If any fraudulent testimonial is detected in future or if the GRS has been criminally prosecuted, the engagement shall be cancelled without notice and legal action as deemed proper shall be initiated against him/her as per the provision of Law.**
3. The list of applications rejected with reason of rejection shall be web hosted in Keonjhar District official website [www.kendujhar.nic.in](http://www.kendujhar.nic.in). The candidate may file their objection if any about their rejection, to Zilla Parishad, Keonjhar through speed post/Registered post only within 15 days of publication of the list. The list of selected candidates in order of merit approved by the Selection committee shall be web hosted in District Official website [www.kendujhar.nic.in](http://www.kendujhar.nic.in) and displayed in the notice board of Collectorate ,Zilla Parishad Office, Sub Collector Office, Office of the DPO & Block Offices inviting objections against the select list within 15 days of publication through registered/speed post only. The final merit list shall also be published in the district website [www.kendujhar.nic.in](http://www.kendujhar.nic.in).
4. Panel of successful candidates shall be prepared in the ratio of 1:3based on merit as per vacancy.
5. The final merit list will remain valid for a period of one year from the date of its final publication.
6. Inclusion in the merit list confers no right for appointment.
7. Engagement of GRS will be governed by the guidelines by PR & DW Deptt. issued from time to time.
8. The Collector-cum-CEO, Zilla Parishad, Keonjhar reserves all rights to reject or accept any or all application(s) without assigning any reason thereof. The authority reserves the right to cancel or postpone the recruitment process if warrant without assigning any reason.
9. The selected candidate will execute an agreement with the Collector-Cum-CEO, Zilla Parishad, Keonjhar in a Non-Judicial Stamp Paper and the Collector-Cum-CEO, Zilla Parishad, Keonjhar will issue engagement order after execution of agreement.

10. An undertaking should be submitted by the selected GRS in the prescribed format given by the PR & DW Department vide letter No. 6681 dtd 06.04.2018.
11. The GRS will be engaged on contractual basis for a period of one year. The selected candidates who join may be engaged in any of the Gram Panchayats of Keonjhar District by the Collector-cum-CEO, Zilla Parishad, Keonjhar.
12. The BDO will assess the performance of GRSs of each Gram Panchayat every year as per their Job Chart. On the basis of the satisfactory performance and recommendation by the BDO, the contract of GRSs may be renewed for subsequent years by the Collector-cum-CEO, Zilla Parishad, Keonjhar
13. The post of GRS is transferable in nature within the district. The Collector-cum-CEO, Zilla Parishad, Keonjhar is the competent authority to transfer the GRS from one Gram Panchayat to another Gram Panchayat within the District, in view of administrative exigencies.
14. Collector-cum-CEO, Zilla Parishad, Keonjhar is the Disciplinary Authority of the GRSs engaged in Keonjhar District and is competent to terminate the contract & disengage the GRS on the grounds of incompetency, poor performance, negligence in duty, misconduct, violation of orders of higher authorities and violating the terms and condition of engagement

LAST DATE FOR SUBMISSION OF APPLICATION:

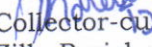
Last date for submission for the post of GRS is **15.05.2023**

For details, please visit [www.kendujhar.nic.in](http://www.kendujhar.nic.in)

  
Collector-cum-CEO,  
Zilla Parishad, Keonjhar.

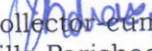
Memo No. 2319 (33)/ZP Date: 13/04/2023

Copy to Additional District Magistrate, Keonjhar/ all Block Development Officers/ all Tahasildars/ All Executive Officers of ULBs/ Deputy Director, I&PR, Keonjhar for information and necessary action. They are requested to affix the advertisement in their notice Board for wide publication.

  
Collector-cum-CEO,  
Zilla Parishad, Keonjhar.


Memo No. 2320 /ZP Date: 13/04/2023

Copy to District Informatics Officer, NIC, District Unit, Keonjhar for information and necessary action. He is requested to upload the advertisement in the district website, immediately for publication.

  
Collector-cum-CEO,  
Zilla Parishad, Keonjhar.

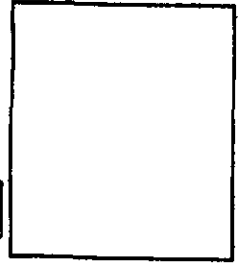
Memo No. 2321 /ZP Date: 13/04/2023

Copy to the Additional Secretary to Government, PR&DW Department for information.

  
Collector-cum-CEO,  
Zilla Parishad, Keonjhar.

Copy to office Notice Board.

**ଗ୍ରାମ ପ୍ରଶାସକର ଗ୍ରାମ ରୋଜଗାର ସେବକ ପଦବୀ ପାଇଁ ଆବେଦନ ପତ୍ର**



୧. ଆବେଦନ କରୁଥିବା ଜିଲ୍ଲା ର ନାମ-

୨. ପ୍ରାର୍ଥୀଙ୍କ ନାମ \_\_\_\_\_

୩. ପିତା/ ସାମାଜିକ ନାମ \_\_\_\_\_ ୪. ଲିଙ୍ଗ-  ପୁରୁଷ  ସ୍ତ୍ରୀ

୫. ଜନ୍ମ ତାରିଖ  ଚାରିଖଣ୍ଡ  ମାସ  ବର୍ଷ

(ପ୍ରାର୍ଥୀ କେବଳ ୧୮ ବର୍ଷରୁ କମ୍ ଓ ୪୦ ବର୍ଷରୁ ଊର୍ଦ୍ଧ୍ୱ ହୋଇ ନ ଥିବ) ଜନ୍ମଗତ ପ୍ରମାଣ ପତ୍ର ପାଇଁ ହାତସ୍ୱଳ୍ପ ସାଂପିକେଟ ସାଜିବାକୁ କରନ୍ତୁ ।

୬. ବସ୍ତ୍ର (ଦିନ/ମାସ/ବର୍ଷ ସୁଦ୍ଧା) \_\_\_\_\_ ୭. କାର୍ଡ (ଜାତିଗତ ପ୍ରମାଣ ପତ୍ର ସାଜିବାକୁ କରନ୍ତୁ) 

SC	ST	SEBC	UR	
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୮. ପ୍ରାର୍ଥୀ ଶାରୀରିକ ବିକଳାଙ୍ଗ.  ହଁ  ନା ଅନ୍ୟତା ପ୍ରକାର

୯. ପ୍ରାଥମିକ ଠିକଣା \_\_\_\_\_

ଗ୍ରାମ \_\_\_\_\_ ଗ୍ରା.ପ. \_\_\_\_\_

ବ୍ଲକ୍ \_\_\_\_\_ ଜିଲ୍ଲା \_\_\_\_\_

ପିନ କୋଡ୍ \_\_\_\_\_ ପୋଲ ନମ୍ବର \_\_\_\_\_ ରମେଲ୍ \_\_\_\_\_

୧୦. ବର୍ତ୍ତମାନ ଠିକଣା \_\_\_\_\_

\_\_\_\_\_ ପିନ କୋଡ୍ \_\_\_\_\_

୧୧.

ପରୀକ୍ଷାର ନାମ	କୋର୍ସ୍/ ବିଶ୍ୱବିଦ୍ୟାଳୟ/ସଂସ୍ଥାର ନାମ	ଉତ୍ତୀର୍ଣ୍ଣ ବର୍ଷ	ମୋଟ କମର	ଉତ୍ତୀର୍ଣ୍ଣା କମର (୪ର୍ଥ OPTIONAL ବ୍ୟତୀତ)	% ପ୍ରତିଶତ
ମାଟ୍ରିକ					
ପୂର୍ବ ଦୁଇ					
ଅନ୍ୟାନ୍ୟ					
କମ୍ପ୍ୟୁଟର ଜ୍ଞାତା					

୧୨. ଜାତୀୟତା \_\_\_\_\_

୧୩. ଜିଲ୍ଲାର ପ୍ରାଥମିକ ବାସିନ୍ଦା କି?  ହଁ  ନାହିଁ

(ହଁ, ହେଲେ ସଂପୂର୍ଣ୍ଣ ବନ୍ଧୁ ର ବହୁ-ପିଲଦାଲକ ଠାରୁ ପ୍ରମାଣ କରାଯାଇଥିବା ପ୍ରାଥମିକ ବାସିନ୍ଦା ପ୍ରମାଣ ପତ୍ର ଏହି ଡକ୍ୟୁମେଣ୍ଟ ସହିତ ସାଜିବାକୁ କରନ୍ତୁ)

**ଘୋଷଣା**

ଏତଦ୍ୱାରା ମୁଁ \_\_\_\_\_ ପିତା/ ସ୍ତ୍ରୀ: \_\_\_\_\_ ଏହା ସାକାର କରୁଅଛି ଯେ ଏହି ଆବେଦନ ପତ୍ରରେ ଦର୍ଶାଯାଇଥିବା ସମସ୍ତ ତଥ୍ୟ ସତ୍ୟ ଅଟେ ଓ ଯଦି ଏଥିରେ କୌଣସି ତଥ୍ୟ ଭୁଲ୍ ପ୍ରମାଣିତ ହୁଏ ମୋର ପ୍ରାର୍ଥୀତ୍ୱ ରଦ୍ଦ କରାଯିବ ଏବଂ ମୋ ବିରୁଦ୍ଧରେ ଆଇନଗତ କାର୍ଯ୍ୟାନୁଷ୍ଠାନ ଗ୍ରହଣ କରାଯିବ ।

ସ୍ଥାନ-	
ତାରିଖ-	

ପ୍ରାର୍ଥୀଙ୍କ ଓ ପ୍ରାର୍ଥୀଙ୍କ ସାକ୍ଷର