Applications are invited for the post of Mission Managers, Mission Executive, Young Professional, Sr. Assistant (MIS) at State level for ANIRLM purely on contractual basis under DDU-GKY at Directorate of RD, PRIs & ULBs.

<table>
<thead>
<tr>
<th>Designation</th>
<th>No. of Post</th>
<th>Remuneration (Fixed)</th>
<th>Age</th>
<th>Eligibility condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mission Manager (Mobilization, Counselling &amp; Job Fairs)</td>
<td>01</td>
<td>Rs.46,000.00 per month alongwith Annual Increment @ 5%/annum will be provided on the basis of Performance Management System. All Allowances and Benefits as approved by the Ministry shall also be provided</td>
<td>Not above 55 years</td>
<td>Essential Qualifications:- 1. Post-Graduation-MBA/PGDM/Rural Management/Social Work/Development Studies/Human Resource Management OR PG Diploma in above disciplines. 2. 05+Years post qualification relevant experience. Knowledge in computer application.</td>
</tr>
<tr>
<td>Mission Manager (PIAs Coordination &amp; Development, Alumni, Migration support, placement, retention tracking &amp; carrier progression tracking)</td>
<td>01</td>
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<td>Not above 55 years</td>
<td>Essential Qualifications: 1. Post-Graduation MBA/PGDM/Rural Management/Social Work/Development Studies/Human Resource Management OR PG Diploma in above disciplines. 2. 05+Years post qualification relevant experience. Knowledge in computer application.</td>
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<tr>
<td>Mission Executive (Finance &amp; Proposal Examination)</td>
<td>01</td>
<td>Rs.37,500.00 per month alongwith Annual Increment @ 5%/annum will be provided on the basis of Performance Management System. All Allowances and Benefits as approved by the Ministry shall also be provided</td>
<td>Not above 55 years</td>
<td>Essential Qualifications: 1. M.Com/ MBA (Finance)/CA(Inter)/CS (Inter) from recognized University with Computer Knowledge 2. 03+Years relevant post qualification work experience in the field of Accounting and Finance and Knowledge of Tally</td>
</tr>
<tr>
<td>Young Professional</td>
<td>01</td>
<td>Rs.32,500.00 per month alongwith Annual Increment @ 5%/annum will be provided on the basis of Performance Management System. All Allowances and Benefits as approved by the Ministry shall also be provided</td>
<td>Not above 30 years</td>
<td>Essential Qualifications: 1. Post-Graduate (Degree or diploma) in Rural Management/ Business Management/ Social Work/ Forestry/ Agriculture, Engineering/ Marketing, finance, HR, Law. 2. 0-2 Years relevant post qualification work experience in the field of Accounting and Finance and Knowledge of Tally</td>
</tr>
<tr>
<td>Sr. Assistant (MIS)</td>
<td>01</td>
<td>Rs. 20,000.00 per month alongwith Annual Increment @ 5%/annum will be provided on the basis of Performance Management System. All Allowances and Benefits as approved by the Ministry shall also be provided</td>
<td>Not above 55 years</td>
<td>Essential Qualifications: 1. Graduate, proficiency in data entry &amp; Computer MS-Office work from recognized University 2. 3+ Years post qualification experience</td>
</tr>
</tbody>
</table>

**JOB DESCRIPTION**

1. **Mission Manager (Mobilization, Counseling & Job Fairs)**

   He/ She shall be responsible for:

   i) Undertaking field visits proactively to various Districts, Blocks & Gram Panchayats/Tribal areas.
   
   ii) Developing effective mobilization and counseling strategies for project beneficiaries i.e the rural youths and also to support them in identifying the viable trades in which skill training and placement is to be provided to them.
   
   iii) Registration of interested eligible rural youths (as per the guidelines) in Kaushal Panji of the DDU-GKY’s website and also to monitor and maintain the database.
   
   iv) Coordination with Project Implementing Agencies (PIAs) in counseling and selection of candidates
   
   v) Preparing formats (both qualitative and quantitative for monthly, half yearly and yearly reports
   
   vi) Undertaking key activities to facilitate student placement through Job Fairs at relevant Gram Panchayat/Block/ District/State level and building industry partnerships.
   
   vii) Representing at different forums and liaison with Project Implementing agencies (PIAs), different line departments (as the condition) and NMMU to explore the scope of identifying and selection of rural youths and also the various trades to be trained by the PIAs.
   
   viii) Any other task assigned by reporting officer
2. **Mission Manager (PIAs Coordination & Development, Alumni, Migration support, placement, retention tracking & carrier progression tracking):**

   He/ She shall be responsible for:

   i) Support and coordinate with PIAs and resolving PIAs issues.
   ii) Preparing PIAs report (both qualitative and quantitative for monthly, half yearly and yearly reports)
   iii) Identify classy and define possible and new PIA engagement with DDU-GKY programme.
   iv) Manage, monitor, plan and organize meetings/knowledge sharing activities, learning outcomes
   v) Assess learning and training quality, methodology, curriculum of PIAs as per the standards and skill assessment frameworks.
   vi) Build a knowledge base of learning and results.
   vii) Assess learning pedagogy and provide inputs on the improvements.
   viii) Support to State team in terms of standards, curriculum for TVET, certifications, assessments, performance etc.
   ix) Monitor the operation of the Migration Support Center
   x) Facilitate the overseas placements
   xi) Any other task assigned by reporting officer.

3. **Mission Executive (Finance & Proposal Examination):**

   He/ She shall be responsible for:

   i) Responsible for overall management and release of fund related to DDU-GKY & State Skill programme as per the desired schedule and standards in State.
   ii) Responsible for developing system for financial examination and appraisal of proposals and relevant financial documents and accordingly ensure the operations on time
   iii) Developing, fund release mechanism, ensuring appropriate documentation, developing system to track fund utilization, conduct timely review, prepare programme budget analysis and ensure financial planning accordingly.
   iv) Undertake performance management of grantees receiving funds from programme and conduct assessments of physical and financial targets.
   v) Ensure all finance due diligence in fund release and utilization, lead audit of accounts, preparing financial reports and submission of the same.
   vi) Responsible for designing and ensuring financial due diligence systems for PIAs an building their capacity accordingly.
   vii) Be responsible for required liaison, interface, review and knowledge/information sharing with different stakeholders.
   viii) Take up any other task as allocated by competent authority.

4. **Young Professional:**

   He/ She shall be responsible for:

   i) Developing programme support system with in DDU-GKY.
   ii) Designing and extending technical assistance products to Blocks.
   iii) Supporting knowledge management and strategic communication.
   iv) Review and monitoring activities, including key performance indicators
   v) Capacity building programme
   vi) Conducting impact assessment and other studies
vii) Conducting pilots, special and innovative interventions
viii) Any other task assigned by reporting officer.

5. **Sr. Assistant (MIS):**

   He/ She shall be responsible for:
   
i) Offer handholding support to Block on M&E component and ensuring timely flow of data in order to generate required Progress reports.
   
ii) Undertake field visits proactively for sample Check of data through consultations with stakeholders.
   
iii) Resolve all MIS issues of SMMU and BMMU with the support and coordination of NMMU.
   
iv) Monitor the Management Information System (MIS) of the Project and streamlining information flow through periodic analysis of data based on project health indicators and documenting the same.
   
v) Ensure timely and accurate data entry of all MIS related data for the project.

   Ensure timely data entry of State Level activities in MIS.

   vi) Prepare report and Permutations as and when required.
   
   vii) Take up any other task as allocated by competent authority
   
   viii) Any other task as allocated by the competent authority

**ADMINISTRATIVE CONTROL:**

- The **Mission Manager/Mission Executive/Young Professional/Sr. Assistant (MIS)** shall report to the State Mission Director, A&NIRLM/ Director (RD/Panchayat) 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:

(i) All aspirant candidates for the posts of Mission Manager/Young Professional/Sr. Assistant (MIS) should submit their application in the prescribed proforma addressed to The Assistant Director (RD), Directorate of RD, PRIs & ULBs, A&N Administration, Marine Hill, Port Blair-744101.

(ii) The candidates applied for the said posts shall be shortlisted on merit-basis and call top 05 candidates for personal interview for selection of suitable candidate for the said posts.

(iii) 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 Qualifications</th>
<th>Knowledge of Computer</th>
<th>Interview</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Academic</td>
<td>Experience</td>
<td></td>
</tr>
<tr>
<td>Mission Manager (All category)</td>
<td>As per the qualification specified for designated Mission Manager</td>
<td>05+ year post qualification relevant experience</td>
<td>≥ 1 year computer course</td>
</tr>
<tr>
<td></td>
<td>Weightage-35 Marks</td>
<td>Weightage-20 Marks</td>
<td>Weightage-10 Marks</td>
</tr>
<tr>
<td>Mission Executive (Fin. &amp; proposal Examination)</td>
<td>As per the qualification specified for designated Mission Manager</td>
<td>03+ year post qualification relevant experience</td>
<td>≥ 1 year computer course</td>
</tr>
<tr>
<td></td>
<td>Weightage-35 Marks</td>
<td>Weightage-20 Marks</td>
<td>Weightage-10 Marks</td>
</tr>
<tr>
<td>Young Professional</td>
<td>As per the qualification specified for designated Young Professional</td>
<td>0-2 year post qualification relevant experience</td>
<td>≥ 1 year computer course</td>
</tr>
<tr>
<td></td>
<td>Weightage-35 Marks</td>
<td>Weightage-20 Marks</td>
<td>Weightage-10 Marks</td>
</tr>
<tr>
<td>Sr. Assistant (MIS)</td>
<td>As per the qualification specified for Project Executive (MIS)</td>
<td>03+ year post qualification relevant experience</td>
<td>Weightage-30 Marks</td>
</tr>
</tbody>
</table>

(iv) To make the whole process thoroughly transparent, the candidates shall himself/herself do the self marking of Essential qualifications and of computer knowledge as per following method and fill it in the application form:
qualification (Academic):

Marks obtained x Weightage mark
Maximum Mark

Essential qualification (Experience):

For Mission Manager: Experience of no. of Months x Weightage mark
60

For Mission Executive: Experience of no. of Months x Weightage mark
36

For Young Professional: Experience of no. of Months x Weightage mark
24

For Sr. Assistant (MIS): Experience of no. of Months x Weightage mark
36

For Mission Manager/Mission Executive/Young Professional:
The maximum marks for experience shall be 20. Marks for experience of
more than desirable months of experience shall be 20 only.

For Sr. Assistant (MIS):
The maximum marks for experience shall be 30. Marks for experience of
more than desirable months of experience shall be 30 only.

Knowledge of computer:

For Mission Manager/Mission Executive and Young Professional:
Duration of computer course (Number of Months) x 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.

(xv) Last date of receipt of application is 11.08.2020 till 5.00PM.

(xvi) The top 10 candidates applied for each said post will be selected from the
merit list prepared on the basis of above weightage system.

(xvii) The list of shortlisted candidates will be displayed on the Notice Board of
the Directorate of RD, PRIs & ULBs and in the official website of A&N
Administration i.e. www.andaman.gov.in on 13.08.2020.

(xviii) 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
(03192-242739/233397). The personal interview will be held in the
Office of the State Mission Director, ANIRLM/Director (RD), Marine
Hill, Port Blair on 18.08.2020 from 10.00 onwards.

(xix) The shortlisted 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 on 18.08.2020.

Mission Director (ANIRLM)/
Director (RD, PRIs & ULBs)
Application Form

Application for the Post of **Mission Manager** (Mobilization, Counseling & Job Fairs) under DDU-GKY

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

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. Whether local or non-local:

10. a) Permanent Contact Address:

    b) **Present Contact Address:**
    (alongwith 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>
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<td></td>
<td>Full Marks</td>
</tr>
<tr>
<td>1.</td>
<td>Graduation</td>
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<td>20</td>
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<tr>
<td>2.</td>
<td>Post-Graduation</td>
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<td>30</td>
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<td></td>
<td></td>
<td></td>
<td>Total of Marks Calculated (Max. Marks 50)</td>
</tr>
</tbody>
</table>

13. Computer Knowledge:

<table>
<thead>
<tr>
<th>Name of Computer Course</th>
<th>Duration (In Months)</th>
<th>Calculated Marks (Weightage Marks 20)</th>
</tr>
</thead>
</table>
13. **Experiences (Essential 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>
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</tbody>
</table>

**Total Months of Experience**

**Marks Calculated (Weightage Marks 20)**

**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)**

**Note:**

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

- **Essential qualification (Academic):** \( \text{Marks obtained x Weightage mark} \)
  
  \( \text{Maximum Mark} \)

- **Essential qualification (Experience):** \( \text{Experience of Number of Months x Weightage mark} \)
  
  \( \text{60} \)

  **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:**
  
  \( \text{Duration of computer course (Number of Months) x Weightage mark} \)
  
  \( \text{12} \)

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

Application for the Post of Mission Manager
(PIAs Coordination & Development, Alumni, Migration support, placement, retention tracking & carrier progression tracking) under DDU-GKY

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

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. Whether local or non-local:

11. a) Permanent Contact Address:

b) Present Contact Address:
(alongwith telephone/mobile no./email ID)

9. District:  10. State:

11. Language spoken/written:

12. Education (Essential Qualification):

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<th>Marks Secured</th>
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<tr>
<td>1.</td>
<td>Graduation</td>
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Total of Marks Calculated (Max. Marks 50)

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Total Months of Experience

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List of enclosures:

Place :
Date :

**(Signature of the applicant)**

**Note:**

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

- **Essential qualification (Academic):**
  \[
  \text{Marks obtained} \times \text{Weightage mark} \leq \text{Maximum Mark}
  \]

- **Essential qualification (Experience):**
  \[
  \text{Experience of Number of Months} \times \text{Weightage mark} \leq 60
  \]

  **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:**
  \[
  \text{Duration of computer course} \times \text{Weightage mark} \leq 12
  \]

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

Application for the Post of Mission Executive (Finance & Proposal Examination) under DDU-GKY

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

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. Whether local or non-local:

12. a) Permanent Contact Address:
   
   b) Present Contact Address:
   (alongwith 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>
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<td>Graduation</td>
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<tr>
<td>2.</td>
<td>Post-Graduation</td>
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Total of Marks Calculated (Max. Marks 50)

13. Computer Knowledge:

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<th>Name of Computer Course</th>
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**Total Months of Experience**

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List of enclosures:

Place :
Date :

**Signature of the applicant**

**Note:**

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

- **Essential qualification (Academic):**
  
  \[
  \text{Marks obtained} \times \text{Weightage mark} = \text{Maximum Mark}
  \]

- **Essential qualification (Experience):**

  \[
  \text{Experience of Number of Months} \times \text{Weightage mark} = \text{36}
  \]

  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:**

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

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

Application for the Post of **Sr. Assistant (MIS)** under DDU-GKY

*(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. Whether local or non-local:

13.  
   a) **Permanent Contact Address:**
   
   b) **Present Contact Address:**
   (alongwith telephone/mobile no./email ID)

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<td></td>
<td>Total of Marks Calculated (Max. Marks 50)</td>
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</tbody>
</table>
13. **Experiences (Essential Qualification):**
Details of employment (Use separate sheets if required):
   Starting with your present employment, list in reverse order all the Employmenets 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>
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</tbody>
</table>

   **Total Months of Experience**
   Marks Calculated (Weightage Marks 30)

**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)**

**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 (Academic):** \( \frac{\text{Marks obtained}}{} \times \text{Weightage mark} \) \( \text{Maximum Mark} \)
- **Essential qualification (Experience):** \( \frac{\text{Experience of Number of Months}}{36} \times \text{Weightage mark} \)

The maximum marks for experience shall be 30. Marks for experience of more than desirable months of experience shall be 30 only.
Application Form

Application for the Post of Young Professional under DDU-GKY

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

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. Whether local or non-local:

14. a) Permanent Contact Address:

b) Present Contact Address: (alongwith 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>
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<td></td>
<td>Full Marks</td>
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<tr>
<td>1.</td>
<td>Graduation</td>
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</tr>
</tbody>
</table>

| 2.      | Post-Graduation       |                              |      |            |               |                  |                  |

Total of Marks Calculated (Max. Marks 50)

13. Computer Knowledge:

<table>
<thead>
<tr>
<th>Name of Computer Course</th>
<th>Duration (In Months)</th>
<th>Calculated Marks</th>
</tr>
</thead>
</table>

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</table>

Attested Photograph
13. **Experiences (Essential Qualification):**

Details of employment (Use separate sheets if required):

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

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<th>Nature of Duty</th>
<th>Duration (In Months)</th>
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</table>

**Total Months of Experience**

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</thead>
<tbody>
<tr>
<td>Marks Calculated (Weightage Marks 20)</td>
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</tbody>
</table>

**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)

**Note:**

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

- **Essential qualification (Academic):**  
  Marks obtained x Weightage mark
  Maximum Mark

- **Essential qualification (Experience):**  
  Experience of Number of Months x Weightage mark
  24

  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) x 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.