

F. No. 4-26/RD,PRIs/RGSA//Recruitment/2020/  
अण्डमान तथा निकोबार प्रशासन  
ANDAMAN & NICOBAR ADMINISTRATION  
ग्रामीण विकास, पंचायती राज संस्थान एवं शहरी स्थानीय निकाय निदेशालय  
DIRECTORATE OF RD, PRIS & URBAN LOCAL BODIES  
मरीन हिल, पोर्ट ब्लेयर  
Marine Hill, Port Blair  
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पोर्टब्लेयर/Port Blair, दिनांक/dated the      October, 2020

**Applications are invited for the various posts for the State Panchayat Resource Centre (SPRC) and Programme Management Unit (PMU) under Rashtriya Gram Swaraj Abhiyan (RGSA) at Directorate of RD, PRIs & ULBs, Marine Hill, Port Blair.**

<b>State Panchayat Resource Centre (SPRC)</b>				
Designation	No. of Posts	Remuneration (Fixed)	Age	Education Qualifications
<b>SPRC Head</b>	<b>01</b>	<b>Rs. 50,000/- per month (Fixed)</b>	Not more than 50 years on the closing date of receipt of application	<p><b><u>1. Essential:</u></b> MBA/Post-Graduation in Public Administration, Social Work, Humanities, Human Resource Management, Rural Management, Rural Dev. and PR, Political Science, Sociology, Mass Communication.</p> <p><b><u>2. Desirable:</u></b> 07 years experience in the implementation and management of development projects in government/Local government sector</p>
<b>Domain Expert (IT)</b>	<b>01</b>	<b>Rs. 40,000/- per month (Fixed)</b>	Not more than 40 years on the closing date of receipt of application	<p><b><u>1. Essential:</u></b> B. Tech in Computer Science/IT or MCA</p> <p><b><u>2. Desirable:</u></b> 02 years experience in the relevant field</p>
<b>Domain Expert (Women Empowerment)</b>	<b>01</b>	<b>Rs. 40,000/- per month (Fixed)</b>	Not more than 40 years on the closing date of receipt of application	<p><b><u>1. Essential:</u></b> Masters in Sociology/Social Work/Gender Studies/Mass Communication/Psychology/PGD in Women Empowerment.</p> <p><b><u>2. Desirable:</u></b> 02 years experience in the relevant field</p>
<b>Domain Expert (Health and Sanitation)</b>	<b>01</b>	<b>Rs. 40,000/- per month (Fixed)</b>	Not more than 40 years on the closing date of receipt of application	<p><b><u>1. Essential:</u></b> MBBS /Masters in Public Health/BAMS/BHMS</p> <p><b><u>2. Desirable:</u></b> 02 years experience in the relevant field</p>
<b>Domain Expert (RD/Panchayat</b>	<b>01</b>	<b>Rs. 40,000/- per month</b>	Not more than 40 years on the	<p><b><u>1. Essential:</u></b></p>

)		(Fixed)	closing date of receipt of application	Masters in Rural Development, Rural Management, Local Governance/Sociology/Agriculture Management/Social work <b>2. Desirable:</b> 02 years experience in the relevant field
<b>Data Entry Operator</b>	<b>01</b>	<b>Rs. 20,000/- per month (Fixed)</b>	Not more than 35 years on the closing date of receipt of application	<b>1. Essential:</b> Degree in any discipline and one year diploma in computer science <b>2. Desirable:</b> 01 year experience in the relevant field
<b>Office Assistant</b>	<b>01</b>	<b>Rs. 15,000/- per month (Fixed)</b>	Not more than 35 years on the closing date of receipt of application	<b>1. Essential:</b> 12th Standard and certificate course of six months in computer <b>2. Desirable:</b> 01 year experience of government sector/PSUs
<b>Multi-Tasking Staff</b>	<b>01</b>	<b>Rs. 15,000/- per month (Fixed)</b>	Not more than 35 years on the closing date of receipt of application	<b>1. Essential:</b> 12th Standard <b>2. Desirable:</b> 01 year experience of government sector/PSUs

### Programme Management Unit (PMU)

<b>Designation</b>	<b>No. of Posts</b>	<b>Remuneration (Fixed)</b>	<b>Age</b>	<b>Education Qualifications</b>
<b>State Programme Manager</b>	<b>01</b>	<b>Rs. 40,000/- per month (Fixed)</b>	Not more than 40 years on the closing date of receipt of application	<b>1. Essential:</b> MBA/ MA in Public Administration/ Rural Management/Sociology <b>2. Desirable:</b> 03 years experience in the implementation and management of development projects in government/PSUs
<b>State Accounts Manager</b>	<b>01</b>	<b>Rs. 35,000/- per month (Fixed)</b>	Not more than 40 years on the closing date of receipt of application	<b>1. Essential:</b> M.Com/MBA (Finance)/CA (Inter)/CS (Inter) from recognized university with computer knowledge. <b>2. Desirable:</b> 02 years experience in the field of maintaining accounts in government /PSUs
<b>Data Entry Operator</b>	<b>01</b>	<b>Rs. 20,000/- per month (Fixed)</b>	Not more than 35 years on the closing	<b>1. Essential:</b> Degree in any discipline and one year diploma in computer science

			date of receipt of application	<b>2. Desirable:</b> 1 year experience in the relevant field
<b>District Programme Manager</b>	<b>01</b>	<b>Rs. 35,000/- per month (Fixed)</b>	Not more than 40 years on the closing date of receipt of application	<b>1. Essential:</b> Graduate in IT (BCA, B.Sc in Computer Science or IT) with min. 60% marks or equivalent. <b>2. Desirable:</b> 2 year experience in IT Projects
<b>Additional District Project Manager</b>	<b>02</b>	<b>Rs. 25,000/- per month (Fixed)</b>	Not more than 40 years on the closing date of receipt of application	<b>1. Essential:</b> Graduate in IT (BCA, B.Sc in Computer Science or IT) with min. 60% marks or equivalent. <b>2. Desirable:</b> 1 year experience in IT Projects

**JOB DESCRIPTION:**

S. No.	Name of the Post	Job Description
1	<b>SPRC Head</b>	He/She shall be responsible for: (i) Preparation of Annual Training Calendar for continuous CB&T activities. (ii) Preparation of Training materials, modules and journals for UT specific programmes. (iii) Implementation of Annual Action Plan under RGSA. (iv) Designing of Training curriculum on the basis of Training Need Analysis (TNA) for PRIs and functionaries. (v) Designing of session plan for orientation programmes. (vi) Conducting State, District and Block Level CB&T Training programme. (vii) Conducting of ToT programmes on thematic areas relevant to Panchayati Raj. (viii) Maintenance of Database of Training programme conducted and timely submission of reports to the Ministry. (ix) Any other works as assigned by the superiors from time to time.
2	<b>Domain Expert (IT)</b>	He/She shall be responsible for: (i) Preparation of Annual Training Calendar for continuous CB&T activities incorporating e-Panchayat activities. (ii) Preparation of Training materials, modules and journals for UT specific programmes in relation to e-Panchayat. (iii) Implementation of Annual Action Plan under RGSA. (iv) Development of web tools and online data collection and report generation platforms. (v) Designing of Training curriculum on the basis of Training Need Analysis (TNA) for PRIs and functionaries. (vi) Designing of session plan for orientation programmes. (vii) Conducting State, District and Block Level CB&T Training programme. (viii) Conducting of ToT programmes on thematic areas relevant to Panchayati Raj. (ix) Concurrent support to PRIs in the areas of e-Governance.

		(x) Any other works as assigned by the superiors from time to time.
3	<b>Domain Expert (Women Empowerment)</b>	<p>He/She shall be responsible for:</p> <ul style="list-style-type: none"> <li>(i) Preparation of Annual Training Calendar for continuous CB&amp;T activities.</li> <li>(ii) Preparation of Training materials, modules and journals for UT specific programmes.</li> <li>(iii) Implementation of Annual Action Plan under RGSA.</li> <li>(iv) Designing of Training curriculum on the basis of Training Need Analysis (TNA) for PRIs and functionaries.</li> <li>(v) Empowering EWRs for discharging their duties.</li> <li>(vi) CB&amp;T of SHG network for PRI-SHG convergence in activities and programmes.</li> <li>(vii) Designing of session plan for orientation programmes.</li> <li>(viii) Conducting State, District and Block Level CB&amp;T Training programme.</li> <li>(ix) Conducting of ToT programmes on thematic areas relevant to Panchayati Raj.</li> <li>(x) Any other works as assigned by the superiors from time to time.</li> </ul>
4	<b>Domain Expert (Health and Sanitation)</b>	<p>He/She shall be responsible for:</p> <ul style="list-style-type: none"> <li>(i) Preparation of Annual Training Calendar for continuous CB&amp;T activities.</li> <li>(ii) Preparation of Training materials, modules and journals for UT specific programmes.</li> <li>(iii) Implementation of Annual Action Plan under RGSA.</li> <li>(iv) Designing of Training curriculum on the basis of Training Need Analysis (TNA) for PRIs and functionaries.</li> <li>(v) Designing of session plan for orientation programmes.</li> <li>(vi) Conducting State, District and Block Level CB&amp;T Training programme.</li> <li>(vii) Conducting of ToT programmes on thematic areas relevant to Panchayati Raj.</li> <li>(viii) Any other works as assigned by the superiors from time to time.</li> </ul>
5	<b>Domain Expert (RD/Panchayat)</b>	<p>He/She shall be responsible for:</p> <ul style="list-style-type: none"> <li>(i) Preparation of Annual Training Calendar for continuous CB&amp;T activities.</li> <li>(ii) Preparation of Training materials, modules and journals for UT specific programmes.</li> <li>(iii) Implementation of Annual Action Plan under RGSA.</li> <li>(iv) Designing of Training curriculum on the basis of Training Need Analysis (TNA) for PRIs and functionaries.</li> <li>(v) Designing of session plan for orientation programmes.</li> <li>(vi) Conducting State, District and Block Level CB&amp;T Training programme.</li> <li>(vii) Conducting of ToT programmes on thematic areas relevant to Panchayati Raj.</li> <li>(viii) Any other works as assigned by the superiors from time to time.</li> </ul>
6	<b>Data Entry Operator</b>	<p>He/She shall be responsible for:</p> <ul style="list-style-type: none"> <li>(i) Ensure timely and accurate data entry of all MIS related data of the scheme as well as community level.</li> <li>(ii) Preparing the reporting formats to receive or submit various reports.</li> <li>(iii) Compiling the details/data received from the Districts/Blocks/GPs.</li> <li>(iv) Ensure timely availability of data in order to generate progress reports.</li> <li>(v) Any other works as directed by the superiors from time to time.</li> </ul>

7	<b>Office Assistant</b>	He/She shall be responsible for: (i) File management, DAK Entry. (ii) Maintenance of Record. (iii) Providing secretarial assistance. (iv) Any other works as directed by the superiors from time to time.
8	<b>Multi-Tasking Staff</b>	He/She shall be responsible for: (i) File management. (ii) Maintenance of Record. (iii) Providing secretarial assistance. (iv) General Cleanliness. (v) Any other works as directed by the superiors from time to time.
9	<b>State Programme Manager</b>	He/She shall be responsible for: (i) Preparation and Implementation of Annual Action Plan under RGSA. (ii) Submission of reports to Ministry. (iii) MIS Management of RGSA and e-Panchayat. (iv) Liaise with Ministry in conducting training programmes. (v) Conducting State, District and Block Level CB&T Training programme. (vi) Maintenance of Database of Training programme conducted and timely submission of reports to the Ministry. (vii) Any other works as assigned by the superiors from time to time.
10	<b>State Accounts Manager</b>	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) and further compilation for onward submission to Ministry. (iv) Facilitate procurement of Goods and Services (v) Extend cooperation and support in internal and external audit. (vi) Ensure timely availability and disbursal of funds. (vii) Ensure achievement of financial targets as per the plan. (viii) Proper submission of monthly report. (ix) Preparation of staff salary. (x) Any other works as directed by the superior from time to time.
11	<b>Data Entry Operator</b>	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 superiors from time to time.
12	<b>District Programme Manager</b>	He/She shall be responsible for: (i) Provide support with respect to PES (Panchayat Enterprise Suite) applications and state-specific applications in the district and coordinate with State Programmer for operational issues and their resolution. (ii) Visit BPs (Block panchayats) and GPs (Gram Panchayats) periodically to find out issues in rollout of e-panchayat and new requirements in PES and State-specific applications and resolve them in consultation with State Technical consultant. (iii) Organize trainings, providing handholding support in all local bodies under his District and serve as a helpdesk for all local bodies

		<p>in the district.</p> <p>(iv) Monitor the commissioning of computers and internet connectivity in local bodies under his district.</p> <p>(v) Any other works as assigned by the superiors from time to time.</p>
13	<b>Additional District Project Manager</b>	<p>He/She shall be responsible for:</p> <p>(i) Provide support with respect to PES (Panchayat Enterprise Suite) applications and state-specific applications in the district and coordinate with State Programmer for operational issues and their resolution.</p> <p>(ii) Visit BPs (Block Panchayats) and GPs (Gram Panchayats) periodically to find out issues in rollout of e-panchayat and new requirements in PES and State-specific applications and resolve them in consultation with State Technical consultant.</p> <p>(iii) Organize trainings, providing handholding support in all local bodies under his District and serve as a helpdesk for all local bodies in the district.</p> <p>(iv) Monitor the commissioning of computers and internet connectivity in local bodies under his district.</p> <p>(v) Any other works as assigned by the superiors from time to time.</p>

**ADMINISTRATIVE CONTROL:**

All the staffs engaged under SPRC and PMU shall report to the Director (RD/Panchayat) through the State Nodal Officer (RGSA) and shall work closely under their direction.

**GENERAL INFORMATION:**

1. The engagement shall purely on contract basis for a period of 11 months from the date of appointment.
2. He/She shall strictly follow the office timing. Absence without sanction of leave of any kind during working days shall be treated as an un-authorized absence from duty and payment on pro-rata basis shall be deducted from the consolidated amount.
3. The emoluments as stated above as monthly salary shall be paid at the end of each completed month of engagement.
4. All other allowances and claims as approved by Ministry shall also be provided.
5. No change in the place of posting is allowed during the contract period whatever the reason may be.
6. Any extension or renewal of the appointment beyond the contract period will be subject to a review based on the performance/contribution of work and an agreement on terms that must be mutually agreed upon.
7. The appointment shall deemed to be automatically terminated, if it is not specifically extended by the competent authority.
8. Engagement on contract basis shall not confer any right for claiming regular engagement/appointment in any capacity in this office or any other office/department in A & N Administration.
9. He/She shall be entitled to 2 ½ days of leave for every completed month of duty, which can be accumulated but not encashed. Leave in credit, if any shall be lapsed on expiry of the contract period.

10. Maternity Leave will be granted for 12 consecutive weeks during the contract period with full pay (Consolidated). A medical certificate from an Authorised Medical Attendants/Govt. Hospital must be produced, indicating estimated time of confinement before availing the leave and necessary fitness certificate shall also be required to submit at time of joining of duty.

**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 above posts should submit their application in the prescribed proforma along with self-attested supporting documents and certificates 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:

<b>Name of the post</b>	<b>Essential Qualification</b>	<b>Desirable Qualification</b>	<b>Knowledge of Computer</b>	<b>Interview</b>
<b>State Panchayat Resource Centre</b>				
SPRC Head	MBA/Post-Graduation in Public Administration, Social Work, Humanities, Human Resource Management, Rural Management, Rural Dev. and PR, Political Science, Sociology, Mass Communication from recognized university. <b>Weightage - 50</b>	07 years experience in the implementation and management of development projects in government/Local government sector <b>Weightage- 20</b>	NA	<b>Weightage- 30</b>
Domain Expert (IT)	B. Tech in Computer Science/IT or MCA <b>Weightage- 50</b>	02 years experience in the relevant field <b>Weightage- 20</b>	NA	<b>Weightage- 30</b>
Domain Expert (Women Empowerm)	Masters in Sociology/Social Work/Gender Studies/Mass Communication/Psych	02 years experience in the relevant field	NA	<b>Weightage- 30</b>

ent)	ology/PGD in Women Empowerment. <b>Weightage - 50</b>	<b>Weightage- 20</b>		
Domain Expert (Health and Sanitation)	MBBS /Masters in Public Health/BAMS/BHMS <b>Weightage - 50</b>	02 years experience in the relevant field <b>Weightage- 20</b>	NA	<b>Weightage- 30</b>
Domain Expert (RD/Panchayat)	Masters in Rural Development, Rural Management, Local Governance/Sociology /Agriculture Management/Social work <b>Weightage - 50</b>	02 years experience in the relevant field <b>Weightage- 20</b>	NA	<b>Weightage- 30</b>
Data Entry Operator	Degree in any discipline and one year diploma in computer science <b>Weightage - 50</b>	01 year experience in the relevant field <b>Weightage - 20</b>	01 year computer diploma <b>Weightage - 10</b>	<b>Weightage- 20</b>
Office Assistant	12th Standard and certificate course of six months in computer <b>Weightage - 50</b>	01 year experience of government sector/PSUs <b>Weightage - 20</b>	Six months computer course <b>Weightage - 10</b>	<b>Weightage- 20</b>
Multi-Tasking Staff	12th Standard <b>Weightage - 50</b>	01 year experience of government sector/PSUs <b>Weightage - 20</b>	NA	<b>Weightage- 30</b>
<b>Programme Management Unit (PMU)</b>				
State Programme Manager	MBA/ MA in Public Administration/ Rural Management/Sociology <b>Weightage - 50</b>	03 years experience in the implementation and management of development projects in government/PSUs <b>Weightage - 20</b>		<b>Weightage - 30</b>
State Accounts	M.Com/MBA (Finance)/CA (Inter)/CS	02 years experience in the field of maintaining	01 Year Computer	



Manager	(Inter) from recognized university with computer knowledge. <b>Weightage - 50</b>	accounts in government/PSUs <b>Weightage - 20</b>	Course <b>Weightage - 10</b>	<b>Weightage - 20</b>
Data Entry Operator	Degree in any discipline and one year diploma in computer application, must qualify the skill test <b>Weightage - 50</b>	01 year experience in the relevant field <b>Weightage - 20</b>	01 year computer diploma <b>Weightage - 10</b>	<b>Weightage - 20</b>
District Programme Manager	Graduate in IT (BCA, B.Sc in Computer Science or IT) with min. 60% marks or equivalent. <b>Weightage - 50</b>	2 year experience in IT Projects <b>Weightage - 20</b>		<b>Weightage - 30</b>
Additional District Project Manager	Graduate in IT (BCA, B.Sc in Computer Science or IT) with min. 60% marks or equivalent. <b>Weightage - 50</b>	1 year experience in IT Projects <b>Weightage - 20</b>		<b>Weightage - 30</b>

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:* 
$$\frac{\text{Marks obtained} \times \text{Weightage}}{\text{Maximum Mark}}$$

- *Desirable qualification (Experience):*

$$\frac{\text{Experience of Number of Months} \times \text{Weightage}}{\text{No. of months Experience sought}}$$

No. of months Experience sought

**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:*

$$\frac{\text{Duration of computer course (Number of Months)} \times \text{Weightage mark}}{\text{No. of months of experience sought}}$$

No. of months of experience sought

**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 **10.11.2020 till 5.00 PM.**

vi. The top 10 candidates applied for the 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 **16.11.2020.**

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.

viii. **The personal interview for each posts shall be held as per the schedule given below:**

S. No.	Name of the Post	Date of Interview	Time of Interview	Venue
1.	SPRC Head	23-11-2020	8.30 AM	Conference Hall, Directorate of RD, PRIs and ULBS, Marine Hill, Port Blair
2.	Domain Expert (IT)			
3.	Domain Expert (Women Empowerment)			
4.	Domain Expert (Health and Sanitation)			
5.	Domain Expert (RD/Panchayat)			
6.	State Programme Manager	24-11-2020	8.30 AM	
7.	State Accounts Manager			
8.	District Programme Manager			
9.	Additional District Programme Manager	25-11-2020	8.30 AM	
10.	Data Entry Operator (SPMU)			
11.	Data Entry Operator (SPRC)			
12.	Office Assistant (SPRC)			
13.	MTS (SPRC)			

ix. The shortlisted candidates are requested to bring their original Mark sheets and Certificates in support of Educational Qualification, Employment Registration Card, Local Certificate, Computer Certificate etc for verification during the personal interview.

**Assistant Director (RD/Panchayat)**  
**Directorate of RD, PRIs & ULBs**  
**Phone No: 03192-242739**

## Application Form

<i>Application for the Post of _____</i>  <i>Under (SPRC/PMU) .....</i> <b>(Last date of receipt of application : 10.11.2020)</b>					<i>Attested Photograph</i>		
<b>1. Name of the Applicant:</b>							
<b>2. Father's Name :</b>							
<b>3. Date of Birth:</b>				<b>4. Age:</b>			
<b>5. Gender:</b>				<b>6. Marital Status [ ] Married [ ] Unmarried</b>			
<b>7. Domicile :</b>				<b>8. Whether local or non-local:</b>			
<b>9. a) Permanent Contact Address:</b>           <b>b) Present Contact Address:</b> (along with telephone/mobile no./email ID)							
<b>10. District:</b>				<b>11. State:</b>			
<b>12. Language spoken/written :</b>							
<b>13 Education (Essential Qualification)</b>							
Sl. No.	Name of Qualification (Fill only the highest qualification sought for the post)	Institute/ Board University	Year	Marks			
				Full Marks	Marks Secured	Weightage (50)	Calculated Marks
1	12 <sup>th</sup> Pass						
1	Graduation						
2	Post Graduation						
<b>14. Computer Knowledge:</b>							
Name of Computer Course (Fill only if sought for the post)			Duration (In Months)			Calculated Marks (Weightage 10)	

applied)		

**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.

Sl. No	Name of employer	Post	Nature of Duty	Duration (In Months)
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:* 
$$\frac{\text{Marks obtained} \times \text{Weightage}}{\text{Maximum Mark}}$$
- *Desirable qualification (Experience):* 
$$\frac{\text{Experience of Number of Months} \times \text{Weightage}}{\text{No. of months Experience sought}}$$

**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:* 
$$\frac{\text{Duration of computer course (Number of Months)} \times \text{Weightage mark}}{\text{No. of months of experience sought}}$$

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