

Applications are invited for the post of DATA ENTRY OPERATOR purely on contract basis under Mahatma Gandhi National Rural Employment Guarantee Scheme in North & Middle Andaman District.

Designation	No. of Post	Remuneration (Consolidated)	Age	Education Qualifications
DATA ENTRY OPERATOR	01	Rs. 11,000/- Per Month	Not above 40years as on 21/02/2014	Essential Qualification: a) XIIth Pass. b) Diploma/Certificate in computer application from a recognized institute. c) Data Entry speed of minimum 8000 key depressions. d) Knowledge of office application.

1. 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 HEADQUARTER/BLOCK LEVEL. 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 Dist. Headquarter/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.

2. DOCUMENTS TO BE PRODUCED AT THE TIME OF SUBMISSION OF APPLICATION:

- a. Self attested copies of mark sheets and certificate in support of Educational Qualification, Employment Card, Local certificate, Computer Certificate etc.,.
- b. One recent photograph self- attested.
- c. The envelope containing the application should be superscripted as "APPLICATION FOR THE POST OF DATA ENTRY OPERATOR" and should be addressed to the Addl. District Programme Coordinator, MGNREGA, (Assistant Director, Admn.), DC Office, North & Middle Andaman District, Mayabunder and send the same on or before 21/02/2014 (5.00 PM).

3. GENERAL INFORMATION:

- (i) While applying, 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 APPLICANT DOES NOT FULFILL THE ELIGIBILITY NORMS AND/OR THAT HE/SHE HAS FURNISHED ANY INCORRECT/FALSE INFORMATION OR HAS SUPPRESSED ANY MATERIAL FACTS(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.

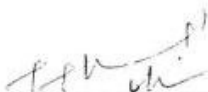
- (ii) Interested candidates shall be ready to work in remote/hard areas as and when directed and also may have to travel to remote/hard areas as required at their own cost.
- (iii) No accommodation facility will be provided to the selected persons.
- (iv) Leave rules He/She shall be entitled to 2 ½ days of leave for every completed month of duty, which can be accumulated but not encashed. Maternity Leave will be granted for 12 consecutive weeks during the contract period with full pay. A certificate from a duly qualified physician indicating estimated time of confinement of fitness to work must be submitted to avail this leave.
- (v) Engagement of Data Entry Operator is purely on 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.
- (vi) 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.
- (vii) No TA/DA shall be payable for appearing in the trade test as well as interview.

- 4.** No individual call letters will be issued for appearing in the trade test and interview.

5. TRADE TEST & INTERVIEW DETAILS:

Trade Test for the post of Data Entry Operator will be held on 26th February, 2014 at **MGNREGA Headquarter, DC Office, N&M Andaman, Mayabunder**. All candidates are requested to reach the said place by 09:00 am on 26/02/2014 positively. The date of interview for the selected candidates will be declared later through Official Website of A&N Administration i.e. www.and.nic.in as well as through Daily Telegram. For any other information they may also contact the MGNREGA Headquarter Unit through Phone No.273017.

- 6. Last Date of receipt of application: 21.02.2014**


Additional DPC, MGNREGA
N & M Andaman

APPLICATION FORM

Post Applied for		<i>Self 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:				
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 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 Registration No. :						
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)