

Andaman & Nicobar Administration
ANDAMAN ADIM JANJATI VIKAS SAMITI
Secretariat Complex, Port Blair

F. No: No: 12-6/AAJVS/TWO/2020/797

Dated the 23.01.2020

VACANCY NOTICE

The Andaman Adim Janjati Vikas Samiti, Secretariat Complex, Port Blair proposes to engage qualified persons for the following posts purely on contract basis for a period of one year.

| | | |
|----|---------------------------|---|
| 01 | Name of the post | Tribal Welfare Officer |
| 02 | No. of posts | 02 (Two) |
| 03 | Consolidated remuneration | Rs.41,400/- per month |
| 04 | Place of engagement | Anywhere in the A&N islands |
| 05 | Age limit | 18-33 years for male 18 to 35 for female |
| 06 | Essential qualifications | 1) Bachelor's degree in Anthropology / Social Work / Sociology from any recognized university and 2) 02 (two) years work experience in Tribal Welfare / Tribal research work |

Interested eligible candidates may download the application format from the website www.andaman.gov.in and submit the application as per the format provided in Annexure-I alongwith self-attested copies of educational qualification in a sealed envelope to the Executive Secretary, AAJVS, Secretariat Complex, Port Blair, Pin-744101 on or before 13th March 2020 by 1630 hrs. Applications received after the closing date or received incomplete in any respect are liable to be summarily rejected. The Andaman Adim Janjati Vikas Samiti shall not be responsible for any delay on the part of Postal Department for delivery of application even if posted before the last date. No representation against such rejection will be entertained.

Executive Secretary
AAJVS

ANNEXURE-I

Application for engagement of Tribal Welfare Officer in the Andaman Adim Janjati Vikas Samiti

| SN | PARTICULARS | DETAILS |
|----|--|---------|
| 01 | Name and address (in Block letters) | |
| 02 | Date of Birth (DD/MM/YY) (in Christian era) | |
| 03 | Age as on the closing date of receipt of the application | |
| 04 | Educational qualifications a) Essential qualification b) Work Experience | |
| 05 | Any other information including additional qualification attained, project / research works and achievement. | |
| 06 | Whether Educational and other qualifications required for the post are satisfied (if any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same qualification) | |
| 07 | Address for communication with email id and contact number | |
| 08 | Please state clearly whether in the light of details provided above by you, you meet the requirements to the posts | |

DECLARATION

I hereby undertake and declare that the information given above by me is true and correct. I agree to the terms and conditions for engagement as Tribal Welfare Officer in the Andaman AdimJanjatiVikasSamiti.

Place:

Date :

Signature of the candidate

Name:

Address with Mobile No.

Andaman & Nicobar Administration
ANDAMAN ADIM JANJATI VIKAS SAMITI
Secretariat Complex, Port Blair

F. No: No: 12-6/AAJVS/TWO/2020/798

Dated the 23.01.2020

Sub: **Engagement of 02 (Two) Tribal Welfare Officer purely on contract basis in the Andaman Adim Janjati Vikas Samiti**

1) The Andaman Adim Janjati Vikas Samiti, Secretariat Complex, Port Blair proposes to engage qualified persons for the post of Tribal Welfare Officer purely on contract basis for a period of one year for welfare and administrative work of the Particularly Vulnerable Tribal Groups. The period may be extended further based on the satisfactory performance of the selected candidates and requirement of AAJVS. However, performance of the Tribal Welfare Officers will be reviewed depending upon his / her performance / need of the AAJVS

2) Essential educational qualification for the Tribal Welfare Officer

- a) Possessing Bachelor's degree in Anthropology / Social Work / Sociology from any recognized university; and
 - b) 02 (two) year's work experience in Tribal Welfare / Tribal research works
- 3) **Age limit:** 18 to 33 years in the case of male candidates and 18-35 years in the case of female candidates on the closing date of the application as per the advertisement / vacancy notice
- 4) The general terms and condition of engagement are as under:-

- a) **Remuneration:**-Consolidated salary of Rs. 41,400/- (Rupees forty one thousand four hundred only) per month.
- b) **Period of engagement:**- The contract shall be for a period of one year w.e.f. from the date of signing of the agreement
- c) **Headquarters:**-Liable to serve in any part of A & N Islands.
- d) **Travelling allowance / Daily allowance:** TA / DA shall be allowed as per rule.
- e) **Allowances:** No other allowances such as House Rent Allowance, Transport Allowance, CGHS /medical re-imburement, Children educational allowance etc is admissible.

- f) **Leave:** Once appointed, he / she shall be eligible for two and half days leave per month during the period of the agreement. Un-availed leave during the contract period shall not be carried forward. The AAJVS shall be at liberty to terminate the contract in case of absence for more than 15 days beyond the sanctioned leave in a calendar year.
- g) No other benefits will be admissible
- h) The AAJVS reserves the right to terminate the services of Tribal Welfare Officer without prior notice, if the performance is not found to be satisfactory
- i) The Tribal Welfare Officer having accepted the offer of engagement would be subject to the provisions of the Official Secrets Act, 1923, not only during the contract period, but thereafter also.
- j) Any breach of contract executed by the Tribal Welfare Officer with the Andaman Adim Janjati Vikas Samiti shall be considered as a sufficient ground for termination of the engagement made under the contract and may further debar him / her from future engagement in AAJVS/ A & N Administration.
- k) Their services shall be governed by the orders issued by the competent authorities of AAJVS from time to time.
- l) The Duties and responsibilities of Tribal Welfare Officer shall be :-
 - i. Report to concerned Local Nodal Officer, Assistant Commissioner / Tehsildar, being the head of the island concern
 - ii. Execution of all welfare schemes formulated for the Tribes
 - iii. Daily field visit
 - iv. Submission of monthly progress report
 - v. Document all events in the settlement and submit to AAJVS
 - vi. Facilitating medical checkup of tribe
 - vii. Preservation of the culture of tribes
 - ix) Collection of vital data on Particularly Vulnerable Tribal Groups.
 - x) Duties assigned by the functionaries of AAJVS from time to time for the welfare programmes of tribes and a multipurpose worker as and when required and asked by AAJVS.

- 5) **Selection procedure:-** The engagement shall be purely on contract basis. Applications in response to this advertisement shall be shortlisted on the basis of qualification of applicants. The Tribal Welfare Officer shall be selected from shortlisted candidates by the Selection Committee constituted for this purpose.

- 6) Interested eligible candidates may submit the application form as per the format provided in Annexure-I alongwith self-attested copies of educational qualifications in a sealed envelope to the **Executive Secretary, AAJVS, Secretariat Complex, Port Blair, Pin-744101** on or before 28th February 2020 by 1630 hrs. Applications received after the closing date or received incomplete in any respect are liable to be summarily rejected. The Andaman AdimJanjatiVikasSamiti shall not be responsible for any delay on the part of Postal Department for delivery of application even if posted before the last date. No representation against such rejection will be entertained.

Executive Secretary
AAJVS
(Ph: 03192-232247)

