



उपायुक्त का कार्यालय
OFFICE OF THE DEPUTY COMMISSIONER
उत्तर तथा मध्य अण्डामान जिला
NORTH & MIDDLE ANDAMAN DISTRICT
मायाबन्दर / MAYABUNDER

Phone No.262999, Fax No. 262997

File No.21-3/(DC(N&MA)/DRDA/SBM(G)/2087

Dated/ दिनांक 13th June, 2017

To,

The Editor,
The Daily Telegrams,
Directorate of Information, Publicity & Tourism,
Port Blair.

Sub: Publication of Advertisement – reg.

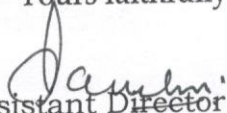
Sir,

Kindly arrange to publish the enclosed advertisement in the 'The Daily Telegrams' on 15/06/2017 positively.

The pre-receipt bill in duplicate may please be furnished to this office for making earlier payment.

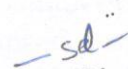
Yours faithfully

Encl: A/A


Assistant Director (Admn.)
DC's Office, N&MA
Mayabunder

Copy to:-

1. PA to the Deputy Commissioner, N&MA, for kind information of DC please.
2. The Officer-in-charge, Information and Publicity, Directorate of IP&T, Port Blair for information.
3. The State Informatics Officer, NIC unit, Secretariat Complex, Port Blair for putting the letter in the Administration's website.
4. The Manager, Govt. Press, Port Blair along with a copy of advertisement for information and necessary action please.


Assistant Director (Admn.)
DC's Office, N&MA
Mayabunder

Applications are invited for the post of DATA ENTRY OPERATOR purely on contract basis under Swachh Bharat Mission - Gramin (SBM-G) in N&M Andaman District.

SNo.	Designation	No. of Post	Remuneration (Consolidated)	Age	Education Qualifications
1	Data entry operator	01	Rs. 12,000/- Per Month	Not above 40 years as on 02/07/2017	Essential: a) XII th Pass. b) Diploma/Certificate in computer application with data entry speed of minimum 35 w.p.m. Desirable: c) 01 year experience in relevant field.

I. Job Description of Data Entry Operator:-

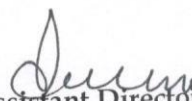
SNo.	Name of the Post	Job Description
1.	Data Entry Operator	He / She is responsible for: i) Data Entry of SBM (G) Data. ii) Preparing the reporting formats of Data. iii) Compiling the details/data received from the Districts/Blocks/GPs. iv) Any other works as assigned by the superior from time to time.

II. The Details of selection criteria are as under:

SNo.	Name of the post	Method of Selection	Subject
1	Data Entry Operator	Skill Test	1. Data Entry Speed of minimum 35 w.p.m 2. Office application.

III. General information for all candidates:

1. The appointment will be purely on contract basis, initially for a period of 11 months and may be extended based on performance and requirement.
2. Possessing of prescribed qualification does not entitle any candidate for selection.
3. The last date for submission of application i.e., 01/07/2017 up to 05:00 PM. The application received after the due date shall not be entertained/ considered.
4. Skill test pertaining to knowledge of office application (MS office/MS excel) will carry maximum 40 marks and data entry speed test in computer with a minimum speed of 35 w.p.m will carry maximum 60 marks.
5. The trade/skill test for the selection of the said post will conducted on 02/07/2017 (Sunday), the 2nd of July, 2017 from 10:00 AM onwards at NIC, Lucknow, Mayabunder (Ground floor of Tehsil Office, Lucknow, Mayabunder). All the candidates applied for the said post are requested to reach the examination centre at least half an hour before the commencement of the test.
6. The application form for the post of Data Entry Operator under SBM (G) may be downloaded from the A&N Administration's website i.e., www.andaman.gov.in.


 Assistant Director (Admn.)
 DC's Office, N & M Andaman

APPLICATION FORM

Post Applied for		<i>Self Attested Photograph</i>
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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)