

**Government of Jammu & Kashmir
Directorate of Rural Development Kashmir**

Subject: Engagement of Accountant-cum-Data Entry Operators on contractual basis under e-Panchayat Mission Mode Project (e-Panchayat MMP) Panchayat Enterprise Suit (PES).
Reference: Government Circular No. 15 -RD & PR of 2016 dated. 29.07.2016


**ADVERTISEMENT NOTICE No. 03 DRDK of 2016
D A T E D. 03.08.2016**

Applications on prescribed format (Annexure "A") are invited from the permanent residents of Kashmir Division hailing from cluster of Panchayat Halqas of the concerned district for engagement as Accountant-cum-Data Entry Operators on contractual basis under e-Panchayat Mission Mode Project (e-Panchayat MMP) Panchayat Enterprise Suit (PES) for a period of one year on monthly honorarium of Rs. 10000/- and Rs. 9375/- per month for Degree / Diploma Holders respectively. The application forms shall be received in the office of Project Officer Wage Employment (ACD) concerned district up to **23rd of August 2016**.

It is further notified that each candidate shall be selected strictly from the cluster of three contiguous Panchayat Halqas in which he resides, the details of which are available in the office of concerned Project Officer Wage Employment (ACD).

Eligibility, Qualification & other conditions:

1. The candidate shall be a permanent resident of the cluster Panchayat Halqas for which the position is advertised.
2. The candidate shall be within the age group of 18 to 40 years as on 01.01.2016.
3. The candidate shall have academic qualification of 10+02 with Degree / Diploma / one year course in computers from recognized Computer Institutions, preference shall be given to higher technical qualification.
4. The engagement shall be linked to availability of funds under the Project.
5. Selection shall be made by the committee constituted by the Government vide order No.206-RD&PR of 2016 dated 29-07-2016.
6. The committee shall select the candidates giving the following weight-age to academics and interview etc:-
 - a. **Academic Qualification** **50 marks**
 - i. 10+2 30 marks (pro-rata basis)
 - ii. Diploma / one year course in computers 10 marks
 - iii. Degree course in computers 20 marks
 - b. **Computer knowledge and test** **30 marks**
 - c. **Interview** **20 marks**
7. The application form shall be appended with following testimonials duly attested by the each candidate:
 - a. **Date of Birth**
 - b. **Academic Qualification 10+02**
 - c. **Diploma/Degree / One year course in computers through recognized institutions.**
 - d. **Permanent residence certificate**
 - e. **Certificate of cluster duly issued by the concerned BDO.**


Director
Rural Development Department
Kashmir

Anexure "A"

**FORM OF APPLICATION FOR ACCOUNTANT-CUM-DATA ENTRY
OPERATORS ON CONTRACTUAL BASIS UNDER
PANCHAYAT MISSION MODE PROJECT (E-PANCHAYAT MMP) PANCHAYAT ENTERPRISE SUIT (PES)**

Space for
attested
photograph

Advertisement Notice No. _____

Full Name of the candidate in BLOCK letters _____

Fathers name _____

Permanent address _____ Block _____

Name of Panchayat Halqa with cluster identity _____

District _____

Date of birth as per Matriculation certificate _____

Details of Educational Qualifications from Matriculation onwards:-

Examination passed	Examining Body	Subject offered	Marks obtained Max Marks	%age

Details of testimonials attached.

a.) _____ b.) _____

c.) _____ d.) _____

e.) _____ f.) _____

g.) _____ h.) _____

I hereby declare that:-

- 1) *The statements in this application are true to the best of y knowledge and belief.*
- 2) *I have never been arrested / prosecuted or involved in any criminal case registered by the Police or convicted by a crime.*
- 3) *I understand that any wilful / miss-representation of facts and concealment of information shall result in the cancellation candidature and may also debar me either permanently or for a specified period from applying for future selection.*
- 4) *I shall accept the selection made by the committee which will be binding on me.*

Signature of the Applicant