

MP Rural Road Development Authority
(Govt. of MP, Panchayat & Rural Development Deptt.)
Block 2, 5th Floor Paryavas Bhavan, Arera Hills, Bhopal

No.13067 /22/D-12/E- 3-2 /2010,

Bhopal, dated 29/07/10

For contractual services

Applications are invited on prescribed form for One **Task Manager** on contract at MPRRDA Head Quarter, Bhopal. The consolidated remuneration will be Rs. 30000/- per month. Casual leave for 13 days, medical leave for 15 days is admissible, but perks/benefits such as HRA, CCA, Medical re-imburement are not admissible.

1. Educational and other qualification:

Bachelor Degree in Civil/ Mech/ IT Engineering from recognized university with two years full time MBA/PGDBM in Rural Development/ Rural Management/ Finance/ IT/ Operations from recognized institutions.

Desirable: Experience in Rural development work, skilled in Hindi & English both spoken & written, fair working with Comupter specially well conversant with MS office.

2. Age limit: Not exceeding 40 years as on 1.8.10

3. Duties of Responsibilities:

- a. Responsible for policy formulation in Rural roads, rural housing, habitate development.
- b. Monitoring, evaluation, guidance & control of the program in headquarter & in the field.
- c. Supervising the work of General Manager in the field.
- d. Co ordinate with other departments for necessary clearances for construction of road & allotment of land in Rural Housing Mission.
- e. Responsible for all IT application, the e-governance & m-governance modules.
- f. Reporting, analyzing & co ordinating with central government for release of fund for the scheme.
- g. Co ordinating with MFI's/ Financing institutions/ Banks for loans etc.

Period of Job: The period of contract will be one year only and it can be extended/ shortened, if required by the authority.

4. No TA/DA will be paid for appearing for interview. The selected candidate will have to sign an agreement with the authority.

5. How to apply and conditions:

- a. All applications must be addressed to 'The CEO, MP Rural Development Authority, Block 2, 5th Floor Paryavas Bhavan, Arera Hills, Bhopal – 462 013 and submitted in an envelop super scribed "Application for the post of Task Manager" by Registered Post.
- b. Call letters for interview shall be issued subsequently.
- c. The interview will be held at Bhopal.
- d. Incomplete application and applications received after the last date will be rejected.No interim correspondence will be entertained.
- e. The last date for receipt of application is **16.08.10**.

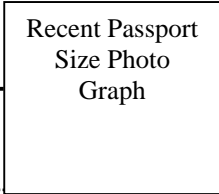
Merely fulfilling the minimum prescribed qualifications will not vest any right on a candidate being called for interview. Since it may not be possible to call all the candidates for interview, the applications will be shortlisted for the purpose. The decision of CEO, MPRRDA will be final. The Authority will not entertain any correspondence in this respect.

NOTE: Application form can be downloaded from the website of the Authority i.e. www.mprrda.com

General Manager (Admn)

PROFORMA

APPLICATION FOR THE POST OF -----



- 1. Name in full (in Block letters) : -----
- 2. Father's/Husband's Name : -----
- 3. Date of Birth : -----
- 4. Whether Gen/SC/ST/OBC : -----
- 5. Mailing Address (in Block letters) -----

- Cell/Phone no. -----

6. Professional Qualification :

S. No	Examination Passed	Year	Name of the Board/University	Subject	Percentage of marks

7. Experience :

S. No.	Name & full address of employer	Designation	Brief description & work	Pay	Period of employment	
					From	To

8. List of enclosures :

Declaration

I hereby declare that the information given by me is true to the best of my knowledge and belief my selection may be cancelled & suitable action can be taken if the information given by me is found false.

Date:

Place:.....

Signature of the candidate

Name of applicant: