



**ROURKELA DEVELOPMENT AUTHORITY**  
**UDITNAGAR : ROURKELA-769012**

Advertisement No. 3689 /RDA, dated 23.08.2018  
XI-79/2018

**APPOINTMENT OF PLANNING ASSISTANT AND AMIN IN ROURKELA  
DEVELOPMENT AUTHORITY ON CONTRACTUAL BASIS**

1. Applications are invited in the prescribed format from the eligible candidates for contractual appointment to the post of Planning Assistant and Amin in Rourkela Development Authority, Rourkela having requisite qualification noted against each from the recognized Institution of the Odisha Council of Technical Education & Vocational Training and +2 Pass with survey training respectively.

Sl. No.	Name of the Post	No. of Post	Educational Qualification	Monthly remuneration	Minimum/maximum Age limit	Tenure of contract
1	Planning Assistant	01	Diploma in Resource Management, Environmental Studies, Planning Forestry or Diploma in Architecture or related field and some experience in a planning office or the equivalent combination of training and experience.	Negotiable	Not less than 21 years or more than 35 years.	1 year (extendable based on performance)
2	Amin	03	+ 2 pass with survey training and some experience in field survey over revenue land for 3 years.	Negotiable	Not less than 21 years or more than 35 years.	1 year (extendable based on performance)

2. The application in prescribed format (Annexure-A) along with two recent passport size photographs duly signed in full on the front side, proof of residence, self certified copies of educational qualifications with mark sheets of HSC examination and above, character certificate from a Gazetted Officer and copies of work experience must be sent by Registered post/Speed Post/Courier so as to reach the Secretary, RDA, Rourkela, Uditnagar, Rourkela-769012, District-Sundargarh on or before 29/09/2018



3. Any application received beyond the stipulated date, incomplete in any respect or in violation of any condition is liable for rejection.
4. The particulars indicating the required qualifications, terms and conditions, application form, last date of submission of application etc. can be down loaded from the website of Rourkela Development Authority <http://rda-rourkela.in>

  
Secretary  
Rourkela Development Authority

Memo No. 3690 /RDA, Dated 23.08.2018  
Copy forwarded to the Municipal Commissioner, RMC for information with request to upload the advertisement in the RMC website.

  
Secretary  
Rourkela Development Authority

Memo No. 3691 /RDA, dated 23.08.2018  
Copy to Advertisement Manager, The Samaj/Dharitri, Odiya daily for information with a request to publish this advertisement in one issue of daily and submit bill in duplicate at a minimum column space at the I & PR rate along with the copy of advertisement for payment.

Copy to Advertisement Section, RDA for information and necessary action.

  
Secretary  
Rourkela Development Authority



APPLICATION FORM

1. Name of the applicant ( in Block letters):
2. Father's/Husband's Name:
3. Permanent Address :
4. Present Address for correspondence:  
(indicate valid e-mail Id & Telephone/  
Mobile No.)
5. Nationality:
6. Religion:
7. Mother tongue:
8. Martial status:
9. Date of Birth:
10. Age ( as on .....31.08.2018 \_\_\_\_\_ year \_\_\_\_\_ month \_\_\_\_\_ days
11. Post applied for:
12. Category:
  - a) Male/Female
  - b) General/SC/ST/SEBC/ persons with disability/Ex-servicemen (self certified copy of certificate (except General) to be attached.
13. Educational Qualifications (Attach self certified copies of certificate from the competent authority)

Sl. No.	Name of Institution	Name of the Exam.	Year of passing	Percentage of mark	Remark

14. Experience (Attached relevant self certified copies of certificate from competent authority).
15. Character Certificate from a Gazetted Officer.
16. Medical fitness certificate from a Medical Officer (not below the rank of Assistant Surgeon) certifying that the applicant possess sound health good physique and free from any organic defects or bodily infirmity.
17. Certificate of passing a test in Odiya equivalent to M.E. standard or passed in Odiya as a subject in matriculation (attach self certified copy).
18. Extra Curricular activities if any.

DECLARATION

I do hereby declare that all the information and facts mentioned in the application are true to the best of knowledge and belief. I will be personally held responsible for any legal action for any act of omission and commission to be detected in future.

Place:

Full signature of the applicant

Dated:



## TERMS AND CONDITIONS ABOUT APPOINTMENT OF PLANNING ASSISTANT AND AMIN ON CONTRACTUAL BASIS IN ROURKELA DEVELOPMENT AUTHORITY

### 1. Applicability

These guidelines will apply to employment of Planning Assistant and Amins in RDA for a period of 1 year on contractual basis and to be extended subject to the satisfactory performance of these posts.

### 2. Eligibility conditions:

- i) In order to be eligible for appointment on contractual basis to the post of Planning Assistant and Amins.
  - a) For the post of Planning Assistant, the candidates must be Diploma in Resource Management, Environmental Studies, Planning Forestry or Diploma in Architecture from any Institution recognized by the Odisha Council of Technical Education & Vocational Training.
  - b) For the post of Amin, the candidates must be passed +2 with Survey Training from any recognized Institution and must have some experience in field survey over revenue land for three years.
- ii) He/she must not be below 21 years and above the age of 35 years as on the 31<sup>st</sup> day of August, 2018.

Provided that the upper age limit in respect of reserved categories of candidates shall be relaxed in accordance with the provisions of the Act & Rules, orders or instructions, for the time being in force of the respective categories.
- iii) Passed Middle School examination with Odiya as a language subject or passed Matriculation or equivalent examination with Odiya as medium of examination in non-language subject, or passed in Odiya as language subject in the final examination of Class-VII or above from School or Educational Institution recognized by the Govt. of Odisha or the Central Government, or passed a test in Odiya in Middle English school standard conducted by the School and Mass Education Department/Board of Secondary Education, Odisha.
- iv) A candidate if married must not have more than one spouse living. Provided that RDA may if so satisfied that, there are special reasons for doing so, exempt any person from operation of this Rule.
- v) He/she bears a good moral character and
- vi) He/she must be of good mental condition and bodily health and free from any physical defect likely to interfere with the discharge of his/her duties in the service.

### 3. Selection process:

- i) Selection of candidate will be made through open advertisement.
- ii) There shall be a Selection Committee as may be decided for the appointment of Planning Assistant and Amin.
- iii) Selection shall be based on career evaluation and objective type written test.
- iv) The Selection Committee shall prepare a list of selected candidates arranged in order of merit equal to the number of advertised vacancy on the basis of the marks secured in career evaluation and the written test taken together.

### 4. Tenure, Terms and conditions:

- i) The appointment shall be made for a period of \_\_ years on contractual basis. The period can be extended subject to satisfactory performance.
- ii) The appointment may be terminated at any time by the RDA for unsatisfactory performance on issue of notice of one month. Further, if any Planning Assistant/Amin desires to resign, he shall do so by giving one month written notice to RDA.



iii) The Planning Assistant/ Amin will furnish an undertaking at the time of joining with regard to the truth of information furnished by them.

5. Last date of submission of application:

The last date of submission of application is 29/09/18 Application duly filled in, in all respects shall reach Secretary, RDA by 29/09/2018 through Registered/Speed Post/Courier. Hand delivery and e-mail is not allowed. The written test examination will be held on 10/10/2018