

Applications are invited for filling up the following Personnel on Contractual Basis as part of Programme Implementation Team of National Rural Employment Guarantee Act in A&N Islands

Designation	Place of Postings	Remuneration (Fixed)
Programme Officer (13)	South Andaman (5)	Rs. 15,000 p.m. + Rs. 2,000 in Nicobar District
	North & Middle Andaman (4)	
	Car Nicobar (4)	
Asstt. Engineer (12)	South Andaman (4)	Rs. 12,000 p.m. + Rs. 1,000 in Nicobar District
	North & Middle Andaman (4)	
	Car Nicobar (4)	
Data Entry Operator (13)	South Andaman (5)	Rs. 8000 p.m. + Rs. 1000 in Nicobar District.
	North & Middle Andaman (4)	
	Car Nicobar (4)	
Accountants (13)	South Andaman (5)	Rs. 9,000 p.m. + Rs. 1000 in Nicobar District
	North & Middle Andaman (4)	
	Car Nicobar (4)	
Gram Rozgar Sewak (96)	Gram Panchayat (67) Tribal areas (19)	Rs. 8,000 p.m. + Rs. 1000 in Nicobar District

Last date for receipt of Application : 25.02.08 by 05.00 pm.

Age : Not more than 40 years on the last date for receipt of application.

DOCUMENTS TO BE ENCLOSED WITH THE APPLICATION:

Marksheets and Certificate in support of Educational Qualification, e.g. XIIth Class, Degree, Post-graduation, Professional Qualification etc. (as the case may be).

Experience certificate (s) specifying **NATURE & PERIOD** of experience should be enclosed.

Application should be sent in a cover superscribed "**APPLICATION FOR THE POST OF**" and should be addressed to Respective **DEPUTY COMMISSIONER** of the concerned District.

GENERAL INFORMATION:

- i) While applying for the post, the applicant should ensure that he/she fulfils the eligibility and other norms and that the particulars furnished by him/her are correct in all respects.

IN CASE IT IS DETECTED AT ANY STAGE OF SELECTION THAT A CANDIDATE DOES NOT FULFIL THE ELIGIBILITY NORMS AND/OR THAT HE/SHE HAS FURNISHED ANY INCORRECT/FALSE INFORMATION OR HAS SUPPRESSED ANY MATERIAL FACT (S), HIS/HER CANDIDATURE WILL STAND CANCELLED. IF ANY OF THESE SHORTCOMINGS IS/ARE DETECTED EVEN AFTER SELECTION, HIS/HER SERVICES ARE LIABLE TO BE TERMINATED WITHOUT ASSIGNING ANY REASON THERE.

- ii) Interested candidates shall be ready to work in remote/hard areas as and when directed and also may have to travel to remote/hard areas as required.
- iii) No accommodation facility will be provided to the selected candidates. Leave rules will be as per the rules applicable for contract appointment.
- iv) **Application Format, Job responsibility & Educational Qualification in respect of the post which the interested candidate is applying for, may be downloaded from the A&N OFFICIAL Website i.e. www.and.nic.in**
- v) Incomplete/defective applications, applications without photograph of the candidates shall be summarily rejected.
- vi) This appointment will be purely on contractual basis for 11 months which is likely to be extended on mutual consent and this does not confer any right/privilege for regular appointment or continuity of service.
- vii) No individual call letters will be issued for appearing in the interview. However, candidates who meet the eligibility criteria are required to attend the interview on above mentioned date & time.
- viii) No TA/DA shall be payable for appearing in the interview. Interested candidates are required to make their travel arrangements at their own cost.
- ix) Candidates posted to southern group of Islands are entitled for Hard area allowance as per the contract.

INTERVIEW DETAILS:

Date	Details of Posts	Venue	Time
3 rd , 4 th , 5 th March 2008	For the post in the South Andaman District	Deputy Commissioner's Office, Port Blair	10.00 am – 5.00 pm
3 rd , 4 th , 5 th March 2008	For the post in the North & Middle Andaman District	Deputy Commissioner's Office, Mayabunder	10.00 am – 5.00 pm
3 rd , 4 th , 5 th March 2008	For the post in the Car Nicobar District	Deputy Commissioner's Office, Car Nicobar	10.00 am – 5.00 pm

APPLICATION FORM

Post Applied for		Attested Photograph				
1. Name of the Applicant:						
2. Father's Name :						
3. Date of Birth :		4. Sex				
5. District of Domicile :		6. Whether local or non-local:				
7. a) Present Contact Address :						
b) Permanent Contact Address						
8. Language spoken/written :						
9. Education : High school onwards, please list all your qualifications						
Degree	Institute/Board University	Year	Marks			Main subjects in the Graduation/Post Graduation
			Full marks	Marks secured	%	
Matriculation						
Plus two						
Degree (Graduation)						
Master's Degree (Post Graduation)						
Addl. qualifications if any						
10. Choice of posting within the District :						
11. Employment record :						
12. Details of employment (Use separate sheets if required): Starting with your present employment, list in reverse order all the employments you have had.						
13. A Current Employments						
From Month/year	To Month/year	Designation				

Location of employment :		
Description of your duties :		
13. B Previous Employments		
From Month/year	To Month/year	Designation
Location of employment :		
Description of your duties :		
Declaration		
<p>I hereby declare that all the information furnished above by me in the application are true, complete and correct to the best of my knowledge and belief. I do understand that in the event of any information found false or incorrect or ineligibility being detected before or after my selection, my candidature/appointment is liable to be cancelled/terminated.</p>		
List of enclosures:		
Place :		
Date :		
		(Signature of the applicant)

JOB RESPONSIBILITIES AND EDUCATIONAL QUALIFICATIONS

(A)

i) Name of the Post : Accountant

ii) Job Description :

The incumbent shall work under the direct supervision of concerned PROGRAMME OFFICER and will be providing support in respect of financial report preparation and be responsible for general accounting work at the BLOCK LEVEL. He/She shall also report to the District Programme Coordinator. The District Programme Coordinator will oversee the work of the District team and shall be responsible for:

- i) Preparing the financial reporting formats received from the Government of India from time to time as specified by the GOI.
- ii) Day to day accounting work of the Block Level Implementation of the programme.
- iii) Preparation of the Financial Management Reports or any other financial report for the Block by assisting the Programme Officer as specified by the GOI.
- iv) Furnishing the financial details as specified by GOI for any other financial reporting process.
- v) Assisting the Programme Officer in the preparation of FMR, Utilization Certificates, Statement of Expenditures (SOEs) under the programme.
- vi) Any other work as specified from State/District Programme Coordinator from time to time.

iii) Educational Qualification:

Essential Qualification:-

B.Com from a recognized University with computer knowledge.

Should have good knowledge of Office Applications such as MS Word, Excel, PowerPoint, Access and other database applications such as Oracle/RDBMS and also working knowledge in Tally.

Desirable qualifications:-

M.Com from a recognized university.
1 year working experience in the relevant field.

iv) No. of Posts : 13 (5 posts in the South Andaman District, 4 posts in the North & Middle Andaman district and 4 Posts in the Nicobar District)

v) Remuneration: Rs. 10,000 p.m (Fixed) for Nicobar District and 9,000 (Fixed) for other Districts

vi) Terms & Conditions:

1. The appointment is purely contractual & for a period of 11 months initially which is likely to be extended on mutual consent and this appointment is deemed to be terminated automatically if it is not specifically extended on mutual consent.
2. Emoluments of the respective Post(s) are fixed as per details given above and no other allowance/claim by whatsoever name including D.A. is permissible to any of the posts.
3. You shall be entitled to 2 ½ days of leave for every completed month of duty, which can be accumulated but not encashed and any other leave will be permissible.
4. Your place of joining shall be the respective Block HQ for which you have selected. Further posting can be anywhere in Andaman & Nicobar Islands as assigned to you by the SEGC.
5. Timings for the duties shall be according to your place of duty. Since you are discharging an important function your services may be required on certain days beyond office hours for which no additional incentive/compensation will be provided.
6. The staffs of block level will be under day to day Supervision of the Programme Officer. Concerned Supervisors at the place of your posting will send your performance report & Monthly Attendance Certificate to the District Programme Coordinator based on which your salary will be released.
7. The selection committee reserves the right to terminate the contract to the post without assigning any reason after giving a month's advance notice. Similarly, you shall have to give a Notice of one month before you may decide to resign from the post or deposit a month's salary in lieu of the same.
8. If it is discovered at a later stage that you have furnished wrong information or documents, based on which your selection has been made, the selection committee reserves the right to terminate your services forthwith besides taking recourse to other legal proceedings.

*****End of Document*****

(B)

i) Name of the Post : Data Entry Operator

ii) Job Description :

The incumbent shall work under the direct supervision of concerned PROGRAMME OFFICER and will be providing support in respect of report preparation and be responsible for general data entry work at the BLOCK LEVEL. S/he shall also report to the District Programme Coordinator. The District Programme Coordinator will oversee the work of the District team and shall be responsible for:

- i) Preparing the reporting formats received from the Government of India from time to time as specified by the GOI.
- ii) Day to day data entry work of progress in implementation of the programme at the Block Level.
- iii) Furnishing the details as specified by GOI for any other reporting process.
- iv) Assisting the Programme Officer in the preparation of MIS under NREGA
- v) Any other work as specified from State/District Programme Programme Coordinator from time to time.

iii) Educational Qualification:

Essential Qualification:-

1. XIIth pass
2. Diploma/certificate (6 months or more duration course) in computer application from a recognized Institute.
3. Should have good knowledge of Office Applications such as MS Word, Excel, PowerPoint, Access and other database applications such as Oracle/RDBMS.
4. Data entry speed of minimum 8000 key depressions.

iv) No. of Posts : 13 (5 posts in the South Andaman District, 4 posts in the North & Middle Andaman district and 4 Posts in the Nicobar District

v) Remuneration : Rs. 9,000 p.m (Fixed) for Nicobar district and 8,000 (Fixed) for other districts

vi) Terms & Conditions:

1. The appointment is purely contractual & for a period of 11 months initially which is likely to be extended on mutual consent and this appointment is deemed to be terminated automatically if it is not specifically extended on mutual consent.

2. Emoluments of the respective Post(s) are fixed as per details given above and no other allowance/claim by whatsoever name including D.A. is permissible to any of the posts.

3. You shall be entitled to 2 ½ days of leave for every completed month of duty, which can be accumulated but not encashed and any other leave will be permissible.

4. Your place of joining shall be the respective Block HQ for which who have selected. Further posting can be anywhere in Andaman & Nicobar Islands as assigned to you by the SEGC.

5. Timings for the duties shall be according to your place of duty. Since you are discharging an important function your services may be required on certain days beyond office hours for which no additional incentive/compensation will be provided.

6. The staffs of block level will be under day to day Supervision of the Programme Officer. Concerned Supervisors at the place of your posting will send your performance report & Monthly Attendance Certificate to the District Programme Coordinator based on which your salary will be released.

7. The DPC reserves the right to terminate the contract to the post without assigning any reason after giving a month's advance notice. Similarly, you shall have to give a Notice of one month before you may decide to resign from the post or deposit a month's salary in lieu of the same.

8. If it is discovered at a later stage that you have furnished wrong information or documents, based on which your selection has been made, the DPC reserves the right to terminate your services forthwith besides taking recourse to other legal proceedings.

*****End of Document*****

i) Name of the Post : PROGRAMME OFFICER

ii) Job Description :

The incumbent shall work under the direct supervision of concerned DISTRICT PROGRAMME COORDINATOR and will be playing a critical role in coordinating the implementation process at the block level and has the following responsibilities

General Administration

- Responsible for matching the demand for employment with the employment opportunities arising from projects in the area under his jurisdiction.
- Overall supervision and coordination of registration, issue of job cards and providing time bound employment in accordance with the provisions of the Act and the Scheme notified by the State.
- Maintain proper accounts of the resources received, released and utilized.
- Monitoring of projects taken up by the Grama Panchayaths and other implementing/executing agencies within his jurisdiction;
- Ensuring prompt and fair payment of wages to all labourers employed under the Scheme;
- Sanctioning and ensuring payment of unemployment allowance to the eligible households;
- Ensuring that regular social audits of all works within the jurisdiction of the Grama, Block, District Panchayath are carried out by the Grama Sabha and that prompt action is taken on the objections raised in the social audit; and
- Dealing promptly with all complaints that may arise in connection with the implementation of the Scheme within the Block;

Planning:

- Prepare a Plan for the Block under his jurisdiction by consolidating the project proposals prepared by the Gram Panchayats and the proposals received from Block Panchayat.
- Ensure compilation, analysis and presentation of relevant information in meaningful formats and assist the DPC in making informed decisions (MIS).
- Develop strategies/plans to improve the quality of services and present to the DPC for approval.
- Issue of Muster rolls for all REGS works.

Monitoring and Evaluation:

- Undertake regular monitoring of initiatives being implemented in the block and provide regular report and feedback to the DPC.
- Documenting the process, approach and outcomes of the programmes on regular basis.
- Undertake any such assignment, which may be given from time to time.
 - Providing technical support to the staffs at the Block Level in mapping of their service delivery outlets through developing a Geographical Information System (GIS).
 - Preparing monthly progress reports of the Block level implementation of the scheme both of physical & the financial progress as per defined formats from Gol.
 - Assisting the DPC in tracking both the administrative & financial progress on a regular basis.

(iii) Educational Qualification:

Essential qualification:

1. MBA/MSW/BE/B.Sc (Agriculture) from a recognized university
or
2. Degree in Economics/Mathematics/Statistics or any other equivalent degree from a recognized University.

Desirable Qualification:

1. Diploma in Rural Development from recognized Institute/University.
2. 2 years experience in the relevant field.
3. Knowledge in Computer Application

iv) No. of Posts : 13 (5 posts in the South Andaman District, 4 posts in the North & Middle Andaman District and 4 Posts in the Nicobar District

v) Remuneration: Rs. 17,000 p.m. for Nicobar District and Rs. 15,000 p.m for other Districts.

vi) Terms & Conditions:

1. The appointment is purely contractual & for a period of 11 months initially which is likely to be extended on mutual consent and this appointment is deemed to be terminated automatically if it is not specifically extended on mutual consent.

2. Emoluments of the respective Post(s) are fixed as per details given above and no other allowance/claim by whatsoever name including D.A. is permissible to any of the posts.

3. You shall be entitled to 2 ½ days of leave for every completed month of duty, which can be accumulated but not encashed and any other leave will be permissible.

4. Your place of joining shall be the respective Block HQ for which who have selected. Further posting can be anywhere in Andaman & Nicobar Islands as assigned to you by the SEGC.

5. Timings for the duties shall be according to your place of duty. Since you are discharging an important function your services may be required on certain days beyond office hours for which no additional incentive/compensation will be provided.

6. The staffs of block level will be under day to day Supervision of the Programme Officer. Concerned Supervisors at the place of your posting will send your performance report & Monthly Attendance Certificate to the District Programme Coordinator based on which your salary will be released.

7. The selection committee reserves the right to terminate the contract to the post without assigning any reason after giving a month's advance notice. Similarly, you shall have to give a Notice of one month before you may decide to resign from the post or deposit a month's salary in lieu of the same.

8. If it is discovered at a later stage that you have furnished wrong information or documents, based on which your selection has been made, the selection committee reserves the right to terminate your services forthwith besides taking recourse to other legal proceedings.

*****End of Document*****

i) Name of the Post : GRAM ROZGAR SEWAK

ii) Job Description :

The incumbent shall work under the direct supervision of concerned PROGRAMME OFFICER and will be providing support to Gram Panchayat in implementation of the scheme at the Panchayat Level. S/he shall also report to the District Programme Coordinator. He has the following responsibilities at the Panchayat level:

- Preparation and approval of Annual Plan, flowing from the District Perspective Plan.
- Preparation of prioritized list of works with likely cost/estimate.

- Preparation of calendar of programme for their own work.
- Identification and categorization of number and nature of employment opportunities.
- Matching of opportunities with those who demand for labour.
- Receipt of applications for registration.
- Identification and verification of Applications and registration of job seekers.
- Issue of Job Card.
- Intimation to applicant allotting dates of work and work site.
- Publication of list of works, calendar of programmes and list of job seekers etc.
- Supervision and monitoring
- Disbursement of wages
- Maintenance of Records/Muster roll/Household Job Card/ individual employment details etc.
- Payment of unemployment allowances

iii) Educational Qualification:

Essential Qualification:-

1. 12th pass
2. Diploma/certificate (6 months or more duration course) in computer application from a recognized Institute.

Desirable qualifications:-

At least 1 year experience in the relevant field
Graduate with computer knowledge.

iv) No. of Posts : 86 (67 for Gram Panchayat, 19 for Tribal area)

v) Remuneration : Rs. 9,000 p.m (Fixed) for Nicobar district and 8,000 (Fixed) for other districts

vi) Terms & Conditions:

1. The appointment is purely contractual & for a period of 11 months initially which is likely to be extended on mutual consent and this appointment is deemed to be terminated automatically if it is not specifically extended on mutual consent.

2. Emoluments of the respective Post(s) are fixed as per details given above and no other allowance/claim by whatsoever name including D.A. is permissible to any of the posts.

3. You shall be entitled to 2 ½ days of leave for every completed month of duty, which can be accumulated but not encashed and any other leave will be permissible.

4. Your place of joining shall be the respective Block HQ for which who have selected. Further posting can be anywhere in Andaman & Nicobar Islands as assigned to you by the SEGC.

5. Timings for the duties shall be according to your place of duty. Since you are discharging an important function your services may be required on certain days beyond office hours for which no additional incentive/compensation will be provided.

6. The staffs of block level will be under day to day Supervision of the Programme Officer. Concerned Supervisors at the place of your posting will send your performance report & Monthly Attendance Certificate to the District Programme Coordinator based on which your salary will be released.

7. The selection committee reserves the right to terminate the contract to the post without assigning any reason after giving a month's advance notice. Similarly, you shall have to give a Notice of one month before you may decide to resign from the post or deposit a month's salary in lieu of the same.

8. If it is discovered at a later stage that you have furnished wrong information or documents, based on which your selection has been made, the selection committee reserves the right to terminate your services forthwith besides taking recourse to other legal proceedings.

Name of the Post : Assistant Engineer

i) Job Description :

The incumbent shall work under the direct supervision of concerned Programme Officer or District Programme Coordinator under whom he is posted. He will be providing Technical support and shall be responsible for:

- i). Preparation of Estimates for the works taken up under NREGA.
- ii). Execution and supervision of NREGA works at site.
- iii). Record of entry of measurements of work in Measurement Book and its submission to the authorities as required.
- iv). Maintenance of records at site.
- v). According technical sanction as per the powers delegated to an Assistant Engineer in APWD.
- vi). Any other works as assigned by the PO/DPC.

ii) Educational Qualification :

Essential qualification :

Diploma in Engineering from a recognized Institute.

Desirable qualification :

1. Degree in Engineering.
2. One year working experience in the relevant field.

iii) No. of posts

12 (4 posts in the South Andaman District, 4 in North & Middle Andaman District and 4 in Nicobar District)

iv) Remuneration

Rs. 13,000 per month in Nicobar District

Rs. 12,000 per month in other Districts.

v) Terms & Conditions

1. The appointment is purely contractual & for a period of 11 months initially which is likely to be extended on mutual consent and this appointment is deemed to be terminated automatically if it is not specifically extended on mutual consent.
2. Emoluments of the respective Post(s) are fixed as per details given above and no other allowance/claim by whatsoever name including D.A. is permissible to any of the posts.

3. You shall be entitled to 2 ½ days of leave for every completed month of duty, which can be accumulated but not encashed and any other leave will be permissible.
4. Your place of joining shall be the respective Block HQ for which who have selected. Further posting can be anywhere in Andaman & Nicobar Islands as assigned to you by the SEGC.
5. Timings for the duties shall be according to your place of duty. Since you are discharging an important function your services may be required on certain days beyond office hours for which no additional incentive/compensation will be provided.
6. The staffs of block level will be under day to day Supervision of the Programme Officer. Concerned Supervisors at the place of your posting will send your performance report & Monthly Attendance Certificate to the District Programme Coordinator based on which your salary will be released.
7. The selection committee reserves the right to terminate the contract to the post without assigning any reason after giving a month's advance notice. Similarly, you shall have to give a Notice of one month before you may decide to resign from the post or deposit a month's salary in lieu of the same.
8. If it is discovered at a later stage that you have furnished wrong information or documents, based on which your selection has been made, the selection committee reserves the right to terminate your services forthwith besides taking recourse to other legal proceedings.

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IDENTIFICATION OF KEY PERSONNEL FOR NREGA

Sl.No.	Name of the post	No. of persons to be appointed	Remuneration	Educational Qualification	Age
(1)	(2)	(3)	(4)	(5)	(6)
	2. Assistant Engineer	9 Nos (One for each Block)	Rs.12,000 p.m. plus Rs.1000 in Nicobar District	<u>Essential</u> 1. Diploma in Engineering <u>Desirable</u> 1. Degree in Engineering 2. One year experience in the relevant field.	Not more than 40 years on the last day of receipt of application
	3. Accountant	9 Nos (One for each Block)	Rs.9000 p.m. plus Rs.1000 in Nicobar District	<u>Essential</u> 1.B.com from a recognized university with computer knowledge. <u>Desirable</u> 1.M.com from a recognized university. 2.One year working experience in the relevant field.	Not more than 40 years on the last day of receipt of application
	4. Data Entry Operator	9 Nos (One for each Block)	Rs.8000 p.m. plus Rs.1000 in Nicobar District	<u>Essential</u> 1.XIth pass 2.Diploma /certificate in computer application from a recognized institute.	Not more than 40 years on the last day of receipt of application

3. **District/State
Level**

1. Programme Officer
2. Engineer
3. Accountant
4. Data Entry Operator

4 Nos
3 Nos.
4 Nos.
4 Nos.

3. Data entry speed of minimum 8000 key depressions.

4. Knowledge of office application.

Not more than 40 years on the last day of receipt of application

(Sashikala Viswanathan)
Joint Secretary (RD/LSG)