Applications are invited for the post of Consultant (IEC & MIS), Accountant and Data Entry Operator purely on contractual basis for the State Swachh Bharat Mission (SSBM) at Directorate of RD, PRIs & ULBs.

<table>
<thead>
<tr>
<th>Designation</th>
<th>No. of Posts</th>
<th>Remuneration (Fixed)</th>
<th>Age</th>
<th>Education Qualifications</th>
</tr>
</thead>
</table>
| Consultant (IEC and MIS)   | 01           | Rs. 30,000/- per month along with annual increment @ 5% per annum will be provided on the basis of Performance Management System. All allowances and benefits as approved by the Ministry shall also be provided. | Not more than 40 years on the closing date of receipt of application | 1. Essential: Post-Graduate Degree in Computer Applications (MCA)/ B.Tech (Computer Science/IT) from recognized university  
2. Desirable: i) At least 3+ years relevant post qualification work experience in operation of MIS software, experience in database management and GIS systems. ii) Knowledge of SQL |
| Accountant                 | 01           | Rs. 30,000/- per month along with annual increment @ 5% per annum will be provided on the basis of Performance Management System. All allowances and benefits as approved by the Ministry shall also be provided. | Not more than 40 years on the closing date of receipt of application | 1. Essential: M.Com/MBA (Finance)/CA (Inter)/CS (Inter) from recognized university with computer knowledge.  
2. Desirable: i) At least 3+ years relevant post qualification work experience in the field of Accounting and Finance. ii) Knowledge of Tally. |
| Data Entry Operator        | 01           | Rs. 15,000/- per month along with annual increment @ 5% per annum will be provided on the basis of Performance Management System. All allowances and benefits as approved by the Ministry shall also be provided. | Not more than 40 years on the closing date of receipt of application | Essential: i) Graduate  
ii) Proficiency in data entry and Computer MS Office work  
Desirable: 02+ years experience in relevant field. |
JOB DESCRIPTION

1. Consultant (IEC and MIS)

He/ She shall be responsible for:

i. Preparation of IEC plan for State and Districts in consultation with the District Implementing Agencies.

ii. Coordinate with the Ministry, NIC Port Blair, State Swachh Bharat Mission (Grameen) and District Swachh Bharat Mission (Grameen) in connection with MIS entry of data in the Ministry’s website.

iii. Ensure timely entry of data in MIS of the Ministry’s website on regular basis.

iv. Ensure timely entry of details of fund received from the Ministry and disburse to the Implementing agencies in the MIS of the Ministry.

v. Ensure timely uploading of photographs of toilets being constructed in MIS of the Ministry.

vi. Assist to prepare AIP under SBM-G and uploading of the same to the website of the department after getting approval of State Level Scheme Sanctioning Committee.

vii. Offer handholding support to Districts and Blocks in updation of MIS data.


ix. Resolve all MIS issues with the support and guidance of SSBM-G and Ministry.

x. Any other works as assigned by the superior from time to time.

2. Accountant:

He/ She shall be responsible for:

i. Proper maintenance of Accounts and records.

ii. Proper management of PFMS and all monitoring of expenditure by Districts and Blocks.

iii. Timely collection of Utilization Certificates (UCs) from districts and further compilation for onward submission to Ministry.

iv. Facilitate procurement of Goods and Services

v. Undertake field visits proactively for sample checking of accounts of Districts and Blocks.

vi. Extend cooperation and support in internal and external audit.

vii. Ensure timely availability and disbursal of funds.

viii. Ensure achievement of financial targets as per the plan.

ix. Proper submission of monthly report.

x. Preparation of staff salary.

xi. Any other works as directed by the superior from time to time.
3. Data Entry Operator

He/ She shall be responsible for:

i. Ensure timely and accurate data entry of all MIS related data of the scheme as well as community level.
ii. Preparing the reporting formats to receive or submit various reports.
iii. Compiling the details/data received from the Districts/Blocks/GPs.
iv. Ensure timely availability of data in order to generate progress reports.
v. Any other works as directed by the superior from time to time.

ADMINISTRATIVE CONTROL:

All the staffs engaged under State Swachh Bharat Mission (SSBM) shall report to the Mission Director (SBM-G)/Director (RD/Panchayat) through the State Nodal Officer (SBM-G) and shall work closely under their direction.

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/privileged 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 Mission Director, SBM-G), 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 aspiring candidates for the posts of Consultant (IEC and MIS), Accountant and Data Entry Operator should submit their application in the prescribed proforma addressed to “The Assistant Director (RD/Panchayat), 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 top 10 candidates shall be called 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 bellow:

<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>Consultant (IEC and MIS)</td>
<td>Post-Graduate Degree in Computer Applications (MCA)/ B. Tech (Computer Science/IT) from recognized university</td>
<td>At least 3+ years relevant post qualification work experience in operation of MIS software, experience in database management and GIS systems. Knowledge of SQL.</td>
<td>NA</td>
<td>Weightage-30</td>
</tr>
<tr>
<td>Accountant</td>
<td>M.Com/MBA (Finance) /CA (Inter)/CS (Inter) from recognized university with computer knowledge.</td>
<td>At least 3+ years relevant post qualification work experience in the field of Accounting and Finance, Knowledge of Tally.</td>
<td>≥ 2 year computer course</td>
<td>Weightage-20</td>
</tr>
<tr>
<td>Data Entry Operator (DEO)</td>
<td>• Graduate&lt;br&gt;• Proficiency in data entry and Computer MS-Office Work</td>
<td>2+ year experience in related field.</td>
<td>≤ 1 year computer course</td>
<td>Weightage-20</td>
</tr>
</tbody>
</table>

iv. 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 online application form:

- **Essential qualification:**  
  Marks obtained x Weightage  
  Maximum Mark

[Signature]
• Desired qualification (Experience):
  For Consultant (IEC and MIS) and Accountant
  \[ \text{Experience of Number of Months} \times \text{Weightage} \]
  \[ \text{36} \]

For Data Entry Operator:
  \[ \text{Experience of Number of Months} \times \text{Weightage} \]
  \[ \text{24} \]

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:
  \[ \text{Duration of computer course} \times \text{Number of Months} \times \text{Weightage} \]
  \[ \text{12} \]

The maximum marks for computer knowledge shall be 10. Marks for computer course of more than desirable months shall be 10 only.

v. Last date of receipt of application is **30.10.2020 till 5.00 PM**. Applications received post the last date and time will be considered rejected.

vi. The top 10 candidates applied for the said posts will be selected from the auto-generated merit list and the list of 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](http://www.andaman.gov.in) on **05.11.2020**.

vii. 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 on 03192-242739/233397. The personal interview will be held in the Office of the Director, Directorate of RD, PRIs and ULBs, A&N Administration, Marine-Hill, Port Blair, on **12.11.2020 from 10.00 AM onwards**.

viii. 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 **15.11.2020**.

[Signature]

Director (RD)/ Mission Director (RD/Panch)
Directorate of RD, PRIs & ULBs
Phone No: 03192-242739
Application Form

Application for the Post of Consultant (IEC and MIS) under SSBM, SBM(G).

(Last date of receipt of application: 30.10.2020)

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

10. District:

11. State:

12. Language spoken/written:

13 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>
<th>Weightage</th>
<th>Calculated Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>12th</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>20</td>
</tr>
<tr>
<td>2</td>
<td>Graduation/Post-Graduation</td>
<td></td>
<td></td>
<td>30</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total of Marks Calculated (Max. Marks 50)
14. Employment record (Desirable Qualification):
Details of employment (Use separate sheets if required):
Starting with your present employment, list in reverse order all the Employment 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>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</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 & Desirable qualifications 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 Consultant (IEC and MIS)

  Experience of Number of Months x Weightage

  \[36\]

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

Application for the Post of Accountant under SSBM, SBM(G)

(Last date of receipt of application: 30.10.2020)

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

10. District:

11. State:

12. Language spoken/written:

13. Education (Essential Qualification)

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of Qualification</th>
<th>Institute/Board University</th>
<th>Year</th>
<th>Full Marks</th>
<th>Marks Secured</th>
<th>Weightage</th>
<th>Calculated Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Graduation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Post-Graduation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>30</td>
<td></td>
</tr>
</tbody>
</table>

Total of Marks Calculated (Max. Marks 50)

14. Computer Knowledge:

<table>
<thead>
<tr>
<th>Name of Computer Course</th>
<th>Duration (In Months)</th>
<th>Calculated Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**15. 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>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</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 & Desirable qualifications and of computer knowledge as per following method and fill it in the online application form:

- **Essential qualification:**
  
  Marks obtained x Weightage
  
  Maximum Mark

- **Desirable qualification (Experience):**
  
  For Accountant:

  Experience of Number of Months x Weightage

  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:**
  
  Duration of computer course (Number of Months) x Weightage

  12

  The maximum marks for computer knowledge shall be 10. Marks for computer course of more than desirable months shall be 10 only.
# Application Form

*Application for the Post of Data Entry Operator under SSBM, SBM(G)*

*(Last date of receipt of application: 30.10.2020)*

<table>
<thead>
<tr>
<th>1. Name of the Applicant:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Father's Name:</td>
<td></td>
</tr>
<tr>
<td>3. Date of Birth:</td>
<td>4. Age:</td>
</tr>
<tr>
<td>5. Gender:</td>
<td>6. Marital Status [ ] Married [ ] Unmarried</td>
</tr>
<tr>
<td>7. Domicile:</td>
<td>8. Whether local or non-local:</td>
</tr>
<tr>
<td>9. a) Permanent Contact Address:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b) Present Contact Address: (along with telephone/mobile no./email ID)</td>
</tr>
<tr>
<td>10. District:</td>
<td>11. State:</td>
</tr>
<tr>
<td>12. Language spoken/written:</td>
<td></td>
</tr>
</tbody>
</table>

## 13 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>
<th>Weightage</th>
<th>Calculated Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Full Marks</td>
<td>Marks Secured</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>12th</td>
<td></td>
<td></td>
<td></td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Graduation</td>
<td></td>
<td></td>
<td></td>
<td>30</td>
<td></td>
</tr>
</tbody>
</table>

Total of Marks Calculated (Max. Marks 50)

## 14. Computer Knowledge:

<table>
<thead>
<tr>
<th>Name of Computer Course</th>
<th>Duration (In Months)</th>
<th>Calculated Marks (Weightage 10)</th>
</tr>
</thead>
</table>

[Signature]

---
15. 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>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</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 & Desirable qualifications and of
computer knowledge as per following method and fill it in the online application form:

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

- **Desirable qualification (Experience):**

  For Data Entry Operator:
  \[\text{Experience of Number of Months} \times \text{Weightage} = 24\]
  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:**
  \[\text{Duration of computer course} \times \text{Weightage} = 12\]
  The maximum marks for computer knowledge shall be 10. Marks for computer course of
more than desirable months shall be 10 only.