Applications are invited for the post of State Project Manager (MIS) for ANIRLM, Cluster Coordinators and Data Entry Operator for C.D Blocks purely on contractual basis under DAY-NRLM 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>
| State Programme Manager (MIS)                   | 01           | Rs.30,000.00 per month along with Annual Increment @ 5% per annum will be provided on the basis of Performance Management System. All Allowances and Benefits approved by the Ministry as mentioned in the Model Human Resource Manual for State Rural Livelihood Mission shall also be provided | Not Above 55 years  | 1. Essential Qualification:  
Post Graduate Degree in Computer Application (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. |
| Cluster Coordinator (Little Andaman/ Car Nicobar and Nancowrie) | 03           | Rs.18,000.00 per month and increment @ 5% per annum on the basis of Performance Management System along with all Allowances and Benefits approved by the Ministry as mentioned in the Model Human Resource Manual for State Rural Livelihood Mission (SRLM). | Not Above 55 years  | 1. Essential Qualification:  
Graduate or +2  
2. Desirable:  
≤ 1 year experience in social work. Knowledge in computer application. |
| Data Entry Operator (Little Andaman and Diglipur) | 02           | Rs.15,000.00 per month and increment @ 5% per annum on the basis of Performance Management System along with all Allowances and Benefits approved by the Ministry as mentioned in the Model Human Resource Manual for State Rural Livelihood Mission (SRLM). | Not Above 55 years  | 1. Essential Qualification:  
i. Graduate  
ii. Proficiency in data entry and Computer MS-Office Work  
2. Desirable:  
2+ year experience in related field. |
JOB DESCRIPTION

➤ State Project Manager [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 stakeholder.
iii) Resolve all MIS issues of BMMU and SMMU with the support and coordination of NMMU.
iv) Monitor the Management Information System 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 as well as community level.
vi) Ensure timely data entry of State Level activities in MIS.
vii) Prepare report and Permutations as and when required.
viii) Take up any other task as allocated by competent authority.

➤ Cluster Coordinator:
He/ She shall be responsible for:

i) Undertake field visits proactively.
ii) Work in close coordination with BMM to implement planned activities in the cluster/Sub Block.
iii) Identify and facilitate the progress of organizing and inclusion of women, vulnerable communities and strengthening them into functional Community Level Institution.
iv) Facilitate activities relating to livelihoods planning, micro-credit meetings, micro credit plan development, CIF utilisation among communities.
v) Liaison for Service delivery of government entitlement and social safety net schemes in the cluster.
vi) Enhance assets to entitlements and schemes to community level institutions through convergence.
vii) Ensure clean data entered into the MIS at BMMU level in a timely manner.
viii) Ensure the scope of livelihood activities and its implementation.
ix) Submit MFR's, OPR's and other relevant reports.
x) Liaison with PRI institutions, line departments and non-governments organization.
x) Take up any other task as allocated by competent authority at BMMU.

➤ Data Entry Operator:
He/ She shall be responsible for:

i) Ensure timely and accurate data entry of all MIS related data of the project as well as community level.
ii) Provide support to external agencies in proper implementation of Baseline, Mid Term and End Term Surveys.
iii) Ensure timely availability of data in order to generate required Progress Reports.
iv) Undertake field visits for sample check of data through consultation with stakeholders.

v) Maintain office registers e.g. stock/ asset register, tour register etc.

vi) Take up any other task as allocated by competent authority.

**ADMINISTRATIVE CONTROL:**

- The State Project Manager (MIS) shall report to the State Mission Director, ANIRLM/ Director (RD)/Panchayati and work under his/her directions.

- The Cluster Coordinator and Data Entry Operator shall report to the Block Mission Manager i.e. 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 (SM) or 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 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) All aspirant candidates for the posts of State Project Manager [MIS], Cluster Coordinators and Data Entry Operator 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 vacancy for the post of Cluster Coordinator has to be filled from the Community/Block concerned. Hence, the candidates may carefully apply for the interested block and should be resident of the concerned block.

(iii) The candidates applied 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.

(iv) 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 Qualification</th>
<th>Desirable Qualification</th>
<th>Knowledge of Computer</th>
<th>Interview</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Project Manager (MIS)</td>
<td>Post Graduate Degree in Computer Application (MCA)/B.Tech (Computer Science/IT) from recognized University</td>
<td>At least 3+ years relevant post qualification work experience</td>
<td>Knowledge of SQL</td>
<td>Weightage - 50 Marks</td>
</tr>
<tr>
<td>Cluster Coordinator (CC)</td>
<td>Graduate or +2</td>
<td>≤ 1 year experience in SNSL</td>
<td>≤ 1 year computer course</td>
<td>Weightage - 20 Marks</td>
</tr>
<tr>
<td>Data Entry Operator (DEO)</td>
<td>• Graduate &amp; 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 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 online application form:

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

- **Desirable qualification (Experience):**
  For SPM (MIS):
  \[ \text{Experience of Number of Months} \times \text{Weightage mark} \]
  36

  For Cluster Coordinators:
  \[ \text{Experience of Number of Months} \times \text{Weightage mark} \]
  12

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*Signature*

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For Data Entry Operators:

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.

(vi) Last date of receipt of application is 21.01.2022 till 5.00PM.

(vii) The top 5 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 on 25.01.2022.

(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 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 Port Blair and the date for personal interview shall be declared along with the list of shortlisted candidates.

(ix) The selected 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.

[Signature]

Assistant Director (RD, Panchayat)
Directorate of RD, PRIs & ULBs
Phone: 03192-242739

Assistant Director (RD)
Directorate of RD, PRIs & ULBs
Phone: 03192-242739

Assistant Director (RD)
Directorate of RD, PRIs & ULBs
Phone: 03192-242739
Application Form

Application for the Post of ………………………………..
under DAY-NRLM

(Last date of receipt of application : 20.01.2022)

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:
9. a) Permanent Contact Address:

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

10. District: 11. State:

12. Language spoken/written:

13 (A). Education (Essential Qualification) (Cluster Coordinators-CC)

<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 Marks</th>
<th>Calculated Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>12 Class (+2)</td>
<td></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></td>
<td>30</td>
<td></td>
</tr>
</tbody>
</table>

Total of Marks Calculated (Max. Marks 50)

13 (B). Education (Essential Qualification) (Data Entry Operator-DEO)

<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 Marks</th>
<th>Calculated Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Graduation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>50</td>
<td></td>
</tr>
</tbody>
</table>

Total of Marks Calculated (Max. Marks 50)
### Education (Essential Qualification) For SPM-MIS

<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 Marks</th>
<th>Calculated Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Post Graduation/Diploma</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>50</td>
<td></td>
</tr>
</tbody>
</table>

Total of Marks Calculated (Max. Marks 50)

### Computer Knowledge (For Cluster Coordinator & Data Entry Operator)

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

### 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>
</table>

Total Months of Experience Marks Calculated (Weightage Marks 20-30 as per specific post)

**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 ineligible 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)
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 mark

  Maximum Mark

- **Desirable qualification (Experience):**

  **For SPM (MIS):**

  Experience of Number of Months x Weightage mark

  **For Cluster Coordinators:**

  Experience of Number of Months x Weightage mark

  12

  **For Data Entry Operators:**

  Experience of Number of Months x Weightage mark

  25

  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 x 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.