



**No.3-24/RD/MGNREGA /Transfer & Posting/  
ANDAMAN AND NICOBAR ADMINISTRATION  
Directorate of RD, PRIs and Urban Local Bodies  
(Nodal Department of MGNREGA)  
Port Blair**

**Applications are invited for the post of Data Entry Operator on purely contractual basis under Mahatma Gandhi NREGA at Directorate of RD, PRIs & ULBs.**

| <b>Designation</b>         | <b>No. of Post</b> | <b>Remuneration (Fixed)</b> | <b>Age</b>                | <b>Education Qualifications</b>                                                                                                                                                                  |
|----------------------------|--------------------|-----------------------------|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>DATA ENTRY OPERATOR</b> | <b>01</b>          | <b>11,000/- per month</b>   | <b>Not Above 40 years</b> | <b><u>Essential Qualification:</u></b><br>a XII Pass<br>b Certificate/ Diploma/ Degree in computer application from recognized institute.<br>c One year working experience in the relevant field |

**Job Description:**

He/ She shall be responsible for:

- Preparing the reporting formats received from the Government of India/ from the Districts.
- Compiling the details/data received from DPCs and furnishing the same to the supervisory authority.
- Uploading the details on the websites.

- Coordinate with all three Districts and NIC Port Blair in the preparation of MIS under MGNREGA and to tackle problems in uploading data on MIS at all levels of implementation of scheme.
- Any other work as specified by the superiors from time to time.

**Administrative Control:**

- He/She shall report to the Director (RD, PRIs & ULBs).
- He/She shall work under the direct supervision of PROGRAMME OFFICER (State Level) and be providing support in respect of report preparation and responsible for general data entry work at the STATE LEVEL.

**The terms and conditions for the appointment of the Data Entry Operator (DEO) are as follows:**

1. The engagement is purely on contract basis for a period of 11 months from the date mentioned in the order and will be reviewed every three month based on the performance.
2. He/She shall strictly follow the office timing. Absence without sanction of leave of any kind during working days shall be treated as an unauthorized absence from duty and payment on pro-rata basis shall be deducted from the consolidated amount.
3. The emoluments of the monthly salary is Rs.11,000/- (Consolidated) which is payable at the end of each completed month of engagement.
4. No other allowances/claim by whatsoever including DP/DA is permissible.
5. No change in the place of posting is allowed during the contract period whatever the reason may be.
6. No extension or renewal of your appointment beyond this duration.
7. Any extension or renewal of the appointment beyond the period of completion of the contract appointment will be subject to a review on the

performance and contribution of the work and an agreement on terms that must be mutually agreed upon.

8. The appointment is deemed to be terminated automatically, if it is not specifically extended on mutual consent.
9. Engagement on contract basis shall not confer any right for claiming regular engagement/appointment in any capacity in this office or any other office/department in A & N Administration.
10. She shall be entitled to 2 ½ days of leave for every completed month of duty, which can be accumulated but not encashed.
11. Maternity Leave will be granted for 12 consecutive weeks during the contract period with full pay (Consolidated). A certificate from a duly qualified physician indicating estimated time of confinement of fitness to work must be submitted to avail this leave.
12. Duties & responsibilities:-
  - Preparing the reporting formats received from the Government of India from time to time as specified by the GOI.
  - Uploading the details regarding MGNREGA on the concerned websites, as and when asked by the GOI.
  - Compiling the details/data received from DPCs and furnishing the same as specified by GOI for any other reporting process.
  - Coordinate with all three Districts and NIC Port Blair in the preparation of MIS under MGNREGA and to tackle problems in uploading data on MIS at all levels of implementation of scheme.
  - Any other work as specified by the superiors from time to time.
13. Confidentiality of the records should be maintained and should not disclose any information without the approval of the competent authority.
14. She shall maintain proper discipline and decorum in the office.
15. Termination conditions are as follows:-

- I. Director (RD)(being Head of the Nodal Department of MGNREGA), Port Blair, reserves the right to terminate the engagement of contract without assigning any reason thereof after serving one months notice or by paying one month salary without serving any notice or reason. Similarly, the incumbent shall have to give a Notice of one month before he/she may decide to resign from the post or deposit a month's salary in lieu of the same.
- II. Services can also be terminated in case of following condition:
  - i) Breach of obligation under the confidentially clause.
  - ii) Failure to observe the terms of this agreement or the legitimate directions or orders for performing duties as assigned to you by the Director (RD).
  - iii) Obstructing the performance of the functions of the MGNREGA.
  - iv) Causing damage to the prestige or reputation of the functions under MGNREGA.
  - v) Depending on the unsatisfactory performance.

**GENERAL INFORMATION:**

- i Engagement of above posts are purely on contractual basis for a 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.
- ii The emoluments of the respective post is fixed as given above and no other allowances/claims by whatsoever name including DA is permissible to him/her.
- iii 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.
- iv Since the engagement is for discharging an important function, his/her service may be required on certain days beyond office hours for which no additional incentive/ remuneration/ compensation will be paid.
- v Director (RD/Panchayat) (being Head of the State Nodal Department of MGNREGA), Port Blair, reserves the right to terminate his/her

contractual service without assigning any reason thereof after serving one month's advance notice, or by paying one month's salary without serving any notice or reason.

- vi No accommodation facility will be provided to the selected persons.
- vii No TA/DA shall be payable for appearing in the interview.
- viii While applying, the applicant should ensure that he/she fulfils the eligibility and other norms and that the particulars furnished by him/her are correct in all respect.

**NOTE:** In case it is detected at any stage of selection that a person does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of these shortcomings is/are detected even after selection, his/her engagement is liable to be terminated without assigning any reason thereof.

- ix All aspirant candidates for the aforesaid posts should register their particulars of the Application through online at <http://erecruitment.andaman.gov.in> from 10.10.2018 onwards.
- (x) The eligible candidates will have to undergo a **trade test** to be conducted in the NIC Port Blair. The list of eligible candidates will be displayed on the Notice Board of the Directorate of RD, PRIs & ULBs and on website of this Directorate <http://www.and.nic.in/archives/rdpri/> on **15/10/2018** for their trade test.
- (xi) The date for the trade test will be declared along with the display of list of eligible candidate for trade test.
- (xii) The top 5 shortlisted candidates based on the merit list of the trade test will be called for personal interview. The Merit list of trade test will be displayed on the Notice Board of the Directorate and advertise on website of Directorate within a day after the conduct of the trade test.
- (xiii) The date and venue for personal interview will be informed to shortlisted candidates in person.
- (xiv) No separate call letters or press release will be issued in this regard.
- (xv) Last date of receipt of online application is **12.10.2018 till 5.00 PM.**

**(xvi)** No separate call letters will be issued in this regard and for any other information the candidates may contact the RD Section of this Directorate.

**(xvii)** The selected candidates are requested to bring their original Mark Sheets and certificate in support of Educational Qualification, Employment Registration Card, Local Certificate, Computer certificate etc for verification during the personal interview.

**Last date of receipt of application: 12/10/2018.**

**Assistant Director (RD)  
Directorate of RD, PRIs & ULBs  
Phone No: 03192-242417  
(NREGA Cell)**

## Application Form

| <i>Post Applied for the Post of .....</i><br><br><b>(Last date of receipt of application : 12/10/2018)</b>                                                                                       |                                   |             |                                | <i>Attested<br/>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 :<br>(alongwith telephone/mobile no.)<br><br>b) Permanent Contact Address:                                                                                         |                                   |             |                                |                                |   |
| 8. Language spoken/written :                                                                                                                                                                     |                                   |             |                                |                                |   |
| 9. Education :                                                                                                                                                                                   |                                   |             |                                |                                |   |
| Degree/Diploma                                                                                                                                                                                   | Institute/<br>Board<br>University | Year        | Marks                          |                                |   |
|                                                                                                                                                                                                  |                                   |             | Full<br>Marks                  | Marks<br>Secured               | % |
|                                                                                                                                                                                                  |                                   |             |                                |                                |   |
|                                                                                                                                                                                                  |                                   |             |                                |                                |   |
|                                                                                                                                                                                                  |                                   |             |                                |                                |   |
|                                                                                                                                                                                                  |                                   |             |                                |                                |   |
|                                                                                                                                                                                                  |                                   |             |                                |                                |   |
| 10. Employment record :<br>Details of employment (Use separate sheets if required):<br><br>Starting with your present employment, list in reverse order all the<br><br>Employments you have had. |                                   |             |                                |                                |   |
| 10. A) Current Employments                                                                                                                                                                       |                                   |             |                                |                                |   |
| From<br>Month/year                                                                                                                                                                               | To<br>Month/year                  | Designation |                                |                                |   |

|                             |  |  |
|-----------------------------|--|--|
|                             |  |  |
| Location of Employment:     |  |  |
| Description of your duties: |  |  |

|                             |                  |             |
|-----------------------------|------------------|-------------|
| 10. B) Previous Employment  |                  |             |
| From<br>Month/year          | To<br>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)***