

EMPLOYMENT NOTICE

Applications are invited for the post of Assistant Project Officer (one) and Statistical Investigator (one) on contract basis as part of programme implementation team of District Rural Development Agency (DRDA) in South Andaman as detailed below:

Designation	Remuneration
Assistant Project Officer (One)	Rs.15,500/- per month
Statistical Investigator (One)	Rs.15,500/-per month

Last date for receipt of application is 25.02.2009.

Age : Not more than 33 years for Male and 38 years for Female on the last date for receipt of application.

EDUCATIONAL QUALIFICATION FOR ASSISTANT PROJECT OFFICER

Essential: Degree from recognized University with minimum experience of one year in implementation of Rural Development Programmes/Activities

Desirable : Diploma in Rural Development

EDUCATIONAL QUALIFICATION FOR STATISTICAL INVESTIGATOR

Essential: B.Com/B.A/B.Sc or equivalent with Statistics from recognized University with minimum experience of 03 years as Statistical Assistant.

DOCUMENTS TO BE ENCLOSED WITH THE APPLICATION

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

Experience certificate (s) specifying **NATURE & PERIOD** of experience should be enclosed. Separate application are to be sent in a cover superscribed "**Application for the post of Assistant Project Officer/ Statistical Investigator** and should be addressed to **THE PROJECT DIRECTOR, DRDA (SOUTH ANDAMAN)**.

GENERAL INFORMATION:

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

ii) 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 THEREOF.

iii) 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 also.

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 the date and time which will be published through News Paper and AIR.

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.

11. Details of employment (Use separate sheets if required):
Starting with your present employment, list in reverse order all the employments you have had.

12. A Current Employments

From Month/year	To Month/year	Designation

Location of Employment:

Description of your duties:

12. B) Previous Employment

From Month/year	To Month/year	Designation

Location of Employment:

Description of your duties:

Declaration

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.

List of enclosures:

Place :

Date :

(Signature of the applicant)

I) RESPONSIBILITIES OF ASSISTANT PROJECT OFFICER

- 1) To assist the Project Director in his duties and shall be under the direct supervision of Project Director.
- 2) To manage and control the following Schemes being implemented by DRDA.
 - (i) DRDA Administration, (ii) SGSY, (iii) IAY, (iv) PMGY (GA) (v) IEC etc.
- 3) To make all necessary correspondence with various agencies in connection with the implementation/ Monitoring/Supervision of the scheme entrusted.
- 4) Responsible for the management/supervision of the Section entrusted.
- 5) Inspection in the field about the implementation of the Schemes.
- 6) Collection of all kinds of Statistical data/information of the schemes/works being executed by the DRDA.
- 7) Compiling reports as per the data/information received and making consolidated reports for the perusal of the concerned authority.

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II) RESPONSIBILITIES OF STATISTICAL INVESTIGATOR

- 1) To assist the Project Director in his duties and shall be under the direct supervision of Project Director.
- 2) Collection of all kinds of Statistical data/information of the schemes/works being executed by the DRDA.
- 3) Making all correspondence/devising necessary formats and tables for the purpose of collecting Statistical information/data of DRDA.
- 4) Compiling reports as per the data/information received and making consolidated reports for the perusal of the concerned authority.
- 5) Monitoring of the Schemes/Projects/Works of the DRDA and related correspondence to the Ministry of Rural Development and to the A&N Administration as well.

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