Applications are invited for the following post of Mission Managers at State level for ANIRLM purely on contractual basis under DDU-GKY at Directorate of RD, PRIs & ULBs.

<table>
<thead>
<tr>
<th>Designation</th>
<th>No. of Post</th>
<th>Remuneration (Fixed)</th>
<th>Age</th>
<th>Eligibility condition</th>
</tr>
</thead>
</table>
| Mission Manager (Mobilization, Counselling & Job Fairs) | 01           | Rs.46,000.00 per month alongwith 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 | Not above 55 years | Essential Qualifications:  
2. 04+ Years post qualification relevant experience. Knowledge in computer application. |
| Mission Manager (PIAs Coordination & Development, Alumni, Migration support, placement, retention tracking & carrier progression tracking) | 01           | Rs.46,000.00 per month alongwith 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 | Not above 55 years | Essential Qualifications:  
2. 04+ Years post qualification relevant experience. Knowledge in computer application. |
1. **Mission Manager (Mobilization, Counseling & Job Fairs)**:

He/ She shall be responsible for:

i) Undertaking field visits proactively to various Districts, Blocks & Gram Panchayats/Tribal areas.

ii) Developing effective mobilization and counseling strategies for project beneficiaries i.e the rural youths and also to support them in identifying the viable trades in which skill training and placement is to be provided to them.

iii) Registration of interested eligible rural youths (as per the guidelines) in KaushalPanji of the DDU-GKY’s website and also to monitor and maintain the database.

iv) Coordination with Project Implementing Agencies (PIAs) in counseling and selection of candidates.

v) Preparing formats (both qualitative and quantitative for monthly, half yearly and yearly reports).

vi) Undertaking key activities to facilitate student placement through Job Fairs at relevant Gram Panchayat/Block/ District/State level and building industry partnerships.

vii) Representing at different forums and liaison with Project Implementing agencies (PIAs), different line departments (as the condition) and NMMU to explore the scope of identifying and selection of rural youths and also the various trades to be trained by the PIAs.

viii) Any other task assigned by reporting officer.

2. **Mission Manager (PIAs Coordination & Development, Alumni, Migration support, placement, retention tracking & carrier progression tracking)**:

He/ She shall be responsible for:

i) Support and coordinate with PIAs and resolving PIAs issues.

ii) Preparing PIAs report (both qualitative and quantitative for monthly, half yearly and yearly reports).

iii) Identify classy and define possible and new PIA engagement with DDU-GKY programme.

iv) Manage, monitor, plan and organize meetings/knowledge sharing activities, learning outcomes.

v) Assess learning and training quality, methodology, curriculum of PIAs as per the standards and skill assessment frameworks.

vi) Build a knowledge base of learning and results.

vii) Assess learning pedagogy and provide inputs on the improvements.

viii) Support to State team in terms of standards, curriculum for TVET, certifications, assessments, performance etc.

ix) Monitor the operation of the Migration Support Center.

x) Facilitate the overseas placements.

xi) Any other task assigned by reporting officer.
**Administrative Control:**

The Mission Manager shall report to the State Mission Director, A&NIRLM/ Director (RD/Panchayat) 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) All aspirant candidates for the posts of Mission Manager 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 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.
(iii) 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 Qualifications</th>
<th>Experience</th>
<th>Knowledge of Computer</th>
<th>Interview</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mission Manager (All category)</td>
<td>As per the qualification specified for designated Mission Manager</td>
<td>04+ year post qualification relevant experience</td>
<td>≥ 1 year computer course</td>
<td>Weightage- 35 Marks</td>
</tr>
<tr>
<td></td>
<td>Weightage- 35 Marks</td>
<td>Weightage- 20 Marks</td>
<td>Weightage- 10 Marks</td>
<td>Weightage- 35 Marks</td>
</tr>
</tbody>
</table>

(iv) To make the whole process thoroughly transparent, the candidates shall himself/herself do the self marking of Essential 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):**
  
  For Mission Manager: Experience of no. of Months x Weightage mark
  
  The maximum marks for experience shall be 20. Marks for experiences of more than essential months shall be 20 only.

- **Knowledge of computer:**
  
  Duration of computer course (Number of Months) x Weightage mark
  
  The maximum marks for computer knowledge shall be 10. Marks for computer course of more than desirable months shall be 10 only.

(i) Last date of receipt of application is **20.10.2020 till 5.00PM.**

(ii) The top 10 candidates applied for each said post will be selected from the merit list prepared on the basis of above weightage system.

(iii) The list of shortlisted 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 **22.10.2020.**

(iv) 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 Director (RD, PRIs & ULBs)/Mission Director (ANIRLM), Port Blair, on 29.10.2020 at 10.00 AM.**

(v) 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 27.10.2020.

Assistant Director (RD)

Directorate of RD, PRIs & ULBs

Phone No: 03192-242739
Application Form

Application for the Post of Mission Manager
(Mobilization, Counseling & Job Fairs) under DDU-GKY
(Last date of receipt of application: 20.10.2020)

1. Name of the Applicant:
2. Father's Name:
3. Date of Birth: 4. Age:
5. Gender: 6. Marital Status [I Married [I 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. Education (Essential Qualification):

<table>
<thead>
<tr>
<th>No.</th>
<th>Name of Qualification</th>
<th>Institute/ Board University</th>
<th>Year</th>
<th>Marks</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>
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<td>15</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>2.</td>
<td>Post-Graduation</td>
<td></td>
<td></td>
<td></td>
<td>20</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Total of Marks Calculated (Max. Marks 35)

14. Computer Knowledge:
## Name of Computer Course

<table>
<thead>
<tr>
<th>Duration (In Months)</th>
<th>Calculated Marks (Weightage Marks 10)</th>
</tr>
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## 15. 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>
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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 qualifications and of computer knowledge as per following method and fill it in the online application form:

- **Essential qualification (Academic):**  \( \text{Marks obtained} \times \text{Weightage mark} \)
  
  Maximum Mark

Essential qualification (Experience):

\( \text{Experience of Number of Months} \times \text{Weightage mark} \)

The maximum marks for experience shall be 20. Marks for experience of more than essential months of experience shall be 20 only.

- **Knowledge of computer.**
  
  \( \text{Duration of computer course (Number of Months)} \times \text{Weightage mark} \)

12
The maximum marks for computer knowledge shall be 10. Marks for computer course of more than essential months shall be 10 only.

Application Form

Application for the Post of Mission Manager (PIAS Coordination & Development, Alumni, Migration support, placement, retention tracking & carrier progression tracking) under DDU-GKY

(Last date of receipt of application: 20.10.2020)

Attested Photograph

1. Name of the Applicant:

2. Father's Name:

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5. Gender: 6. Marital Status [ I Married [ I Unmarried

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- Essential qualification (Academic): Marks obtained x Weightage mark
  Maximum Mark
- Essential qualification (Experience):
Experience of Number of Months x Weightage mark

The maximum marks for experience shall be 20. Marks for experience of more than essential 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 10. Marks for computer course of more than essential months shall be 10 only.