

### Mewat Development Agency, Nuh

The Mewat Development Agency, Nuh is inviting applications from the eligible candidates to fill up the following posts purely on contractual basis for a period of one year.

S.N.	Name of Post	No. of Post	Pay Scale	Essential Qualification	Essential Experience required
1	Administrative Officer	01	35400-112400 (DL-6)	Graduate from recognized university	Minimum five years experience of administrative works in any sector i.e. Govt./Semi Govt./Private/PSUs
2	Field Coordinator	01	35400-112400 (DL-6)	Master in Social Work (MSW) from recognized university	Minimum three years experience in development works in any sector i.e. Govt./Semi Govt./Private/PSUs
3	Accountant	01	35400-112400 (DL-6)	B. Com from recognized university, Knowledge of Hindi upto Metric standard and having computer knowledge.	Minimum five years experience of Accountant in any sector i.e. Govt./Semi Govt./Private/PSUs.

#### Terms and Conditions:

1. Age Limit - Below 55 years.
2. Consolidated Pay: The consolidated pay will be fixed as per Haryana Govt. outsourcing policy Part-II.
3. The contract can be terminated at any time without assigning any reason or prior notice and shall have no right to claim either regularization or any other benefits.
4. The candidate should send their application form in the O/o Chief Executive Officer, Mewat Development Agency, Housing Board Colony, Nuh district Nuh, Haryana-122107 upto 14.12.2018 with demand draft of Rs. 500/- in favour of Chief Executive Officer, Mewat Development Agency payable at Nuh, detailed bio-data about educational qualifications, experience and residential address with self attested photocopies.
5. The selection criteria and application performa can be downloaded from the website [www.mda.nic.in](http://www.mda.nic.in).
6. The undersigned is competent to reject any or all the applications without assigning any reason.

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Chief Executive Officer,  
Mewat Development Agency,  
Nuh



Experience:

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

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

Date:

Place:

(Signature of Applicant)

**Selection Criteria for the posts of Administrative Officer, Field Coordinator and Accountant**

**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 exam            |

**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**