Applications are invited for the post of Cluster Coordinator for CD Blocks Littie Andaman, Ferrargunj, Rangat & Mayabunder purely on contractual basis under DAY-NRLM.

### JOB DESCRIPTION

**Cluster Coordinator:**
- He/ She shall be responsible for:
  - i) Undertake field visits proactively
  - ii) Work in close coordination with BMM to implement planned activities in the cluster/Sub Block.
  - iii) Identify and facilitate the progress of organizing and inclusion of women, vulnerable communities and strengthening them into functional Community Level Institution.
  - iv) Facilitate activities relating to livelihoods planning, micro-credit meetings, micro credit plan development, CIF utilization among communities.
  - v) Liaison for Service delivery of government entitlement and social safety nets schemes in the cluster.
  - vi) Enhance assess to entitlements and schemes to community level institutions through convergence.
  - vii) Ensure clean data entered into the MIS at BMMU level in a timely manner.
  - viii) Submit MPR’s, QPR’s and other relevant reports.
  - ix) Liaison with PRI institution, line departments and non-governments organization.
  - x) Take up any other task as allocated by competent authority at BMMU.

### ADMINISTRATIVE CONTROL:

The **Cluster Coordinator** shall report to the Block Mission Manager i.e. Block Development Officer and work under his/her directions.

### 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 posts are fixed as given above.

(iii) Leave rules:
- Leave can be availed only on accrual of leave @ 2.5 days/working month. SMD may sanction advance leave.
- No more than 15 days of leave can be carried forward to next year.
- Leave is not encashable but can be surrendered in lieu of notice period.
• Any leave availed without the permission/approval/ ratification of the Reporting Officer (SMD) is treated as absence.

(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)(being State Mission Director, ANIRLM), A&N Administration, 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 may decide to resign from the post or deposit a month’s salary in lieu of the same.

(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 fulfil 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.

HOW TO APPLY:

1. The candidates are requested to apply for the post manually in the application format attached with the Vacancy Notice

2. The vacancy for the Post of Cluster Coordinator has to be filled from the Community/Block concerned. Hence, the candidates may carefully apply for the interested Block and should be resident of the concerned block.

3. Documents to be enclosed with the application form:


   b. Experience certificate(s) specifying NATURE & PERIOD of experience should be enclosed.

   c. The envelope containing the application should be superscribed as “APPLICATION FOR THE POST OF ........................................” and should be addressed to The State Mission Director, DAY-NRLM Directorate of RD, PRIs & ULBs, VIP Road, Zilla Niwas Complex, Port Blair -744101.

4. The candidates applied for the said posts shall be shortlisted on merit-basis and call top 05 candidates against each vacancy for personal interview for selection of suitable candidate for the said post.

5. The merit list will be prepared on the basis of the weight-age/marks fixed as below:

<table>
<thead>
<tr>
<th>Name of the post</th>
<th>Essential Qualification</th>
<th>Desirable Qualification</th>
<th>Knowledge of Computer</th>
<th>Interview</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cluster Coordinator (CC)</td>
<td>Graduate or +2</td>
<td>≤ 1 year experience in Social</td>
<td>≤ 1 year computer course</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Weightage for +2 – 20 Marks</td>
<td>Weightage-20 Marks</td>
<td>Weightage-10 Marks</td>
<td>Weightage-20 Marks</td>
</tr>
<tr>
<td></td>
<td>Weightage for graduation 30 Marks</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6. The candidates shall himself/herself do the self marking of Essential & Desirable qualifications and of computer knowledge as per following method and fill it in the online application form:

- Essential qualification: Marks obtained x Weightage mark
  Maximum Mark

- Desirable qualification (Experience):
  For CC: Experience of Number of Months x Weightage mark
The maximum marks for experience shall be 20. Marks for experience of more than desirable months of experience shall be 20 only.

- Knowledge of computer:
  \[ \text{Duration of computer course (Number of Months)} \times \text{Weightage mark} \]
  \[ 12 \]

The maximum marks for computer knowledge shall be 20. Marks for computer course of more than desirable months shall be 20 only.

7. No accommodation facility will be provided to the selected persons.

8. No TA/DA shall be payable for appearing in the interview.

9. 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 fulfil 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.

10. Last date of receipt of online application is **25.03.2019** till 5.00 PM.

11. After Scrutiny of the applications, the list of eligible candidates will be displayed on the Notice Board of the Directorate of RD, PRIs & ULBs on **01.04.2019**.

12. 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.

13. **The Date & Venue for personal interview for said posts will be informed later.**

14. 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.

Assistant Director (RD)
Directorate of RD, PRIs & ULBs
Phone No: 03192-242739
**Application Form**

Application for the Post of **CLUSTER COORDINATOR** under DAY-NRLM

*(Last date of receipt of application: ........................................)*

| Attested Photograph |

1. **Name of the Applicant:**

2. **Father’s Name:**

3. **Date of Birth:**

4. **Age:**

5. **Gender:**

6. **Marital Status**

   - [ ] Married
   - [ ] Unmarried

7. **Domicile:**

8. a) **Permanent Contact Address:**

   b) **Present Contact Address:**

   (along with telephone/mobile no./email ID)

9. **District:**

10. **State:**

11. **Language spoken/written:**

12. **Education (Essential Qualification):**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of Qualification</th>
<th>Institute/Board University</th>
<th>Year</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Full Marks</td>
</tr>
<tr>
<td>1</td>
<td>12 Class (+2)</td>
<td></td>
<td></td>
<td>20</td>
</tr>
<tr>
<td>2</td>
<td>Graduation</td>
<td></td>
<td></td>
<td>30</td>
</tr>
</tbody>
</table>

   Total of Marks Calculated (Max. Marks 50)

13. **Computer Knowledge:**

| Name of Computer Course | Duration (In Months) | Calculated Marks (Weightage Marks 20) |
13. **Employment record (Desirable Qualification):**

Details of employment (Use separate sheets if required):

Starting with your present employment, list in reverse order all the Employments you have had.

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Name of employer</th>
<th>Post</th>
<th>Nature of Duty</th>
<th>Duration (In Months)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

Total Months of Experience

Marks Calculated (Weightage Marks 20)

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**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)**

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**Note:**

The candidates shall himself/herself do the self marking of Essential & Desirable qualifications and of computer knowledge as per following method and fill it in the online application form:

- **Essential qualification:**
  
  Marks obtained \( \times \) Weightage mark
  
  Maximum Mark

- **Desirable qualification (Experience):**

  **For CC:**
  
  Experience of Number of Months \( \times \) Weightage mark
  
  12

  The maximum marks for experience shall be 20. Marks for experience of more than desirable months of experience shall be 20 only.

- **Knowledge of computer:**

  Duration of computer course (Number of Months) \( \times \) Weightage mark
  
  12

  The maximum marks for computer knowledge shall be 20. Marks for computer course of more than desirable months shall be 20 only.