

**STATE PROJECT MANAGEMENT UNIT
UTTARAKHAND SOCIAL AUDIT ACCOUNTABILITY AND
TRANSPARENCY AGENCY (USAATA)
Department of Rural Development
Uttarakhand Secretariat
Dehradun (Uttarakhand)-248001**

No. 01 /SAU/Estt./01/2016-17,

Dehradun : dated : 31.. August, 2016

ADVERTISEMENT

Application are invited for Deputation/Contractual engagement as Deputy Director, Assistant Director, Social Audit Coordinator, Admin & MIS Coordinator, Social Development Coordinator, Computer Programmer, Accountant etc. at SAATA, Uttarakhand, Dehradun. Details may be seen in website – www.ukrd.uk.gov.in/Recruitment/sau.

Last date of submission of application is 30.09.2016.


Director, USSATA

**UTTARAKHAND SOCIAL AUDIT ACCOUNTABILITY AND
TRANSPARENCY AGENCY (USAATA)**

Uttarakhand Secretariat
4 B Subhash Road, Dehradun-248001

No. 01 /SAU/Recrut./Estt./2016
Date: 31/08/2016

Uttarakhand Social Audit Accountability and Transparency Agency (USAATA) is an autonomous body promoted by Department of Rural Development, Government of Uttarakhand. The Society is endeavoring to build a self-motivated and committed team to steer social audit of MGNREGS and other schemes at Gram Panchayat level. It is committed to ensure social hygiene by eradicating poverty, promoting sustainable and productive employment and fostering social justice for all citizens.

The Society is aiming at building a multi-disciplined team that assists in developing implementation strategies for alleviating poverty; promoting democracy; and taking lead in development, management, monitoring and evaluation of programmes that affect the lives of millions of poor. All these have to be done through identifying critical rural development policy issues, supporting policy research and providing capacity and institution building support. For the purpose, Society is announcing vacancy of certain positions with details described below. Interested and Eligible persons are hereby invited to apply for suitable position/s.

ADVERTISEMENT

This USAATA, Dehradun invites applications for following positions:

S.No.	Post Name	No.	Source of Recruitment & Pay scale	Experience & Skills
1.	Deputy Director, Social Audit	01	Deputation 15600-39100 GP-6600	Persons from State Finance/Rural development Services working in the Pay scale of 15,600-39,100 Grade pay 6600 or on one scale below for more than 2 years. Proficient in computer applications particularly MS office.
2.	Assistant Director, Monitoring & Evaluation Or	01	Deputation 15600-39100 -5400 GP	Persons working in the Pay scale of 15,600-39,100 Grade pay 5400 more than 2 years. Proficiency in English Proficiency in computer applications particularly MS office is mandatory OR PG Social Science/Development

	Senior Specialist, Monitoring & Evaluation		Contractual 50000 (Negotiable)	Studies/Economics or relevant Field Person should have Min. 10 years Experience and out of which at least 3 years experience in Evaluation of Development Schemes
3.	Assistant Director, Social Development	01	Deputation 15600—39100 GP—5400	Person from State Finance/Rural development/Social welfare Services working in the Pay scale of 15,600-39,100 Grade pay 5400 for more than 2 years. Proficient in computer applications particularly MS office.
4.	Admin & MIS Coordinator	01	Contractual 40000 Negotiable)	Post Graduate and PG diploma in Administration/management or any other equivalent qualification/MBA HR and Graduate in IT/CS Proficient in computer applications particularly MS office. Work Experience - Minimum 5 years work experience in HR management, and MIS. Sound knowledge of documentation for HR management i.e. staff files, attendance register, staff leave records and other statutory requirements. Working Experience in Government Sector will be preferred
5.	Social Audit Coordinator	01	Contractual 40000 (Negotiable)	Persons with at least a Post graduate degree in Social studies/MSW and having Proficiency in computer applications particularly MS office. Work Experience -Person should have a Minimum 5 years experience in social audits/accountability related issued.
6.	Social Development Coordinator	01	Contractual 40000 (Negotiable)	Persons with at least a Post graduate in a social sciences discipline or MSW or MBA. Person should be a representative of civil society and should have significant experience in working on social development and right of the poor. Proficiency in computer applications particularly MS office. Work Experience -Person should have a Minimum 5 years with civil society organizations/government Institutions Experience with NGO/Social organization will be preferred
7.	Computer Programmer	01	Contractual 30000 (Negotiable)	Degree in Computer Science or MCA/ B.Tech or equivalent qualification Work Experience - Minimum 5 years experience in relevant field

				<p>Experience in developing MIS Software/ Websites etc</p> <p>Good Command on Side Scripting Technologies such as PHP/MySQL and also knowledge of Apache, MSSQL, ASP, JavaScript, CSS3 and HTML5. o GIS, Java, SPSS, Statistics and Operation Research Graphics - Photoshop, Coral Draw</p> <p>Experience of designing, developing and managing databases</p> <p>Knowledge of RDBMS and Data warehousing</p>
8.	Accountant	01	Deputation 9300-34800 GP-4200	Persons from State departments working in the Pay scale of 9300-34800 Grade pay 4200 or on one scale below for more than 2 years.

The candidates fulfilling the specified, qualifications and experiences only should submit their application. Only shortlisted candidates will be called for interview. The mobile phone number and the email id of the shortlisted candidates will be used for calling a interview. No TA/DA will be borne by the agency for appearing in interview. Relevant documents (academic, professional & experience) testifying the requirements should accompany the application.

A. Important Information

- Selected candidates will be engaged with Social Audit Society on contract basis.
- Social Audit Society reserves the right to increase or decrease the number of positions without any prior information. Social Audit Society may at its discretion cancel/modify/amend the process at any time.
- Candidates are advised to read the eligibility criteria carefully before applying for any Post.
- For all latest update about the recruitment and selection process, candidates must refer the above mentioned website. They are advised to keep visiting the website for updates regarding shortlisting of application, schedule of examination, information related to admit cards and other important information.
- All above positions are offered only to the citizen of India.

B. Selection Process:

- Only those applicants who meet the prescribe eligibility criteria for the position, will be shortlisted to appear in the selection process.
- The selection process will include personal interview.

Interested candidates shall submit their applications alongwith documents (academic & experience) addressed to the **Additional Secretary, Rural Development, Room no. 205, Vishwakarma Bhawan, Uttarakhand Secretariat, 4 B Subhash Road, Dehradun-248001** on or before **30th September, 2016.**

- ***Disclaimers: Mere eligibility doesn't guarantee a job. Social Audit Society reserves the right to shortlist most suitable candidates based on qualification and relevant work experience.***

Application Format

1. Name of post applied for :
2. Name of the candidate (In block letter):
3. Father's Name :
4. Mother's Name:
5. Sex :
6. Age with DoB:
7. Nationality:
8. Place of Birth : District
9. Language known:
10. Permanent address:
-
11. Present address :
-
12. Email id :
13. Mobile phone number:
14. Academic Qualification (Attach a copy of Relevant certificates):

Self attested
Recent Passport
size photo
4 X 3

Sl. No.	Examination	Board/ University/ Institution	Year	Division	Mark obtained	Percentage
1						
2						
3						
4						

15. Other qualification (Attach a copy of Relevant certificates):

Sl. No.	Title of Certificate/Diploma/Degree	Board/ University/ Institution	Year	Division/ Grade
1				
2				

3			
---	--	--	--

15. Experience if any (Attach a copy of Relevant certificates) :

Sl. No.	Organization	Post held	From	To	Duration	Type of work done
1						
2						
3						

Number of Enclosures -(in words)

Date :

Place :

Signature of the candidate