

PRESS NOTE

Applications are invited for the post of Ombudsman under Mahatma Gandhi NREGA, North & Middle Andaman District to enforce a system for redressal of grievances and disposal of complaints pertaining to implementation of the MGNREG scheme in the District.

1. **Name of the post:** Ombudsman
2. **No of Post:** 01 (One)
3. **Eligibility/Criteria**
 - a. The candidate should have at least twenty years of experience in public administration, law, academics, social work or management.
 - b. Age limit: below 65 years.
4. **Terms and Conditions**
 - i. No person who is a member of a political party shall be considered for appointment as Ombudsman.
 - ii. The persons selected as Ombudsman must be physically active and capable of conducting field tours, inspections and visits to remote rural locations in the district.
 - iii. The Ombudsman shall be appointed for a tenure of 2 years extendable by one year based on performance appraisal or till the incumbent attains the age of 65 years, whichever is earlier.
 - iv. On unsatisfactory performance, the Ombudsman may be removed by the State Government on the recommendation of the Selection Committee.
5. **Remuneration**

Subject to any notification by the State Government/A&N Administration, the Ombudsman shall be allowed compensation of Rs. 1000/- per sitting with maximum upper limit of Rs. 20,000/- per month. Further, TA/DA at rates admissible to class-I officers of the State Government shall be allowed.
6. **Location of Office:** The office of MGNREGS Ombudsman shall be located at the District Programme Coordinator's office in District Headquarter, N&MA.
7. **Last Date of Receipt of application:** 22/05/2017 till 1700 hrs in the Office of the District Programme Coordinator, MGNREGA (DC, N&MA), Mayabunder.
8. **Job description:**
 1. To be responsible for the conduct of business in his office.
 2. To maintain confidentiality of any information or document coming into his knowledge or possession in the course of discharging his duties and not disclose such information or document to any person except with the consent of the person furnishing such information or document; provided that nothing in this clause shall prevent the ombudsman from disclosing information or documents furnished by a party in a complaint to the other party or parties, to the extent considered by him to be reasonably required to comply with the principles of natural and fair play in the proceedings.
 3. To send a monthly report to the Chief Secretary and Secretary, State Nodal Department recommending appropriate action. The report shall specially highlight cases where action needs to be taken against erring MGNREGA functionaries for their failure to redress the grievance. The report will be accompanied with primary evidence needed to initiate action against the delinquent persons.

4. To furnish a report every year containing a general review of activities of the office of the Ombudsman during the preceding financial year to the Chief Secretary and the Secretary, State Nodal Department along with such other information as may be considered necessary by him. In the annual report, the Ombudsman, on the basis of grievances handled by him, will review the quality of the working of the MGNREGA authorities and make recommendations to improve implementation of MGNREGA.
5. To compile a list of awards passed by it between April and March of each financial year in respect of every MGNREGA Authority complained against and report it to the Chief Secretary of the State and the State Nodal Department/Directorate of RD, PRIs & ULBs.
6. To receive complaints from MGNREGA workers and facilitate their disposal in accordance with law. In other words on receipt of the complaint, the Ombudsman may refer the complaint to the appropriate MGNREGA authority(s) for disposal of the same within 7 days. In the event of failure of the MGNREGA authority to dispose, the complaint the matter may be taken up by the ombudsman for disposal.
7. The Ombudsman shall cause a notice of the receipt of any complaint alongwith a copy of the complaint to be sent to the MGNREGA authority complaint against.
8. All cases not involving complicated questions of fact or law shall be disposed within 15 days. Other cases may be disposed within 45 days.
9. The summary report of cases disposed by Ombudsman to be reported to the State Employment Guarantee Council/ Secretary, State Nodal Department of MGNREGA, A&N Islands.

The candidate(s)/applicant(s) may submit their application in the prescribed format **(Annexure- A)** along with all relevant documents at MGNREGA, Dist. Headquarter, N&MA addressing to the Joint District Programme Coordinator, MGNREGA. An attested passport size colour photograph to be affixed on the application/resume.



संयुक्त जि.कार्य.स.,मनरेगा/Joint DPC, MGNREGA
(Assistant Director, Admn., DC's Office)

उत्तर एवं मध्य अंडमान जिला/North & Middle Andaman

Affix Self
Attested
Photograph

Sno.	Particulars/Details	Information
1.	Personal Information	
1.1	Name:	
1.2	Age (as on 05/05/2017) (attach supportive document):	
1.3	Address for Correspondance with contact no.	
1.4	Permanent address (attach proof of residence):	
1.5	Are you medically (physcially & mentally) fit to conduct field visits? (attach a medical fitness certificate)	
1.6	Whether member of a political party? (aatach a personal affidavit certified by a notary public):	
1.7	Whether convicted/chargesheeted in a criminal case? (attach a personal declaration sertified by a notary public):	
1.8	Do you have responsibility of implementing MGNREGA in any capacity?	
2	Professional Information	
2.1	Highest educational qualification (attached copy of certificates attested by a gazetted officer):	
2.2	Total No. of years of work experience (attahced copy of certificates attested by a gazetted officer):	
2.3	Field of experience:	
2.4	Last post/position held, if any:	
2.5	Member of any Society/ professional body, if any (give details):	
3	Declaration:	
	It is certified that above information furnished by me are correct. I have gone through the advertisement and the "instructions on Ombudsman" issued by the office of DPC, MGNREGA, N&MA as per the instructions of MoRD, Govt. of India and understand that this is a part time work and all functions are to be carried out within the purview and confines of the MGNREG Act, Rules and Schemes frames there under and operational guidelines issued by Govt. of India from time to time.	
	Place:	Signature of the applicant
	Date:	Name of the applicant