PRESS NOTE

Applications are invited for following Posts purely on contract basis under MGNREGA for Directorate of RD, PRIs & ULBs

<table>
<thead>
<tr>
<th>Designation</th>
<th>No. of Post</th>
<th>Remuneration (Fixed)</th>
<th>Age</th>
<th>Education Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROGRAMME OFFICER</td>
<td>01</td>
<td>`25,000/- per month</td>
<td>Not Above 40 years</td>
<td>Essential Qualification:</td>
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<td></td>
<td>a) MBA/MSW/ BE/B.Tech/B.Sc.(Ag).</td>
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<td>b) Degree in Economics, Mathematics, Statistics or any other equivalent Degree.</td>
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<td>Desirable:</td>
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<td></td>
<td></td>
<td>a) Diploma in Rural Development</td>
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<td></td>
<td>b) Two years working experience in the relevant field.</td>
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<td>c) Knowledge in computer application.</td>
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</table>

Job Description of Programme Officer:

He/ She shall be responsible for:

1. Dealing all the correspondence related to the MGNREGA at State level.
2. Ensure prompt compilation/preparation of Physical and Financial report of MGNREGA for submission to the A&N Administration and Ministry whenever asked to furnish.
3. Preparation of background materials for State Guarantee Council Meeting and Review meetings of MGNREGA.
4. Any other work as specified by the superiors from time to time.

Administrative Control:

• The Programme Officer shall report to the Director (RD, PRIs & ULBs) and work under the direction of Director (RD, PRIs & ULBs).

Documents to be enclosed with the application form:

b. Experience certificate(s) specifying NATURE & PERIOD of experience should be enclosed.

c. The envelope containing the application should be superscribed as “APPLICATION FOR THE POST OF PROGRAMME OFFICER” and should be addressed to The Director, Directorate of RD, PRIs & ULBs, Marine Hill, Port Blair.

**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 is fixed as given above and no other allowances/claims by whatsoever name including DA is permissible to him/her.

(iii) Leave rules He/ She shall be entitled to 2 ½ days of leave for every completed month of duty, which can be accumulated but not encashed. Maternity Leave will be granted for 26 consecutive weeks during the contract period with full pay. A certificate from a duly qualified physician indicating estimated time of confinement of fitness to work must be submitted to avail this leave.

(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) Secretary (RD/Panchayat)/State Rural Employment Commissioner, MGNREGA) (being Head of the State Nodal Department of MGNREGA), Port Blair, reserves the right to terminate his/her contractual service without assigning any reason thereof after serving one month’s advance notice, or by paying one month’s salary without serving any notice or reason.

(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 fulfill 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 said posts shall be shortlisted on merit-basis and top 5 candidates shall be called for personal interview for selection of suitable candidate for the said posts.

(ii) The merit list will be prepared on the basis of the weightage/marks fixed as below.
<table>
<thead>
<tr>
<th>Name of the post</th>
<th>Essential Qualification</th>
<th>Desirable Qualification</th>
<th>Knowledge of Computer</th>
<th>Experience</th>
<th>Interview and Trade Test</th>
</tr>
</thead>
<tbody>
<tr>
<td>Programme Officer</td>
<td>MBA/MSW/BE/B.Sc.(Ag) or Degree in Economics, Mathematics, Statistics or any other equivalent Degree.</td>
<td>Diploma in Rural Development</td>
<td>01 year course on computer application or relevant.</td>
<td>Two year working experience in the relevant field.</td>
<td>Interview Weightage Marks -30</td>
</tr>
<tr>
<td>Weightage Marks</td>
<td>-20</td>
<td>Weightage Marks -10</td>
<td>Weightage Marks -10</td>
<td>Weightage Marks -30</td>
<td></td>
</tr>
</tbody>
</table>

(iii) To make the whole process thoroughly transparent, the candidates shall himself/herself do the self-marking of essential & Desirable qualifications, Computer Knowledge and experience as per the following method and fill it in the application form.

- **Essential qualification**

  
  Marks obtained \times Weightage marks

  Maximum Mark

- **Desirable qualification**

  
  Marks obtained \times Weightage marks

  Maximum Mark

- **Computer Knowledge**

  
  Duration of computer course (No. of months) \times Weightage marks

  12

- **Experience**

  
  Experience of Number of months \times Weightage marks

  24

  The maximum marks for experience shall be 30. Marks for experience of more than desirable months of experience shall be 30 only.
(iv) Last date of receipt of online application is **05th November 2021** till **5.00PM**.

(v) The list of shortlisted candidates will be displayed on the Notice Board of the respective office of the Directorate of RD, PRIs & ULBs on **12th November 2021**.

(vi) 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 Directorate of RD, PRIs & ULBS, Marine Hill, Port Blair and the date of interview shall be communicated later to the shortlisted candidates over phone.**

(vii) 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.


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

Application for the Post of **PROGRAMME OFFICER**
(Last date of receipt of application: 05.11.2021 before 5:00 PM)

1. Name of the Applicant:
2. Father's Name:
3. Date of Birth:
4. Sex:
5. Domicile:
6. Whether local or non-local:
7. a) Present Contact Address:
   (along with telephone/mobile no.)
   b) Permanent Contact Address:
8. Language spoken/written:
9. Education:

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Institute/Board University</th>
<th>Year</th>
<th>Marks</th>
<th>Weightage Marks</th>
<th>Calculated Marks</th>
</tr>
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<tbody>
<tr>
<td>Essential Qualification</td>
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<td>20</td>
<td></td>
<td></td>
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<tr>
<td>Desirable Qualification</td>
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<tr>
<td>Computer Knowledge</td>
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</table>

Total of Marks Calculated (Max. Marks 40)

10. **Employment record**: 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>S. No</th>
<th>Name of the Employer</th>
<th>Post</th>
<th>Nature of Duty</th>
<th>Duration (In Months)</th>
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Total month 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 eligibility 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)