

DISTRICT RURAL DEVELOPMENT AGENCY SHIMLA, DISTRICT SHIMLA
ADVERTISEMENT

It is notified for the information of all the concerned that one post of Computer Operator in Development Block Totu (Hira Nagar) District Shimla, is to be filled up on contract basis purely on temporary and co-terminus basis under MGNREGA for which application in the prescribed format are invited from the desirous candidates. The detail of post and eligibility conditions are as under:-

1	Designation of Employer with Telephone No.	Project Director, District Rural Development Agency Shimla Tel.No.0177- 2657015																					
2.	Designation of the post to be filled	Computer Operator on contract basis																					
3.	Number of Vacancies	1 (one)																					
4.	Classification of Post	Class-III (Non Gazetted) (Ministerial Services)																					
5.	Pay and allowances	As per Government instructions from time to time																					
6.	Place of Work	Development Block Totu, District Shimla																					
7.	Age and other eligibility conditions:	A person shall be eligible to be appointed as Computer Operator (on contract basis) , if:- (a) He/she has attained the age of 21 years as on 1 st January, 2021 but should not have exceeded 35 years. (b) He/she is a bonafide resident of the concerned District. (c) He/she is of sound mind and good health (d) He/she has not been disqualified from appointment in Public service or removed from Public service on disciplinary grounds or has sought voluntary retirement under any Voluntary Retirement Scheme. (e) He/she has not been convicted of any offence involving moral turpitude.																					
8.	Minimum educational and other qualifications required.	Bachelor's Degree in Computer Science/ Computer Applications/Electronics & Communications with Experience in S/W Development /Computer Training OR Bachelor's Degree in Science, Mathematics, Statistics, Economics, Commerce, Operations Research with one year "A level of DOEACC/post-Graduate Diploma in Computer Science/Applications with experience in SW Development /Computer Training OR Bachelor Degree in any Discipline with one year "A level of DOEACC/Post Graduate Diploma in Computer Science/Applications with at least one year's Experience in S/W Development/Computer Training.																					
9	Selection procedure	<table> <tr> <td colspan="3">(A) Educational Qualifications</td></tr> <tr> <td>(i)</td><td>Percentage of marks obtained in Bachelor Degree in Computer Applications divided by 3.3.</td><td>Subject to maximum of 30 marks</td></tr> <tr> <td>(ii)</td><td>Percentage of marks in Master degree in Computer Applications divided by 6.6.</td><td>Subject to the maximum of 15 Marks</td></tr> <tr> <td colspan="3">(B) Experience</td></tr> <tr> <td></td><td>Three marks shall be awarded for every one year of experience in relevant nature of duties in any Panchayati Raj Institution, Government Office, Government Undertaking/ institution/ agency in a computer operator capacity.</td><td>Subject to the maximum of 15 marks</td></tr> <tr> <td>(C)</td><td>Personal Interview</td><td>Subject to the maximum of 15 marks</td></tr> <tr> <td>(D)</td><td>In case candidate belongs to the category of Scheduled Castes or Scheduled Tribes</td><td>7 Marks</td></tr> </table>	(A) Educational Qualifications			(i)	Percentage of marks obtained in Bachelor Degree in Computer Applications divided by 3.3.	Subject to maximum of 30 marks	(ii)	Percentage of marks in Master degree in Computer Applications divided by 6.6.	Subject to the maximum of 15 Marks	(B) Experience				Three marks shall be awarded for every one year of experience in relevant nature of duties in any Panchayati Raj Institution, Government Office, Government Undertaking/ institution/ agency in a computer operator capacity.	Subject to the maximum of 15 marks	(C)	Personal Interview	Subject to the maximum of 15 marks	(D)	In case candidate belongs to the category of Scheduled Castes or Scheduled Tribes	7 Marks
(A) Educational Qualifications																							
(i)	Percentage of marks obtained in Bachelor Degree in Computer Applications divided by 3.3.	Subject to maximum of 30 marks																					
(ii)	Percentage of marks in Master degree in Computer Applications divided by 6.6.	Subject to the maximum of 15 Marks																					
(B) Experience																							
	Three marks shall be awarded for every one year of experience in relevant nature of duties in any Panchayati Raj Institution, Government Office, Government Undertaking/ institution/ agency in a computer operator capacity.	Subject to the maximum of 15 marks																					
(C)	Personal Interview	Subject to the maximum of 15 marks																					
(D)	In case candidate belongs to the category of Scheduled Castes or Scheduled Tribes	7 Marks																					

		or other backward Classes.	
		(E) In case candidate belongs to Below Poverty Line family	5 Marks
		(F) In case candidate is physically handicapped	3 Marks
		(G) In case candidate belongs to a family having no member in the employment of Government	10 Marks
10.	Documents required for completion of selection process, if any.	(i) Educational Qualifications (ii) Certificate of Category (SC/ST/OBC) and bonafide Himachalis duly issued by the competent authority. (iii) Experience Certificate (iv) BPL Certificate duly issued by competent authority (v) Certificate relating to Physical handicapped by competent authority. (vi) Non employment certificate to the effect that none of the family member is in Government /Semi Government service (to be issued by the SDO(C)/Tehsildar/ Naib Tehsildar)	
11.	Application Form	The application form can be downloaded from the official website of District Rural Development Agency Shimla i.e. https://drdashimla.nic.in No other application will be accepted.	
12.	How to Apply	The application form duly filled along with requisite documents be sent through registered post / by hand to the following address:- Deputy Director-cum-Project Officer, District Rural Development Agency, Shimla, District Shimla-171001	
13.	Last date	The application along with relevant supporting documents should reach in the office of Project Officer, DRDA Shimla on or before 19 th July,2021 from Non-Tribal Area positively and the candidates of Tribal area of Himachal Pradesh shall be given an additional time to submit their applications i.e. on or before 26 th July, 2021. The applications received after the last date and incomplete applications shall be rejected summarily.	
14.	Probable date by which the vacancy will be filled up	Immediate	
15.	Date and time of documentation and designation & address of the person to whom applicant should report	Will be intimated to the candidate by DRDA Shimla.	

-sd/-

Deputy Director-cum-Project Officer,
 District Rural Development Agency Shimla,
 District Shimla, H.P

PRESCRIBED APPLICATION FORM

Self attested latest
coloured photograph
to be pasted

1	Name of applicant						
2.	Father's/ Husband name						
3.	Date of birth (as per matriculation certificate)						
4.	Permanent Home Address						
5.	Correspondence Address						
6.	Email id/mobile No.						
7.	Category (General/SC/ST/OBCE/EWS etc.)						
8.	Male/Female						
9.	Educational qualifications						
	SN	Examination	Year of passing	Board/ Institute	Marks obtained	Total Marks	%age
	NOTE: Self attested copies of educational certificate to be attached.						
10	Any other additional document(s):-						
	(i) Certificate of Category (SC/ST/OBC) and bonafide Himachalis duly issued by the competent authority.		Yes/No				
	(ii) Experience Certificate		Yes/No				
	(iii) BPL Certificate duly issued by competent authority		Yes/No				
	(iv) Certificate relating to physically handicapped by competent authority.		Yes/No				
	(v) Non employment certificate to the effect that none of the family member is in Government /Semi Government service (To be issued by the SDO(C)/Tehsildar/ Naib Tehsildar)		Yes/No				
11	List of documents attached						
<div>Dated: Place: Shimla</div> <div align="right">(Signature of applicant) Name in block letters</div>							

NOTE: Application form can be downloaded from the official website of District Rural Development Agency Shimla, District Shimla i.e. <https://drdashimla.nic.in>. No other application will be accepted. The candidates are advised to go through the detailed advertisement carefully from the website prior to filling up of application form. They are further advised to regularly visit the website for update, if any.