

ZILLA PARISHAD, JAJPUR

(MGNREGS Section)

Ph. No.-06728-222054/Fax No.-06728-222054

E-mail ID - ori-djajpur@nic.in Dist. Website - <https://jajpur.odisha.gov.in>AdvertisementNo. 2291 /Dt. 09.05.2025

Invitation of application for recruitment to the post of Gram Rozgar Sevak (GRS) under MGNREGS in the District of Jajpur

Important Dates:-

Event	Start Date	Closing Date
Submission of Application	09/05/2025	09/06/2025

Applications are hereby invited from the eligible candidates of Jajpur District for engagement of Gram Rozgar Sevak (GRS) under Mahatma Gandhi National Rural Employment Guarantee Scheme (MGNREGS) in different Gram Panchayats of Jajpur District on a contractual basis. Engagement of the selected Candidates will be for a contract period of one year, which may be extended for further periods subject to appraisal of their performances.

Remuneration & Nature of the Job: -

The posts are purely contractual for execution of works under MGNREGS & co-terminus with the Scheme. The selected candidates can be posted in any Gram Panchayat of this District by virtue of the order of the appointing authority. The conditions of service of the GRSs shall be as per the guidelines issued to the effect from time to time.

The newly engaged GRS will get a consolidated monthly remuneration of Rs.7,000, after successfully worked for more than 1 year & less than 6 years will get 8500/- per month and will get 8880/- per month after successfully worked for more than 6 years, which may be revised from time to time.

Number of Vacancies: -

Category								Total	
UR		SEBC		SC		ST			
	(W)		(W)		(W)		(W)		(W)
68	34	15	8	22	11	31	15	138	68

Out of the vacancies mentioned above, the reservation of vacancies in respect of the special categories like Sports Person, Ex-Servicemen and Persons with Disabilities (PwD) etc. shall be adjusted against the categories to which they belong. Number of vacancies for the said special categories is given below.

Special Category						
Sports Persons		Ex-Servicemen	PwD*			
			HI		OI	
	(W)			(W)		(W)
2	0	6	3	1	3	1

- There shall be reservation for PwDs with the following two categories of benchmark disabilities under clauses (b) & (c) of section 34(1) of the Rights of Persons with Disabilities Act, 2016 namely;

(b) deaf and hard of hearing (HI-Hearing Impaired);

(c) locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy (OI- Orthopedically Impaired).

Reservation shall be 4% of the total number of vacancies proposed to be filled up. Out of which, two percent each shall be reserved for the persons with the above two benchmark disabilities.

Applicants claiming reservation under Persons with Disability (PwD) category must ensure that they possess Permanent Disability Certificate and belong to the category and sub-category of disability for which the post has been reserved, as mentioned. They must submit a copy of the Unique Disability Identity (UDID) card issued by the Competent Authority. The disability certificate other than UDID card is not acceptable.

Note: - The number of posts to be filled up by way of this recruitment may increase or decrease without prior notice at the discretion of the authorities. In case of non-availability of the candidate(s) from the category of Ex-Serviceman, PwDs and Sports Persons, the post(s) meant for the said candidates shall be filled up by other candidates from the respective category.

Eligibility Criteria: -

A) Educational Qualification: - (i) 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.

ii) The candidate shall be able to speak, read and write Odia fluently and must have

- a. Passed Middle School examination with Odia as a language subject; or
- b. Passed Matriculation or equivalent examination with Odia as medium of examination in non-language subject ; or
- c. Passed in Odia as language subject in the final examination of Class VII or above; or
- d. Passed a test in Odia in Middle English School Standard conducted by the School and Mass Education Department.

(iii) Computer Proficiency:

- The candidates having computer proficiency of 'O' level and use of Odia language in Computer are eligible to apply for the post of GRS.
- 'O' level course of National Institute of Electronics & Information Technology (NIELIT) (formerly DOEACC) is a foundation level course. The candidates having higher computer qualifications like BCA, PGDCA, MCA, B.Tech (IT/Computer Science), B.E (IT/Computer Science) can also apply.
- "The Electronics & Information Technology Department vide notification no. 435 dated 08.02.2021, has notified that the OS-CIT course of Odisha Knowledge Corporation Limited (OKCL) and O level course of National Institute of Electronics & Information Technology (NIELIT) certify basic computer proficiency as the course covers foundation-level knowledge in computer application. O level certificate is issued by NIELIT and the course is given by training institutions accredited with NIELT which can be verified from their portal (www.nielit.gov.in)".

- "Other higher course such DCA, BCA, PGDCA, MCA, etc. typically lay emphasis on subjects like Database Management System, Operating System, Software Engineering, Computer Architecture, Web Technology, Multimedia and Languages such as C++, JAVA, etc. and are suitable for employment as

Programmer, Systems Analyst, Database Administrator, etc. All these courses need to be certified by Central Universities/State Universities/Deemed Universities/State Private Universities whose list finds place in the Universities Grants Commission portal (www.ugc.ac.in) or by All India Council for Technical Education (www.aicte-india.org) or SCTEVTGG (sctevtodisha.nic.in)".

- Computer proficiency is only qualifying in nature and shall not count for determining the order of merit

B) Age Limit: - (i) A candidate must have attended the age of 18 Years & must not be above 40 years as on date **01/05/2025** (on the 1st day of the month during which the recruitment process starts viz. calling of application starts). Date of birth as recorded in the HSC certificate issued by the Board of Secondary Education, Odisha or equivalent certificate issued by any recognized Board/Council/Indian University shall only be accepted.

(ii) Relaxation of upper age limit: -

a. The upper age limit is relaxable by 5 years for the candidates belonging to SC/ST/SEBC/Women category.

b. The upper age limit is also relaxable by 10 years in case of Persons with Disabilities (PwD).

c. The upper age limit is relaxable by the total period of service rendered in defence service in case of Ex-Servicemen. The persons in Defence Service having more than six months to retire or to be discharged from service as on the last date of the submission of online application are not eligible to apply for the post. Provided that those Ex-servicemen who have already secured regular employment under the state Government in civil post and services would be permitted the benefit of age relaxation as admissible for Ex-Servicemen for securing another employment in any higher post or services under the State Government but such candidates shall not be eligible for the benefit of reservation, if any, for Ex-Servicemen in the State Government.

d. A candidate who comes under more than one category shall be eligible for only one benefit of relaxation which shall be considered most beneficial to him/her.

Provided that Persons with Disabilities under SC/ST/SEBC category shall be entitled to cumulative age relaxation of ten years on account of their disability over and above the normal relaxation available to them as SC/ST/SEBC candidate.

C) Other eligibility Conditions: - A candidate, in order to be eligible for the post, must be-

- The candidate must be of good character, good mental condition, bodily healthy and free from any physical defect that is likely to interfere with the discharge of his duties in the service.
- A citizen of India,
- Of good character,
- If married, must not have more than one spouse living. Provided that the Government may, if satisfied that such marriage is permissible under the personal law applicable to such person or there are other grounds for doing so, exempt any person from operation of the rule.

- v. Applicant(s) claiming reservation as Sportsperson must possess Sports Identity Card(s) issued by the Sports & Youth Services Department, Government of Odisha as on the date of submission of application,
- vi. The candidate must be a resident of the same district only for which he/she is applying,
- vii. Applicants claiming reservation under Persons with Disability (PwD) category must ensure they possess Permanent Disability Certificate from the competent authority and belong to the category and sub-category and sub-category of disability for which the post has been reserved,
- viii. Applicants claiming reservation as Ex-servicemen must have possessed Discharge Certificate/documents in support of service rendered in defence services and must furnish an undertaking to the effect that they have not availed of any re-employment under the Government of Odisha till the date of this application.
- ix. A candidate, who claims to have changed his/her name or surname after having passed the High School Certificate Examination or equivalent examination, is required to furnish copy of publication of the changed name in local leading daily newspaper as well as copy of notification in the Odisha Gazette in support of his/her change of name,
- x. Only those candidates, who fulfill the requisite qualification & within the prescribed age limit etc. by the closing date of submission of the application will be considered eligible.

Criteria for Selection: - Selection will be made strictly on the basis of marks obtained in 10+2 or its equivalent examination. Marks secured in the fourth optional shall not be included. Provided that, in case two or more candidates secure the same marks without 4th optional in +2 or its equivalent examination, the candidate older in age as per date of birth in the 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 has passed HSC examination earlier will be placed above the other in the selection list.

Documents to be submitted: -

- a. Filled in application form duly signed by the candidate
- b. Self-attested H.S.C. Certificate and Mark Sheet
- c. Self-attested 10+2 Certificate and Mark Sheet
- d. Self-attested certificate of equivalent qualifications of 10+2 from Boards/Universities other than CHSE, Odisha if applicable
- e. Self-attested certificate in respect of Computer proficiency issued by Institutes accredited with NIELIT, OKCL, Central Universities/State Universities/Deemed Universities/State Private Universities whose list finds place in the Universities Grants Commission portal or ALCTE or SCTEVT
- f. Self-attested Residential Certificate
- g. Self-attested Caste Certificate
- h. Self-attested Certificate of Disability if applicable
- i. Self-attested Certificate relating to Ex-Serviceman/Sportsperson if applicable
- j. One recent Color passport size photograph affixed in the application form.

How to apply: -

Interested candidates may submit their application in the prescribed application format (Annexure-I) duly filled along with self-attested required documents to be submitted in a sealed cover super scribed "Application for the post of Gram Rozgar Sevak (GRS) of Jajpur District" addressing to the CDO-cum-EO, ZP, Jajpur through Registered and Speed Post on or before Date 09/06/2025.

1. Application found incomplete in any respect shall be rejected. Incomplete Applications, Applications enclosing relevant documents without signature shall be rejected without any notice and legal action will be initiated against the candidate who submits false/fabricated documents and information. Date of examination will be communicated later and all documents in original should be produced at the time of verification.
2. Application should reach the concerned office of the undersigned by Regd. Post/Speed Post latest by DD.MM.YYYY before 5.30 PM on 09/06/2025.

3. The Collector-cum-DPC reserves the sole rights to cancel or reject any or all the applications without assigning any reasons thereof.

Original Certificates/Documents to be produced during verification:

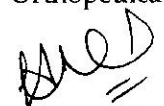
- i. Candidates claiming reservation as SEBC/SC/ST/Persons with Disabilities (PwD) category shall produce Caste Certificate issued for the purpose of service/PwD Certificate showing permanent disability issued by competent authorities.
- ii. Certificates and Mark sheets of qualifying examinations.
- iii. Certificate of passing Odia as a language in the final examination of Class-VII from any School/Educational Institution of Odisha or Central Government or passing a test in Odia language in Middle School standard examination conducted by the School and Mass Education Department, Odisha.
- iv. Discharge Certificate/documents in support of service rendered in defence services in case of Ex-Servicemen.
- v. Sportspersons' certificate issued by the Sports & Youth Services Department, if claimed reservation as Sports person.
- vi. Candidates should submit the equivalency certificate of the Institutions/Board/Council declared equivalent by Council of Higher Secondary Education for his/her requisite qualification in case of other Board/Council in the application form

Terms and conditions

1. The post of Gram Rozgar Sevak(GRS) under MGNREGS is contractual and the engagement is initially for a period of one year, which can be extended on the basis of the satisfactory performance and recommendation by the concerned BDO. The contract of the GRS may be renewed for another one year by the Collector-cum-DPC, Zilla Parishad and so on.
2. Zilla Parishad (ZP) reserved all rights to reject or accept any or all Application(s) without assigning any reason thereto.
3. Authority will not be responsible for any postal delay or loss of application in transit.
4. Applications received in any other format or by any other means shall not be accepted.
5. The Collector-cum-CEO, Zilla Parishad will execute an agreement with the GRS in Non-judicial stamp paper and issue engagement order (Contractual and co-terminus with the Scheme).
6. If any fraudulent testimonial is detected in future or if he/she has been criminally prosecuted, the engagement shall be cancelled without notice and action as deemed proper will be taken against him/her as per the provision of Law.
7. GRS will form as a " District Cadre" post.
8. All terms & conditions subject to change as per guidelines issued by the Govt. from time to time.

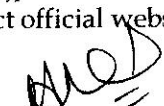
Abbreviations used: -

W-Women, PwD - Persons with Disability, HI-Hearing Impaired, OI -Orthopedically Impaired


Collector-cum-CEO,
Zillaparishad, Jajpur

Memo No. 2292/dt. 09.05.2025

Copy to the District Information Officer, Collectorate, Jajpur for information and necessary action. He is requested to web-hoist the advertisement in the district official website.


Collector-cum-CEO,
Zillaparishad, Jajpur

Memo No. 2293 /dt. 09.05.2025

Copy forwarded to ADM(General)/ADM(Revenue)/ADM, Kalinganagar/ Sub-Collector/all Block Development Officers/all Tahasildars/E.O, Vyasagar & Jajpur Municipality/Deputy Collector Nizarat, Jajpur/District Panchayat Officer/District Welfare Officer/District Education Officer/District Employment Officer/District Sports Officer/CDMO & PHO/all other District Level Officers of Jajpur District for information. They are requested to affix the Advertisement on their notice boards for wide publication.



Collector-cum-CEO,
Zillaparishad, Jajpur

Memo No. 2294 /dt. 09.05.2025

Copy submitted to the Director Special Projects, PR & DW Department, Odisha, Bhubaneswar for favour of kind information.



Collector-cum-CEO,
Zillaparishad, Jajpur

APPLICATION FORM FOR THE POST OF GRAM ROZGAR SEVAK (GRS)

Personal Details				Affix Passport Size Photo	
Name of the Candidate					
Father/ Husband's name					
Permanent address					
Correspondence address					
Registered E-mail id					
Registered Mobile Number					
Category (UR/ST/SC/SEBC)					
Date of Birth (<i>as per the matriculation or equivalent certificate</i>)					
Gender (Male/ Female)					
Nationality					
Aadhaar Number					
Whether persons with disability (PwD). If yes, mention the benchmark disabilities.					
Whether Ex-Service Man (Yes/ No)					
Whether Sportsperson (Yes/ No)					
Educational Qualifications					
Examination Passed	Year of Passing	Total Marks (excluding extra / fourth optional)	Marks secured (excluding extra / fourth optional)	Percentage (excluding extra / fourth optional)	
Language Proficiency					
Language	Can read (Yes/No)	Can write (Yes/No)	Can Speak (Yes/No)		
English					
Odia					
Details of Computer Proficiency. (necessary certificates is required to be submitted)					

DECLARATION

I do hereby declare that all the particulars stated in the application form are true to the best of my knowledge and belief. I have read and understood the details of the advertisement and shall abide by the terms and conditions thereof. In the event of any information being found false or incorrect at any point of time, my candidature/ appointment may be cancelled/ terminated without any further notice.

Place: -

Date:-

Signature of the Candidate