

**OFFICE OF THE DISTRICT PROGRAMME COORDINATOR (DEPUTY COMMISSIONER), MGNREGA , NORTH & MIDDLE ANDAMAN, MAYABUNDER**

**VACANCY NOTICE**

Application are invited for the post of Gram Rozgar Sewaks purely on contract basis under Mahatma Gandhi National Rural Employment Guarantee Scheme in North & Middle Andaman District.

Name of the Post	No. of Post	Remuneration (Consolidated)	Age	Education Qualifications and other criteria.
Gram Rozgar Sewak	02	Rs. 11,000/-	Not above 40 years as on 31/01/2018	<b>I.Essential Qualification:</b> a. XIIth Pass. b.Diploma/Certificate in computer application from recognized institute. <b>II.Desirable:-</b> a. Graduate with computer knowledge. b. One year experience in the relevant field.

**I. JOB DESCRIPTION OF GRAM ROZGAR SEWAKs:**

The incumbent shall work under the direct supervision of concerned PROGRAMME OFFICER and will be providing support to Gram Panchayat in implementation of the scheme at the Panchayat Level. He/She shall also report to the District Programme Coordinator and perform the following duties at the Panchayat level:

1. Preparation and approval of Annual Development Plan, flowing from the District Perspective Plan.
2. Preparation of prioritized list of works with likely cost/estimate.
3. Preparation of calendar of programme for their own works.
4. Identification and categorization of number and nature of employment opportunities.
5. Matching of opportunities with those who demand for labour.
6. Receipt of applications for registration.
7. Identification and verification of Applications and registration of job seekers.
8. Issue of Job Cards.
9. Intimation to applicants allotting dates of work and work site.
10. Publication of list of works, calendar of programmes and list of job seekers etc.
11. Supervision and monitoring.
12. Disbursement of wages.

13. Maintenance of Records/Muster roll/Household Job Card/individual employment details etc.
14. Payment of unemployment allowances.

**II. The details of selection criteria are as under:**

Method of selection	Description of selection by merit
Percentage of Marks XII <sup>th</sup> , DCA/Certificate Course in Computer and Graduation post Graduation.	<p>a) Total allocation of marks for XII<sup>th</sup> Pass (Essential Qualification) is: 80 Marks. The percentage marks shall be computed as % of marks obtained in XII<sup>th</sup> x Total allocated for XII<sup>th</sup> ÷ 100.</p> <p>b) Total allocation of marks for DCA/Certificate/PGDCA course in computer (Essential Qualification) is: 15 Marks.</p> <p>c) Total allocation of marks for Graduation/Post Graduation (additional qualification): 05</p> <p>d) In the case of same/equivalent merit of two or more candidates, preference will be given to the candidate with higher qualification/age.</p>

**III. How to Apply:-**

The interested eligible local candidates may submit their filled in application form as per the prescribed proforma alongwith self attested copies of the certificates and other testimonials in support of Educational Qualification, Experience, Proof of Age and Employment Exchange registration number.

The duly filled in applicant may be addressed/submitted to the Joint District Programme Coordinator, MGNREGA (Assistant Director-Admn), office of the District Programme Coordinator (Deputy Commissioner) N&MA District, Mayabunder-744204.

The application will be accepted on all working days from 08:30 AM to 05:00 PM from date of publication of this notice till 31.01.2018. Incomplete applications or applications received after due date by any means will not be entertained, and summarily be rejected.

**IV. General information for all candidates:**

1. The appointment will be purely on contract basis, initially for a period of 11 months and may be extended based on performance and requirement.
2. **The selection of the candidates for the above mentioned posts will be made purely on merit basis as per the above mentioned criteria of selection.**
3. The application format can be downloaded from the A & N website: <http://www.andaman.gov.in>.

4. The **last date for submission of application is 31/01/2018 up to 05.00 PM.** The application received after the due dates shall not be entertained/considered.
5. The merit list of the shortlisted candidates for the above mentioned posts will be posted on the the A & N website: <http://www.andaman.gov.in> **within a week from the closure date of submission of applications.**
6. Candidates are required to produce all original documents in support of their educational qualification, experience, age proof etc., only at the time of Appointment.
7. The merit list of 25 candidates for the post of Gram Rozgar Sewaks will be kept and appointed as per requirement/vacancy.**The merit list will be valid for 01 year from the date of preparation and publication of the merit list.**
8. **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 are liable to be terminated without assigning any reason thereof:**
9. **Any clarification regarding the above mentioned recruitment can be obtained over telephone No.03192-273017.**

संयुक्त जि.कार्य.स.,मनरेगा/Joint DPC,  
MGNREGA  
(Assistant Director,Admn., DC's  
Office)  
उत्तर एवं मध्य अंडमान जिला/North & Middle Andaman

<b>Post Applied for</b>	<i>Self-attested 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 :						
b) Permanent Contact Address:						
8. Language spoken/written :						
9. Education : High school onwards, please list all your qualifications						
Certificate/ Diploma/ Degree	Institute/ Board University	Year of passing	Marks			Main Subject in the Diploma/ Degree
			Full Marks	Marks Secured	%	
Matriculation						
Plus Two						
Diploma						
Degree (Graduation)						
Addl. Qualification, if any						
10. Employment record :						
11. Details of employment (Use separate sheets if required): Starting with your present employment, list in reverse order all the Employments you have had.						

12. A Current Employments :		
From month/year	To month/year	Designation
Location of Employment :		
Description of duties :		
12. B) Previous Employment :		
From month/year	To month/year	Designation
Location of Employment :		
Description of duties :		
<b><u>Declaration</u></b>		
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 :		
<b><i>(Signature of the applicant)</i></b>		