

**F.No.1-110/DDU-GKY/CDB/CN/2020-21/189**  
**ANDAMAN & NICOBAR ADMINISTRATION**  
उपायुक्त का कार्यालय  
**OFFICE OF THE DEPUTY COMMISSIONER**  
निकोबार जिला  
**NICOBAR DISTRICT**  
\*\*\*\*

Car Nicobar dated the 4<sup>th</sup> September,2021

**Application are invited for the Post of Data Entry Operators at Block Level for ANIRLM purely on contractual basis under Deen Dayal Upadhyay – Grameen Kaushalya Yojana (DDU-GKY)**

Designation	No. of Post	Remuneration (Fixed)	Age	Eligibility condition
Data Entry Operator	03	Rs.15,000.00 per month along with 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 yrs	<b><u>Essential Qualifications:</u></b> 1. Graduate, proficiency in data entry & computer MS Office work. 2. 02 + years experience in relevant field

**JOB DESCRIPTION**

**Data Entry Operator:-**

He/ She shall be responsible for

- i) Preparing the reporting format received from the GoI.
- ii) Ensure timely and accurate data entry of all MIS related data for the project.
- iii) Compiling the data pertaining to the scheme and furnishing to the District/ State.
- iv) Resolve all MIS issues of SMMU and BMMU with the support and coordinator of NMMU.
- v) Monitor the Management Information System (MIS) of the Project and streaming information flow through periodic analysis and data based on project health indicators and documenting the same.
- vi) Any other task assigned by reporting officer.

**ADMINISTRATIVE CONTROL:**

- The **Data Entry Operator** shall report to the respective Block Mission Manager/ Block Development Officer and work under his/ her directions.

**GENERAL INFORMATION**

- (i) Engagement of above post 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 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) District Mission Director (ANIRLM)/ (Deputy Commissioner), Nicobar District, Car Nicobar 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 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 materials 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 post of Data Entry Operator of respective Block should be the resident of same Block
- (ii) The candidates applying for the post of Data Entry Operator should submit their Application in the prescribed proforma on the following address as per their selected Block:-

Sl.No.	Addressed to	Applying for the Block
01	The Deputy Commissioner, Nicobar, Car Nicobar	1. Car Nicobar 2. Nancowrie 3. Campbell Bay

- (iii) 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.
- (iv) The merit list will be prepared on the basis of the weight-age/ marks fixed as below:

Name of Post	Essential Qualification		Interview
	Academic	Experience	
Data Entry Operator	Weightage – 35 Marks	2+ year post qualification relevant Weightage – 30 Marks	Weightage – 35 Marks

- (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 in the application form:

- *Essential qualification (Academic):*

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

- *Essential qualification (Experience)*

$$\frac{\text{Experience of Number of Months} \times \text{Weightage marks}}{24}$$

**The maximum marks for experience shall be 30 Marks for experience of more than desirable months of experience shall be 30 only.**

- (vi) Last date of receipt of application is **06/10/2021** till **5.00 p.m**
- (vii) The list shortlisted candidates will be displayed on the Notice Board of concerned of Nicobar District i.e Car Nicobar, Nancowrie & Campbell Bay Block on **14/10/2021**
- (viii) No separate call letters will be issued in this regard and for any other information the candidates may contact the Block Development Officer, CD Block, Car Nicobar (03193 – 265248 [O]). **The personal interview will be held in the Office of the Deputy Commissioner, Nicobar District, Car Nicobar and the date of interview shall be communicated later to the shortlisted over phone.**
- (ix) 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.

**Block Mission Manager (ANIRLM)/  
BDO, Car Nicobar**

## APPLICATION FORM

Application for the post of <b>Data Entry Operator under DDU-GKY</b> (Last date of receipt of Application.....)				<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;">                     Passport                      Size Photo                       Affixed here                 </div>			
1. Name of the Applicant :							
2. Father's Name :							
3. Date of Birth:				4. Age			
5. Gender :				6. Marital Status [ <input type="checkbox"/> ] Married [ <input type="checkbox"/> ] Unmarried			
7. Domicile :				8. Whether Local or Non-Local:			
8. a) Permanent Contact Address :							
b) Present Contact Address: (alongwith Telephone/ Mobile No./email ID)							
9. District :				10. State :			
11. Language spoken/ written :							
12. Education (Essential Qualification) :							
Sl.No.	Name of Qualification	Institute/ Board University	Year	Marks			
				Full Marks	Marks Secured	Weightage Marks	Calculated Marks
1	XII <sup>th</sup>					<b>20</b>	
2	Graduation					<b>30</b>	
Total of Marks Calculated							
(Max. Marks 50)							

**13. Experience (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.

S.No.	Name of employer	Post	Nature of duty	Duration (in months)
Total Months 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 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 the following method and fill it in the online application form:

- Essential qualification (Academic):  $\frac{\text{Marks obtained} \times \text{Weightage mark}}{\text{Maximum Mark}}$
- Essential qualification (Experience):  
**For D.E.O**  $\frac{\text{Experience of Number of Months} \times \text{Weightage mark}}{\text{Maximum Mark}}$

**The maximum marks for experience shall be 30 Marks for experience of more than desirable months of experience shall be 30 only**