

Educational Qualification, Selection Criteria & Other Conditions for the selection of District Coordinator , Assistant Programme Officer, Technical Assistant, Office Assistant, Accounts Manager, Data Entry Operator & Gram Rozgar Sahayak and reservation thereof under MG-NREGA Scheme.

Sr. No	Name of the Post	No. of Posts required	Category wise Post			Desired Educational Qualification	Proposed Remuneration as per HR Manual (In. Rs.)	Experience	Mode of Recruitment
			Name of Category	No. of posts	Posts reserved for women out of Total posts				
1	District Coordinator	1	Not Applicable			Post Graduation with computer skills. (Preference for experience) or Any retired DDPO/BDPO/ADO with computer skills.	21,000/-	Experience in relevant field from Govt., Semi Govt., Board, Corporation or Autonomous Body	Contract
2	Assistant Programme Officer	1	1-Balmiki/Mazbhi Sikhs Punjab			Graduation/ Post Graduation with computer skills. (Preference for experience) or Any retired DDPO/BDPO/ADO with computer skills.	20,000/-	Experience in relevant field from Govt., Semi Govt., Board, Corporation or Autonomous Body	Contract
3	Technical Assistant	25	Name of Category	No. of posts	Posts reserved for women out of Total posts	Degree/ Diploma in Civil Engineering from Government recognized institute proficiency in computer skills desirable (MS Word, Excel, data base functions.) Or Any Retired JE/SDO of Govt., Semi Govt. in Civil works	15000/-+900/-	Experience in relevant field from Govt., Semi Govt., Board, Corporation or Autonomous Body	Contract
			General	7	2				
			Balmiki/ Mazbhi Sikhs Punjab	4	2				
			ESM/LD ESM Punjab	3	2				
			Balmiki/ Mazbhi Sikhs ESM/ LDESM Punjab	1					
			Economically Weaker Sections, Punjab	3	2				
			Schedule Castes (Sports person Punjab)	1					
			Backward Classes, Punjab	3	2				
			Backward Classes ESM/LD ESM Punjab	1	-				

		Persons With Disability		2	1				
		Punjab Blind & Low Vision - 01 Deaf & Hard of Hearing - 01							
		Total		25	11				
4	Office Assistant	1	Not Applicable			Graduation with Good proficiency in MS Office, use of Internet, Basic Programming skills	10,000/-	Experience in relevant field from Govt., Semi Govt., Board, Corporation or Autonomous Body and typing speed of 30. Wpm in Punjabi & English	Contract
5	Accounts Manager	1	Not Applicable			M.Com/B.Com /C.A. with minimum 1 year experience in the relevant field having proficiency in computer skills like tally etc. or Retired Govt. or Semi Govt. Accounts Assistant with proficiency in tally software etc.	17,000/-	Experience in relevant field from Govt., Semi Govt., Board, Corporation or Autonomous Body	Contract
6	Gram Rozgar Sahayak	14	Name of Category	No. of posts	Posts reserved for women out of Total posts	10+2, Data entry skills	8500/- +900/-	Experience in relevant field from Govt., Semi Govt., Board, Corporation or Autonomous Body	Contract
			General	7	-				
			Balmiki/Mazbhi Sikhs Punjab	2	1				
			ESM/L DESM Punjab	2	1				
			Balmiki/Mazbhi Sikhs ESM/ LDESM Punjab	1	-				
			Economically Weaker Sections, Punjab	1	-				
			Freedom Fighter, Punjab	1	1				
			Total	14	3				

7	Data Entry Operator	4	Name of Category	No. of posts	Posts reserved for women out of Total posts	BA/B.Sc. with diploma in Computer Application One year experience desirable	8000/-	Experience in relevant field from Govt., Semi Govt., Board, Corporation or Autonomous Body and typing speed of 30. Wpm in Punjabi & English	Contract
			Scheduled Castes Other, Punjab	1	1				
			Balmiki/Mazbhi Sikhs Punjab	1	-				
			ESM/L DESM Punjab	1	1				
			Economically Weaker Sections, Punjab	1	1				
			Total	4	3				
8	Computer Assistant	2	Name of Category	No. of posts	Posts reserved for women out of Total posts	BCA/B-Tech/MCA or equivalent with good proficiency in MS Office, use of internet, basic programming skills, one year experience desirable.	11,000/-	Experience in relevant field from Govt., Semi Govt., Board, Corporation or Autonomous Body and typing speed of 30. Wpm in Punjabi & English	Contract
			ESM/L DESM Punjab	1	1				
			Persons With Disability, Punjab Blind & Low Vision - 01	1	1				
			Total	2	2				

Selection Criteria


- Basic Qualification – 70 marks
(to be adjusted in keeping the marks obtained by the candidate in his/her basic qualification as a percentage of the total of 70)
- Higher Qualification – 10 marks
(upto 5 marks to higher Degree/qualification holders and upto 5 additional marks to 2nd next higher degree/qualification)
- Work Experience – 10 marks
(@2marks per every year of experience in Govt./Semi Govt./Board/Corporation and Govt. Autonomous Body subject to a maximum of 5 years)
- Interview – 10 marks
(to judge basic awareness, personality and communication skills of the candidates)

Conditions

- In case of any clarification/amendment regarding selection Criteria, decision of the selection committee will be final.
- Candidate should have passed Punjabi in 10th level.
- Age limit for all the above mentioned posts is 18 to 37 years. The reservation will be as per policy of State Government. Interested candidates fulfilling the above conditions are required to submit their applications in the prescribed format (available on website www.patiala.nic.in) along with photocopies of certificates/ testimonials by 26.04.2021 till 5.00 pm by post or by hand in the office of Additional Deputy Commissioner (Dev.), Zila Parishad Complex, Sirhind Road, Patiala (MGNREGA Cell) 147001. Incomplete & late received applications will not be entertained. The date and time of the presentation/interview/typing test etc. to eligible candidates

will be intimated only through www.patiala.nic.in. No interview letters will be sent separately and no TA/DA will be paid. The under signed has the right to increase/decrease and postpone/cancel the interview at any time without any reason.

- Initial Merit list will be prepared for the post of District Coordinator , Assistant Programme Officer, Office Assistant, Gram Rozgar Sahayak & Data Entry Operator, Technical Assistant and Accounts Manager on the basis of marks obtained in Basic Educational Qualification, Higher Qualification and Experience. List of eligible candidates for presentation/interview/typing test will be displayed on www.patiala.nic.in only. Call for Interview will be given 10 times of the vacancies to be filled or the no. of applications received whichever is lower. No separate call or letter for interview will be sent.
- Final merit list will be prepared on basis of interview and selection criteria marks which will be valid for 6 months from the date of announcement of final result.
- Vacant post will be filled from the final merit list.
- After recruitment of 14 GRS, 25 TA, 1 Office Assistant, 1 Accounts Manager, 1 District Coordinator, 1 Assistant Programme Officer, 2 computer Assistant and 4 Data Entry Operators, waiting list will also be prepared as per requirement which will be valid only for 6 months.
- Also other seats found vacant during the course of recruitment/seats for new block will also be filled from the existing waiting list.
- For the post of District Coordinator/TA/APO presentation on the scheme including relevant points regarding the work profile is must. Lack of ppt/poor ppt. will lead to disqualification.
- Typing test is must for the post of Office Assistant/ Data Entry Operator/ Computer Assistant.
- Selected candidate cannot claim for regular employment and he/she will have no right to strike.
- No person shall claim right to the employment solely on the basis of appearance of his/her name in the final merit list, unless his/her name figures in the list after decision regarding actual number of vacancies to be filled is taken as per the phases mentioned above.
- In case of nay discrepancy between English & Punjabi version. English version would prevail.


**Deputy Commissioner-cum-
District Programme Coordinator, MGNREGA,
Patiala**

Mahatma Gandhi National Rural Employment Guarantee Act-2005 (MG-NREGA)
Distt. Patiala

Proforma for Application form

Post applied for :- _____

Name of Applicant :- _____

Father's Name :- _____

Category (Gen/SC/BC/other) :- _____

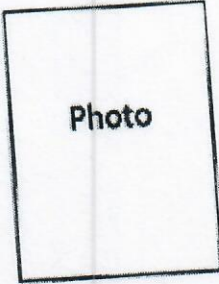
Date of Birth :- _____

Age :- _____

Contact No. :- _____

Permanent Address :- _____

E-mail Id :- _____



3. Qualification

Name of Exam.	Stream/Subject	Year of passing	Board /University	Total Marks	Marks Obtained	%age
10+2						
Graduation						
Post Graduation						
Computer course						
Any other						

11. Experience

Name of Department	Designation	Nature of work	Period	
			From	To

The above information is true and correct to the best of my knowledge.

Copies of certificates attached.

Place:- _____
 Date:- _____

Signature of Applicant