

Applications are invited for the following posts on purely contractual basis under Mahatma Gandhi NREGA, North & Middle Andaman District.

Designation	No. of Post	Remuneration (Fixed)	Age	Education Qualifications
ASSISTANT ENGINEER	02	₹ 12,000/-	Not Above 40 years	Essential Qualification: Diploma in Civil Engineering Desirable: a) Degree in Civil Engineering. b) One Year Diploma in Computer Application. c) One year experience in the relevant line
DATA ENTRY OPERATOR	01	₹ 8,000/-	Not Above 40 years	Essential Qualification: a) XII Pass b) Diploma /Certificate in computer application from recognized institute. Desirable:: a) Graduation in any stream from a recognized college/university. b) One year working experience in the relevant field

1. Name of the Post: ASSISTANT ENGINEER

Job Description:

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

- Preparation of Estimates for the works taken up under MGNREGA
- Execution and supervision of MGNREGA works at site.
- Record of entry measurements of works in Measurement Book and its submission to the authorities as required.
- Maintenance of records at site.
- According technical sanction as per powers delegated to an Assistant Engineer in APWD.
- Any other works as assigned by the Programmer Officer/ District Programme Coordinator.

2. Name of the Post: DATA ENTRY OPERATOR

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/HEADQUARTER. He/She shall also report to the District Programme Coordinator. He/ She shall be responsible for:

- Preparing the reporting formats received from the Government of India from time to time as specified by the GOI.

- Day to day data entry work of progress in implementation of the programme at the Block Level.
- Furnishing the details as specified by GOI for any other reporting process.
- Assisting the Programme Officer in the preparation of MIS under MGNREGA.
- Any other work as specified from State/District Programme Coordinator from time to time.

Document to be enclosed with the application form:

- a. Mark sheets and Certificate in support of Educational Qualification, employment Registration card, local certificate, computer certificate etc.
- b. Experience certificate(s) specifying NATURE & PERIOD of experience should be enclosed.
- c. The envelop containing the application should be superscribed as “**APPLICATION FOR THE POST OF**” and should be addressed to The District Programme Coordinator, MGNREGA, (Deputy Commissioner) North & Middle Andaman District.
- d. One recent photograph duly attested by a gazetted officer.

GENERAL INFORMATION:

- (i) While applying, 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 respect.

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 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 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 above posts are purely contractual basis 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) The candidates applying for the post of Data Entry Operator will have to undergo a trade test and the qualified candidate only will be called for the interview.
- (vi) No TA/DA shall be payable for appearing in the interview.
- (vii) No individual call letters will be issued for appearing in the interview. The interview dates will be published in the “The Daily Telegrams” and uploaded in the A&N Administration’s website / www.and.nic.in.

Last date of receipt of application: 18/05/2011.

Application Form

<i>Post Applied for</i>		<i>Attested Photograph</i>				
1. Name of the Applicant:						
2. Father's Name :						
3. Date of Birth:		4. Sex:				
5. Domicile :		6. Whether local or non-local:				
1. a) Present Contact Address : (alongwith telephone/mobile no.) 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 Subject in the Graduation /Post Graduation
			Full Marks	Marks Secured	%	
Matriculation						
Plus Two						
Degree (Graduation)						
Master's Degree (Post Graduation)						
Addl. Qualification, if any						
10. Employment record :						

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:		
<u>Declaration</u>		
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 :		
<i>(Signature of the applicant)</i>		

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Addl. DPC, MGNREGA
lgk;d vk;qDr ¼ek;kcanj½
Assistant Commissioner

