

Walk in interview for appointment of **GRAM ROZGAR SEWAK** under National Rural Employment Guarantee Scheme in North & Middle Andaman District

Designation	Place	No. of Post	Remuneration (Fixed)
Gram Rozgar Sewak	North & Middle Andaman District (Any where in the District)	01	8,000/-

1. Name of the Post: GRAM ROZGAR SEWAK

2. 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. He/She shall also report to the District Programme Coordinator. He/She 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.

3. Educational Qualification

Essential Qualification:

- i. XII Pass
- ii. Diploma /Certificate (6months or more duration course) in computer application from a recognized institute.

Desirable:

- i. Graduate with the computer knowledge.
- ii. One year experience in the relevant line.

Age Limit: Not more than 40 years.

4. DOCUMENTS TO BE PRODUCED AT THE TIME OF INTERVIEW:

1. Original mark sheets and certificate in support of Education, e.g. XII Class, Degree, Diploma, Post graduation, Professional Qualification etc. (as in case may be.)
2. Original experience certificate(s) specifying NATURE & PERIOD of experience.
3. Attested copies of all relevant documents are to be submitted alongwith a Bio-data at NREGA District Head Quarter, Mayabunder before appearing for the interview. (attested photograph to be attached on the Bio-data)

5. GENERAL INFORMATION:

- (i) For attending the interview for the post, the applicant should ensure that he/she fulfills 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 PERSON 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 ENGAGEMENT ARE LIABLE TO BE TERMINATED WITHOUT ASSIGNING ANY REASON THEREOF:

- (ii) Interested persons 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 at their own cost.
- (iii) No accommodation facility will be provided to the selected persons. Leave rules will be as per the rules applicable for the contract appointment.
- (iv) Engagement of Gram Rozgar Sewak is purely contract based for the period of 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.
- (v) No TA/DA shall be payable for appearing in the interview.

6. INTERVIEW DETAILS:

The walk in interview will be held on 25th September, 2009 from 10:30 am in the chamber of Deputy Commissioner of North & Middle Andaman District.