



RD/MGNREGA/Transfer & Posting/2019-20/
अण्डमानतथानिकोबारप्रशासन
ANDAMAN AND NICOBAR ADMINISTRATION
ग्रामीणविकासपंचायतीराजसंस्थान एवं शहरीस्थानीय निकाय निदेशालय
Directorate of RD, PRIs and Urban Local Bodies
(Nodal Department of MGNREGA)
Port Blair/पोर्टब्लेयर
Dated/दिनांक

PRESS NOTE

Applications are invited for following Posts purely on contract basis under MGNREGA for Directorate of RD, PRIs & ULBs and C. D. Block Car Nicobar, Nicobar District

Designation	No. of Post	Location of Posting	Remuneration (Fixed)	Age	Educational Qualification
Accountant (State)	01	Directorate of RD, PRIs & ULBs, Port Blair	Rs 12000/-	Not above 40 years	<u>Essential qualification:</u> 1. B.com from a recognized university with computer knowledge. <u>Desirable qualification:</u> 1. M.Com from recognized university. 2. One year working experience in the relevant field.
Accountant (Car Nicobar Block)	01	C.D Block Car Nicobar, Nicobar District	Rs 12000/- + Rs. 1000/- (Hard area Allowance)	Not above 40 years	<u>Essential qualification:</u> 1. B.com from a recognized university with computer knowledge. <u>Desirable qualification:</u> 1. M.Com from recognized university. 2. One year working experience in the relevant field.
Data Entry Operator	01	C.D Block Car Nicobar, Nicobar District	Rs 11000/- + Rs. 1000/- (Hard area Allowance)	Not above 40 years.	<u>Essential qualification:</u> 1. XII Pass 2. 01year Course in computer applications from a recognized Institute.

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					3. Data Entry Speed of minimum 8000 key depressions. 4. Knowledge of office application. <u>Desirable Qualification:-</u> 1. At least 1 Year experience in the relevant field.
Gram Rozgar Sewak	02	C.D Block Car Nicobar, Nicobar District	Rs 11000/- + Rs. 1000/- (Hard area Allowance)	Not above 40 years.	<u>Essential qualification:</u> 1. 12 th Pass 2. Diploma/certificate (6 Months or more duration Course) in computer applications from a recognized Institute. <u>Desirable Qualification:-</u> 1. At least 1 Year experience in the relevant field. 2. Graduate with Computer knowledge.

Job Description of Accountant:

1. Compilation/preparation of Physical and Financial report of MGNREGA for submission to the A&N Administration and Ministry whenever asked to furnish
2. Look after all the Accounts/Fund related Matter of MGNREGA at State level.
3. The Accountant is also responsible for compilation of Labor budget of this UT.
4. Submission of Utilization Certificate to the Ministry after coordinating with all the districts and coordinate with the Ministry for time to time release of fund to all the districts of this UT.
5. The Accountant under MGNREGA is also responsible for any matter relating to Financial Audit.
6. The Accountant is responsible for preparation of materials for State Guarantee Council Meeting and review meetings of MGNREGA at State Level.
7. The Accountant under MGNREGA is responsible for any matter of funds and Accounts related to MGNREGA of this UT and has to coordinate with the Ministry, and Districts and if required with the Pay & Accounts Office and Finance Department of this UT.
8. Any other work assigned by superiors.

Job Description of Data Entry Operator:

1. Preparing the reporting formats received from the Government of India/ from the Districts.
2. Compiling the details/data received from DPCs and furnishing the same to the supervisory authority.
3. Uploading the details on the websites.
4. Coordinate with all three Districts and NIC Port Blair in the preparation of MIS under MGNREGA and to tackle problems in uploading data on MIS at all levels of implementation of scheme.
5. Any other work as specified by the superiors from time to time.

Job Description of Gram Rozgar Sewak:

1. Preparation of prioritized list of works with likely cost/estimate.
2. Preparation of calendar of program for their own work.
3. Identification and categorization of number and nature of employment opportunities.
4. Matching of opportunities with those who demand for labor.
5. Receipt of applications for registration.
6. Identification and verification of applications and registration of job seekers.
7. Issue of job card.
8. Intimation to applicant allotting dates of work and work site.
9. Publication of list of works, calendar of programmes and list of job seekers etc.
10. Supervision and monitoring.
11. Maintenance of Records/Muster roll/Household job Card/ individual employment details etc.
12. Other responsibilities if any, assigned under NREG Act.

Administrative Control:

- The Accountant at Directorate of RD, PRIs & ULBs under MGNREGA shall report and work under the direction of Director (RD, PRIs & ULBs).
- The Accountant, Data Entry Operator and Gram Rozgar Sewakat C.D. Block Car Nicobar Block under MGNREGA shall report and work under the direction of Deputy Commissioner's-cum-District Programme Coordinator (MGNREGA), Nicobar District and to Senior Programme Officer (MGNREGA)/Block Development Officer, Car Nicobar Block.

Documents to be enclosed with the application form:

- a. Mark sheets and Certificate in support of Educational Qualification, Employment Registration Card, Local Certificate, Computer Certificate etc.
- 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 ACCOUNTANT/DATA ENTRY OPERATOR/GRAM ROZGAR SEWAK**" 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/ Commissioner, MGNREGA) Port Blair, in respect of Accountant (MGNREGA) at Directorate of RD, PRIs & ULBs and Deputy commissioner (Nicobar) in respect of post of Accountant, Data Entry operator & Gram Rozgar Sewak for C.D Block, Car Nicobar 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 fulfill 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.

Name of the post	Essential Qualification	Desirable Qualification	Knowledge of Computer	Experience	Interview and Trade Test
Accountant	B.com from a recognized university with computer knowledge Weightage Marks -30	M.Com from recognized university. Weightage Marks -20	-	One year working experience in the relevant field. Weightage Marks -20	Interview Weightage Marks -30

Data Entry Operator	XII Pass Weightage Marks -30	-	01year Course in computer applications from a recognized Institute Weightage Marks -10	One year working experience in the relevant field. Weightage Marks -20	Trade Test Marks - 10 Interview Weightage Marks -30
Gram Rozgar Sewak	XII Pass Weightage Marks -30	-	Diploma/ Certificate (6 Months or more duration Course) in computer applications from a recognized Institute. Weightage Marks -20	One year working experience in the relevant field. Weightage Marks -20	Weightage Marks -30

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

- **Desirable qualification**
(For Accountant only) $\frac{\text{Marks obtained} \times \text{Weightage marks}}{\text{Maximum Mark}}$

- **Computer Knowledge**

DEO

$\frac{\text{Duration of computer course(No. of months)} \times \text{Weightage marks}}{12}$

GRS

$\frac{\text{Duration of computer course(No. of months)} \times \text{Weightage marks}}{06}$

- **Experience**

$\frac{\text{Experience of Number of months} \times \text{Weightage marks}}{12}$

12

(iv) The Important Dates regarding the submission of applications is as follows.

Start Date of Application: 25.01.2021

End Date of Application: 10.02.2021

Display of Shortlisted Candidates: 18.02.2021

- (v) No separate call letters will be issued in this regard and for any other information the candidates may contact the MGNREGA Cell of this Directorate. **The personal interview will be held in the Directorate of RD, PRIs & ULBs, Marine Hill, Port Blair.**

Director (RD/Panch)

Application Form

Application for the Post of _____ under MGNREGA (Last date of receipt of application : 10.02.2021)					<i>Attested Photograph</i>		
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:							
<p style="margin-left: 40px;">b) Present Contact Address: (alongwith telephone/mobile no./email ID)</p>							
10. District:				11. State:			
12. Language spoken/written :							
13. Education (Essential Qualification)							
Sl. No.	Name of Qualification	Institute/ Board University	Year	Marks			
				Full Marks	Marks Secured	Weightage Marks	Calculated Marks
1	12 Class (+2) <i>(For DEO & GRS only)</i>					30	
2	Graduation <i>(For Accountant only)</i>					30	
3	Post-Graduation <i>(For Accountant only)</i>					20	
Total of Marks Calculated (Max. Marks 50 for Accountant) (Max. Marks 30 for DEO&GRS)							

14. Computer Knowledge:(For DEO & GRS only)

Name of Computer Course	Duration (In Months)	Calculated Marks (Weightage Marks 10 for DEO and Marks 20 for GRS)

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)