

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

**Proforma for Application form**

1. Post applied for :- \_\_\_\_\_
2. Name of Applicant :- \_\_\_\_\_
3. Father's Name :- \_\_\_\_\_
4. Category (Gen/SC/BC/other) :- \_\_\_\_\_
5. Date of Birth :- \_\_\_\_\_
6. Age :- \_\_\_\_\_
7. Contact No. :- \_\_\_\_\_
8. Permanent Address :- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. E-mail Id :- \_\_\_\_\_



**10. 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**



**Educational Qualification, Selection Criteria & Other Conditions for the selection of Coordinator (Social Audit), Technical Assistant, Office Assistant, Accounts Manager, Data Entry Operator & Gram Rozgar Sahayak and reservation thereof.**

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
1	Coordinator (Social Audit)	1	Not Applicable	M. Sc. Agri/MBA/MA (Rural Development) PG Economics/ Sociology/ Social work with Computer Skills. (Preference for experience) <b>or</b> Post Graduate Economics with computer skills. <b>or</b> Any Retired DDPO/BDPO/ADO with computer Skills	21,000/-	Experience from Govt., Semi Govt., Board in relevant field	Contract
2	Technical Assistant	34	10-General 4- EWS General 7- SC 4- BC 3- Ex-Serviceman (G) 1-Ex-Serviceman (SC)  1-Ex-Serviceman (BC) 2-Handicapped 1- Sportsman (G) 1- Sportsman SC	Degree/Diploma in Civil Engineering from Government recognized institute proficiency in computer skills desirable (MS Word, Excel, data base functions.) <b>Or</b> Any Retired JE/SDO of Govt., Semi Govt. in Civil works	15000/- +900/-	Experience from Govt., Semi Govt., Board in relevant field	Contract
3	Office Assistant	1	Not Applicable	Graduation with Good proficiency in MS Office, use of Internet, Basic Programming skills	10,000/-	Experience from Govt., Semi Govt., Board in relevant field and typing speed of 30. Wpm in Punjabi & English	Contract
4	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. <b>or</b> Retired Govt. or Semi Govt. Accounts Assistant with proficiency in tally software etc.	17,000/-	Experience from Govt., Semi Govt., Board in relevant field	Contract



5	Gram Rozgar Sahayak	43	18-General 4- EWS General 8- SC 2- BC 6-Ex-Serviceman (G) 1-Ex-Serviceman (SC)  1-Ex-Serviceman (BC) 1-Freedom Fighter 1-Handicapped 1- Sportsman (G)	10+2, Data entry skills	8500/- +900/-		Contract
6	Data Entry Operator	4	1-General 1- EWS General 1- SC 1-Ex-Serviceman (G)	BA/B.Sc. with diploma in Computer Application One year experience desirable	8000/-	Experience from Govt., Semi Govt., Board in relevant field and typing speed of 30. Wpm in Punjabi & English	Contract

### **B Selection Criteria**

- **Coordinator (Social Audit)**
  - 1) Basic Qualification - 40 Marks
  - 2) Experience from Govt., Semi Govt., Board in relevant field - 10 Marks  
(2 marks for each year, max. 10 marks)
  - Total - 50 Marks**
  - 3) Written Exam - 40 Marks
    - Punjabi to English Translation - 5 Marks
    - English to Punjabi Translation - 5 Marks
    - General Computer Proficiency Test (MS Office and use of Internet etc.) - 15 Marks
    - Engineering Aptitude Test - 15 Marks)
  - 4) Interview - 10 Marks
  - Total - 50 Marks**
  
- **Technical Assistant**
  - 1) Basic Qualification - 25 Marks
  - 2) Higher Qualification - 15 Marks
  - 3) Experience from Govt. Semi Govt. Board in Relevant field - 10 Marks  
(2 marks for each year, max. 10 marks)
  - Total - 50 Marks**
  - 4) Written Exam - 40 Marks
    - Punjabi to English Translation - 5 Marks
    - English to Punjabi Translation - 5 Marks
    - General Computer Proficiency Test (MS Office and use of Internet etc.) - 15 Marks
    - Engineering Aptitude Test - 15 Marks)
  - 5) Interview - 10 Marks
  - Total - 50 Marks**

- ❖ A diploma holder will get a plain cut of 10 points (On basic 20) vis-a vis a degree holder in basic.
- ❖ In case a candidate has both a diploma and a degree certificate degree course will be treated as basic qualification criteria.

- **Office Assistant**
  - 1) Basic Qualification - 40 Marks
  - 2) Experience (Govt., Semi Govt., Board) - 10 Marks  
(2 marks for each year, max. 10 marks)
  - Total - 50 Marks**
  - 3) Written Exam - 40 Marks
    - Punjabi to English Translation - 5 Marks
    - English to Punjabi Translation - 5 Marks
    - General Computer Proficiency Test (MS Office and use of Internet etc.) - 30 Marks
  - 4) Interview - 10 Marks
  - Total - 50 Marks**

**Note - English & Punjabi Typing test must be passed to qualify.**



- **Accounts Manager**

1) Basic Qualification	-	25 Marks
2) Higher Qualification	-	15 Marks
3) Experience	-	10 Marks
(2 marks for each year, max. 10 marks)		
<b>Total</b>	-	<b>50 Marks</b>
4) Written Exam	-	40 Marks
Punjabi to English Translation	-	5 Marks
English to Punjabi Translation	-	5 Marks
General Computer Proficiency Test (MS Office and use of Internet etc.)	-	15 Marks
Engineering Aptitude Test	-	15 Marks)
5) Interview	-	10 Marks
<b>Total</b>	-	<b>50 Marks</b>

- **Data Entry Operator**

1) Basic Qualification	-	40 Marks
2) Experience from Govt., Semi Govt., Board in Relevant field	-	10 Marks
(2 marks for each year, max. 10 marks)		
<b>Total</b>	-	<b>50 Marks</b>
3) Written Exam	-	40 Marks
Punjabi to English Translation	-	5 Marks
English to Punjabi Translation	-	5 Marks
General Computer Proficiency Test (MS Office and use of Internet etc.)	-	30 Marks
4) Interview	-	10 Marks
<b>Total</b>	-	<b>50 Marks</b>

**Note – English & Punjabi Typing test must be passed to qualify.**

- **Gram Rozgar Sahayak**


1) Basic Qualification	-	50 Marks
<b>Total</b>	-	<b>50 Marks</b>
2) Written Exam	-	40 Marks
Punjabi to English Translation	-	5 Marks
English to Punjabi Translation	-	5 Marks
General Computer Proficiency Test (MS Office and use of Internet etc.)	-	30 Marks
3) Interview	-	10 Marks
<b>Total</b>	-	<b>50 Marks</b>

- In case of any clarification/amendment regarding examination & selection Criteria, decision of the selection committee will be final.
- Candidate should have passed Punjabi in 10<sup>th</sup> 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](http://www.patiala.nic.in)) along with photocopies of certificates/ testimonials by 04/12/2019 till 4.00 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 interview/written/typing test etc. To eligible candidates will be intimated only through [www.patiala.nic.in](http://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 examination/interview at any time without any reason.
- Initial Merit list will be prepared for the post of Coordinator (Social Audit), Office Assistant, Gram Rozgar Sahayak & Data Entry Operator on the basis of marks obtained in Basic Educational Qualification and Experience whereas the Initial Merit list for the post of Technical Assistant and Accounts Manager will be prepared on the basis of marks obtained in Basic Educational Qualification, Higher Qualification and Experience. According to initial merit list written exam will be conducted for the candidates ten times of the vacancies to



be filled or number of applications received, whichever is lower. List of eligible candidates for written examination will be displayed on [www.patiala.nic.in](http://www.patiala.nic.in) only. No separate call or letter for examination/interview will be sent.

- Intermediate merit list will be prepared on basis of written exam. It is to be noted that candidate has to secure at least 50% marks in written to be considered in intermediate merit list.
- Final merit list will be prepared on basis of interview and written examination 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 15 GRS, 11 TA, 1 Office Assistant, 1 Accounts Manager, 1 Coordinator (Social Audit) and 4 Data Entry Operators from the above mentioned list in 1<sup>st</sup> phase, keeping in view the funds positions, recruitment of next in merit list 14 GRS and 11 TA will be done in second phase after 2 months of 1<sup>st</sup> phase recruitment. The 3<sup>rd</sup> phase recruitment of remaining 14 GRS and 11 TA will be done depending upon requirement and financial position afterwards.
- 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 