

Mewat Development Agency, Nuh

Advertisement for Administrative Officer

The Mewat Development Agency, Nuh is inviting applications from eligible candidates including retired persons for filling up the post of Administrative Officer purely on contract basis for an initial period of one year extendable for another year based on satisfactory performance as per details given below:

1.	Essential Qualification	Graduate from recognized University.
2.	Essential Experience	Minimum 5 years experience of administrative works in Govt./Semi Govt./Private or Public Sector Undertaking Organization.
3.	Consolidated pay	D.C. rate i.e. Rs. 31,012/-p.m. Last pay drawn minus pension in case of retired person.
4.	Age Limit	i) Below 55 years. ii) Upto 65 years in case of retired person.

Terms and Conditions:

1. The candidates should send their application form in prescribed performa through e-mail: mda@hry.nic.in upto 30/7/20 alongwith detailed bio-data listing the educational qualifications, experience, self attested photocopies of educational certificates, mark sheets and experience.
2. The application performa and selection criteria may be downloaded from the website of MDA i.e. www.mda.nic.in.
3. The shortlisted candidates will be called for interview. The date, time and venue of the interview will be conveyed.
4. The contract can be terminated at any time without assigning any reason or prior notice and the candidate shall have no right to claim either regularization or any other benefits.
5. The incomplete application form will be rejected and hard copy of application will not be accepted.
6. The candidates who have already applied against advertisement dated 25.01.2020, need not apply again.
7. The Mewat Development Agency, Nuh reserves the right to reject any or all the applications without assigning any reason.

Signature
15/7/20
Chief Executive Officer,
Mewat Development Agency,
Nuh

Selection criteria

Academic Record	Maximum 65 marks
i) Essential Qualification	0.40 of the % of the marks obtained in essential qualification exams
ii) Higher Qualification	0.25 of the % of the marks obtained in higher degree exams
Experience	Maximum 20 Marks
i) Essential experience	0 marks
ii) 2 marks for each completed one year for experience in relevant field only subject to the maximum 20 marks.	
Interview	Maximum 15 marks

Day of Birth: _____

Gender: _____

Marital Status: _____

Language Known: _____

Current Address: _____

Home Phone: _____

Mobile Phone: _____

Primary Address: _____

Employment History: _____

Name of Institution	Year of Qualification	Total Marks	Marks Obtained	Percentage of Marks

Mewat Development Agency, Nuh

Application Performa

Application for the Post of Administrative Officer

1. Name of Applicant: _____ Photo
2. Father/Husband Name: _____
3. Date of Birth: _____
4. Gender: _____
5. Nationality: _____
6. Language Known: _____
7. Correspondence Address: _____

- Mobile No (Mandatory) _____
- E-mail id (Mandatory) _____
8. Permanent Address: _____

9. Educational Qualifications:

S.N.	Name of Exam	Year of Passing	Board/University	Total Marks	Marks Obtained	% age of marks

10. Details of Experience in the chronological order (enclose a separate sheet, if space below is insufficient:

S.N.	Name of Organization	Designation	Key Job area & responsibilities	Duration		Total experience
				From	To	

11. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if need be.

Declaration: I do affirm that all the informations given above are true to the best of my knowledge.

Date:

Place:

(Signature of Applicant)