



परियोजना निदेशक कार्यालय जिला ग्रामीण विकास अभिकरण  
उत्तर तथा मध्य अण्डमान जिला ए मायाबन्दर  
**OFFICE OF THE PROJECT DIRECTOR, DRDA**  
**NORTH & MIDDLE ANDAMAN DISTRICT, MAYABUNDER**  
Telephone/Fax No: 03192-273011 email: drdanma@gmail.com

D	District
R	Rural
D	Development
A	Agency


F.No. 1-19/DRDA/N&MA/2009/303

Mayabunder, dated the 2<sup>nd</sup> March, 2017

**Terms & Conditions and other required details for the post of Accounts Clerk purely on contract in the DRDA, N&MA**

1.	Nature of Vacancy	
(a)	Designation of the post (s) to be filled	<b>Accounts Clerk</b>
(b)	Description of duties	Accounts works pertaining to Centrally Sponsored Schemes under DRDA Office, N&MA
(c)	<b>Qualification required</b>	
(i)	Essential	B.Com or equivalent from recognized Collage/Institutions
(ii)	Essential	Diploma in Computer Application
(iii)	Essential	Minimum two years experience for preparing voucher, preparing of Cheques & maintaining of Cash Books in respect of Centrally Sponsored Schemes of Govt. of India.
(d)	Age limits, if any	18 to 33 for gents. 18 to 37 for women
(e)	Whether women are eligible	Yes
2.	Number of posts to be filled duration - wise	
(a)	Permanent	-
(b)	Temporary	01
(c)	Likely to be continued beyond one year	Initially for a period of 11 months with the possibility of extension.
3.	Pay and allowance (Consolidated)	₹ 13,000/- Per Month
4.	Place of work (Name of the town/village and district in which it is situated)	Mayabunder, North & Middle Andaman
5.	Probable date by which the vacancy will be filled	01.04.2017
(a)	Date & time of Trade Test	Not applicable. Merit will be considered based on essential qualifications and interview.
(b)	Place & time of Interview	30.03.2017 at 11.00 AM in the Chamber of CEO, Z/P, N&MA
(c)	Name, Designation, address and telephone No. (if any of the officer to whom applicants should report)	Project Director, DRDA, N&MA, Mayabunder Telephone No.03192-273011

The eligible candidates only may apply for the above mentioned post on contract basis in a plain paper addressed to the Project Director, DRDA, N&MA along with the self attested copies of Education qualification (Mark Sheet & Pass Certificate) and experience certificate etc. on or before 29.03.2017 at 5.00 PM and bring their original testimonials for verification & preparing list of candidates two hours before the commencement of interview as per venue & time specified above. No application will be considered for above Interview after 5.00 PM on 29.03.2017

  
Project Director  
DRDA, North & Middle Andaman  
Mayabunder