

Society for Promotion of Vocational & Technical Education [SOVTECH] Pahargaon,
Port Blair

Vacancy Notice

A written examination for 01 No. of post of DRM purely on daily rated basis for a period of 06 months in SOVTECH is scheduled to be held on 28/07/2018 at 10.30 am in SOVTECH, DBRAIT Campus, Port Blair.

The essential educational qualification for the above post is as under:

SN	Name of the Post	No. of Post	Essential Qualification	Daily wages
1	Daily Rated Mazdoor (DRM Skilled - B)	01 No.	Essential qualification: 1) 12 th Std Pass 2) 1 year diploma in Computer Application. Desirable: 1 year experience in any govt./PSU or any other organisation in the field of data entry/office related works.	Rs. 579.00 per day as per minimum wages Notification No. F.No. 16/1/MW/2013-14LC&DET dt. 22/09/2017.

The details of Roles & Responsibilities of above mentioned post can be obtained from A & N website www.andaman.gov.in.

The interested candidates are advised to bring all the original testimonials alongwith their biodata and passport size photo on 28/07/2018 on or before 09.00 am in the O/o SOVTECH, DBRAIT Campus, Port Blair.


Executive Officer
SOVTECH

Roles & Responsibilities of DRM (Skilled – B):

- Dairy & dispatch
- Making copies and preparing files.
- External movement of files/paper correspondence to various departments.
- Assisting establishment works in preparation of salary, records keeping, making arrangement for seminars, training etc.
- Assisting Network Engineer in sites to carrying tools, instruments and equipments etc.
- Visiting banks for depositing and withdrawing.
- Attending phone calls.
- Office attendant.
- Watch & ward duties during day time etc.