



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/2009/305

Mayabunder, dated the 21st March, 2017

**Terms & Conditions and other required details for filling up the post of
DATA Entry Operator purely on contract in the DRDA, N&MA**

1.	Nature of Vacancy	
(a)	Designation of the post (s) to be filled	Data Entry Operator
(b)	Description of duties	
(c)	Qualification required	
(i)	Essential	12 th Pass or equivalent from recognized board and should be able to type 25 words per minutes in Hindi or 30 words per minutes in English
(ii)	Essential	Diploma in Computer Application
(iii)	Experience (Desirable)	Minimum One year experience in D.E.O works
(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	03
(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)	₹ 12,000/- Per Month
4.	Place of work (Name of the town/village and district in which it is situated)	BDO, Mayabunder BDO, Rangat BDO, Diglipur
5.	Probable date by which the vacancy will be filled	01.04.2017
(a)	Date & time of Trade Test	30.03.2017 at 10.30 AM at NIC, Tehsil Office, Lucknow, Mayabunder
(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 the trade test date & time specified above. No application will be considered for above Trade Test/Interview after 5.00 PM on 29.03.2017


Project Director
DRDA, North & Middle Andaman
Mayabunder