

No. 3-245/RD/SBM-G/Engagement/2020/ 2739
ANDAMAN AND NICOBAR ADMINISTRATION
Directorate of RD, PRIs and Urban Local Bodies
Marine Hill, Port Blair

Dated October, 2020

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.

Designation	No. of Posts	Remuneration (Fixed)	Age	Education Qualifications
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	<p>1. Essential: Post-Graduate Degree in Computer Applications (MCA)/ B.Tech (Computer Science/IT) from recognized university</p> <p>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</p>
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	<p>1. Essential: M.Com/MBA (Finance)/CA (Inter)/CS (Inter) from recognized university with computer knowledge.</p> <p>2. Desirable: i) At least 3+ years relevant post qualification work experience in the field of Accounting and Finance. ii) Knowledge of Tally.</p>
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	<p>Essential: i. Graduate ii. Proficiency in data entry and Computer MS Office work</p> <p>Desirable: 02+ years experience in relevant field.</p>



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.
- viii. Prepare IEC materials, stickers, posters, Audio-Videos for wider dissemination of information.
- 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 disbursement 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.

