Applications are invited for the post of Data Entry Operators at Block level for ANIRLM purely on contractual basis under DDU-GKY

<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>Data Entry Operator</td>
<td>09</td>
<td>Rs. 15,000.00 per month along with 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 2. 02+ years experience in relevant field</td>
</tr>
</tbody>
</table>

JOB DESCRIPTION

Data Entry Operator:-

He/ She shall be responsible for:

i) Preparing the reporting formats received from the GoI.
ii) Ensure timely and accurate data entry of all MIS related data for the project.
iii) Compiling the data pertaining to the scheme and furnishing to the District/State.
iv) Resolve all MIS issues of SMMU and BMMU with the support and coordination of NMMU.
v) 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.
vii) Any other task assigned by reporting officer.

ADMINISTRATIVE CONTROL:

- The Data Entry Operator shall report to the respective Block Mission Manager/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:

(i) The candidates applying for the post of Data Entry Operator of a respective Block should be the resident of same Block.

(ii) The candidates applying for the post of Data Entry Operator should submit their Application in the prescribed proforma on following address as per their selected Block :-

<table>
<thead>
<tr>
<th>S.No</th>
<th>Addressed to</th>
<th>Applying for the Block</th>
</tr>
</thead>
<tbody>
<tr>
<td>01.</td>
<td>The Dy. Commissioner, South Andaman, Port Blair.</td>
<td>Prothrapur Ferrargunj Little Andaman</td>
</tr>
<tr>
<td>02.</td>
<td>The Dy. Commissioner N&amp;M Andaman, Mayabunder</td>
<td>Diglipur Mayabunder Rangat</td>
</tr>
<tr>
<td>03.</td>
<td>The Dy. Commissioner Nicobar, Car Nicobar.</td>
<td>Car Nicobar Nancowrie Camp Bell Bay</td>
</tr>
</tbody>
</table>
(iii) The candidates applied for the said posts shall be shortlisted on merit-basis and call top 10 candidates for personal interview for selection of suitable candidate for the said posts.

(iv) The merit list will be prepared on the basis of the weight-age/marks fixed as bellow:

<table>
<thead>
<tr>
<th>Name of the post</th>
<th>Essential Qualification</th>
<th>Interview</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Academic</td>
<td>Experience</td>
</tr>
<tr>
<td>Data Entry Operator</td>
<td>Weightage-35 Marks</td>
<td>2+ year post qualification relevant experience</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Weightage-30 Marks</td>
</tr>
</tbody>
</table>

(v) To make the whole process thoroughly transparent, 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 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 30. Marks for experience of more than desirable months of experience shall be 30 only.

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

(vii) The list of shortlisted candidates will be displayed on the Notice Board of the respective office of the Dy. Commissioner and in the official website of A&N Administration i.e. www.andaman.gov.in on **13.08.2020**.

(viii) 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 concerned Deputy Commissioner and the date of interview shall be communicated later to the shortlisted candidates over phone.**

(ix) 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.

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

Application for the Post of Data Entry operator 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:

8. 
   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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<tr>
<td>1.</td>
<td>XIIth</td>
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<td>2.</td>
<td>Graduation</td>
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</table>

Total of Marks Calculated
(Max. Marks 50)
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>
<th>Nature of Duty</th>
<th>Duration (In Months)</th>
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</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):**  
  \[
  \text{Marks obtained} \times \text{Weightage mark} \leq \text{Maximum Mark}
  \]

- **Essential qualification (Experience):**  
  **For D.E.O:**  
  \[
  \text{Experience of Number of Months} \times \text{Weightage mark} \leq 24
  \]

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