



P-110RGSA/58/2023-SPRCW-RD/1592

अंडमान तथा निकोबार प्रशासन

ANDAMAN AND NICOBAR ADMINISTRATION

ग्रामीण विकास, पंचायती राज संस्थान तथा शहरी स्थानीय निकाय निदेशालय

DIRECTORATE OF RD, PRIs AND ULBs

मरीन हिल, पोर्ट ब्लेयर/ Marine Hill, Port Blair

दिनांक / Dated 09th July, 2024

To,

1. The Chief Editor,
The Daily Telegrams,
Port Blair
2. The Station Director,
All India Radio,
Port Blair.
3. The Station Director,
Doordarshan,
Port Blair
4. The OSD(IT)
Department of Information Technology,
A&N Administration.

Sub: Vacancy notice under Rashtriya Gram Swaraj Abhiyan (RGSA) reg.

Sir,

I am directed forward herewith a Vacancy Notice letter No. P-110RGSA/58/2023-SPRCW-RD/1592 dated 04th July, 2024 for information with the request to widely publicize through media coverage and also to host in the administration website for wider dissemination.

Yours faithfully,

Shanthi
9/7/24
Assistant Director (RD/Panch)

Copy to:

1. The PA to Secretary (RD/Panchayat) for kind information of the Secretary please.
2. The PA to Director (RD/Panchayat) for kind information of the Director please.'
3. The State Nodal Officer (RGSA) for kind information.
4. Notice Board of Directorate of RD, PRIs and ULBs
5. File concerned.

-Sd-

Assistant Director (RD/Panch.)



F. No. P-110RGSA/58/2023-SPRCW-RD/1597

अंडमान तथा निकोबार प्रशासन

ANDAMAN AND NICOBAR ADMINISTRATION

ग्रामीण विकास, पंचायती राज संस्थान तथा शहरी स्थानीय निकाय निदेशालय

DIRECTORATE OF RD, PRIs AND ULBs

मरीन हिल, पोर्ट ब्लेयर/ Marine Hill, Port Blair

दिनांक / Dated 04th July 2024

Applications are invited for the various posts for the State Panchayat Resource Centre (SPRC), District Programme Management Unit (DPMU) and under the Directorate of RD, PRIs & ULBs, Marine Hill, Port Blair.

State Panchayat Resource Centre (SPRC)				
Designation	No. of Posts	Remuneration (Fixed)	Age	Education Qualifications
Domain Expert (Panchayat)	01	Rs. 40,000/- per month	Not more than 40 years on the closing date of receipt of application.	<p>Essential:</p> <ol style="list-style-type: none">Masters in Rural Development/Public Policy & Governance/Public Administration/Social Work from a recognized University/Institute with minimum 60% of marks or equivalent. OR Post Graduate Diploma in Rural Development from a recognized University/Institute. OR Doctorate with a Research subject as 'Functioning of Panchayati Raj Institutions' may be given preference.Having proficiency in MS Office, Presentation and Project Management Skills.Excellent documentation, communication and interpersonal skills. <p>Desirable:</p> <p>02 years experience in the relevant field.</p>

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Domain Expert (Communication & Development)	01	Rs. 40,000/- per month	Not more than 40 years on the closing date of receipt of application.	<p>Essential:</p> <ol style="list-style-type: none"> Masters in Mass & Media Communication/Journalism & Mass Communication from a recognized University/Institute with minimum 60% of marks or equivalent. OR Post Graduate Diploma in Journalism and Mass Communication from a recognized University/Institute. OR B.E/B.Tech (in any stream) from a recognized University/Institute with minimum 60% of marks or equivalent. Having proficiency in MS Office, Presentation and Project Management Skills. Excellent documentation, communication and interpersonal skills. <p>Desirable:</p> <p>02 years experience in the relevant field.</p>
Domain Expert (IT)	01	Rs. 40,000/- per month	Not more than 40 years on the closing date of receipt of application.	<p>Essential:</p> <ol style="list-style-type: none"> B.E/B.Tech (Computer Science Engineering/Information Technology) from a recognized University/Institute with minimum 60% of marks or equivalent. OR Master of Computer Application/ M.Sc. in Computer Science from a recognized University/Institute with minimum 60% of marks or equivalent. 02 years experience relevant field.

District Programme Management Unit (DPMU)				
Designation	No. of Posts	Remuneration (Fixed)	Age	Education Qualifications
District Project Manager	01	Rs. 35,000/- per month	Not more than 40 years on the closing date of receipt	<p>Essential:</p> <p>Graduate in (BCA, B.Sc. in Computer Science or IT) with minimum 60% marks or equivalent.</p>

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			of application.	Desirable: 02 year experience in IT Projects.
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JOB DESCRIPTION:

S. No.	Name of the Post	Job Description
1	Domain Expert (Panchayat)	<p>He/She shall be responsible for:-</p> <ol style="list-style-type: none"> Provide highly quality inputs in discipline area like SDGs, IEC and Training with reference to Panchayati Raj Institution functioning. Networking/ liasioning with Line departments and related stake holders etc. To assist in the functional and technical requirement of the RGSA. Conduct meetings, preparation of Minutes, reports writing presentation any other work within scope of engagement. Developing concept notes on research paper on specific themes and processes. Preparation of Annual Training Calendar for continuous CB&T activities. Preparation of Training materials, modules and journals for UT specific programmes. Implementation of Annual Action Plan under RGSA. Designing of Training curriculum on the basis of Training Need Analysis (TNA) for PRIs and functionaries. Designing of session plan for orientation programmes. Conducting State, District and Block Level CB&T Training programme. Conducting of ToT programmes on thematic areas relevant to Panchayati Raj. Any other works as assigned by the superiors from time to time.
2	Domain Expert (Communication & Development)	<p>He/She shall be responsible for:-</p> <ol style="list-style-type: none"> Plan and manage press/media articles, events, scripts for IEC, success stories, etc. Preparation of Annual Training Calendar for continuous CB&T activities. Preparation of Training materials, modules and journals for UT specific programmes. Implementation of Annual Action Plan under RGSA. Designing of Training curriculum on the basis of Training Need Analysis (TNA) for PRIs and functionaries. Designing of session plan for orientation programmes. Conducting State, District and Block Level CB&T Training programme. Conducting of ToT programmes on thematic areas relevant to Panchayati Raj. Any other works as assigned by the superiors from time to time.
3	Domain Expert (IT)	<p>He/She shall be responsible for:-</p> <ol style="list-style-type: none"> Preparation of Annual Training Calendar for continuous CB&T activities.

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		<ul style="list-style-type: none"> b) Preparation of Training Materials, modules and journals for UT specific programmes. c) Implementation of Annual Action Plan under RGSA d) Development of Web tools and online data collection and report generation platforms. j) Designing of Training curriculum on the basis of Training Need Analysis (TNA) for PRIs and functionaries. e) Designing of Session plan for orientation programmes. f) Conducting State, District and Block Level CB&T Training programme. g) Conducting of ToT programmes on thematic areas relevant to Panchayat Raj. h) Concurrent support to PRIs in the area of e-Governance. i) Any other works as assigned by the superiors from time to time.
4	District Program Manager	<p>He/She shall be responsible for:-</p> <ul style="list-style-type: none"> a) Provide support with respect to PES (Panchayat Enterprises Suit application and state specific applications in the District and coordinate with State Programmer for operational issues and their resolution b) Visit BPs (Block Panchayats) and GPs (Gram Panchayat) periodically to find out issues in rollout of e-Panchayat and new requirements in PES and state specific application and resolve them in consultation with state technical consultant. c) Organize trainings providing handholding support in all local bodies under his District and serve as a helpdesk for all local bodies in the District d) Monitor and commissioning of Computers and internet connectivity in local bodies under his district. e) Any other task related to e-Panchayat assigned from time to time.

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.

The appointment shall deemed to be automatically terminated, if it is not specifically extended by the competent authority.

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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 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 15 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

Name of the post	Essential Qualification	Desirable Qualification	Knowledge of Computer	Interview
State Panchayat Resource Centre (SPRC)				
Domain Expert (Panchayat)	1. Masters in Rural Development/Public Policy & Governance/Public Administration/Social Work from a recognized University/Institute with minimum 60% of marks or equivalent. OR Post Graduate Diploma in Rural Development from a recognized University/Institute.	02 years experience in the relevant field Weightage- 20	NA	Weightage- 30

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	<p style="text-align: center;">OR</p> <p>Doctorate with a Research subject as 'Functioning of Panchayati Raj Institutions' may be given preference.</p> <p>2. Having proficiency in MS Office, Presentation and Project Management Skills.</p> <p>3. Excellent documentation, communication and interpersonal skills.</p> <p>Weightage - 50</p>			
<p>Domain Expert (Communication & Development)</p>	<p>1. Masters in Mass & Media Communication /Journalism & Mass Communication from a recognized University/Institute with minimum 60% of marks or equivalent.</p> <p style="text-align: center;">OR</p> <p>Post Graduate Diploma in Journalism and Mass Communication from a recognized University/Institute.</p> <p style="text-align: center;">OR</p> <p>B.E/B.Tech (in any stream) from a recognized University/Institute with minimum 60% of marks or</p>	<p>02 years experience in the relevant field</p> <p>Weightage- 20</p>	<p>NA</p>	<p>Weightage- 30</p>

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	<p>equivalent.</p> <p>2. Having proficiency in MS Office, Presentation and Project Management Skills.</p> <p>3. Excellent documentation, communication and interpersonal skills.</p> <p>Weightage- 50</p>			
Domain Expert (IT)	<p>BE/B.Tech (Computer Science Engineering/Information Technology) from a recognized University/Institute with minimum 60% of marks or equivalent.</p> <p style="text-align: center;">OR</p> <p>Master of Computer Application/ M.Sc. in Computer Science from a recognized University/Institute with minimum 60% of marks or equivalent.</p> <p>02 years experience relevant field.</p> <p>Weightage – 50</p>	<p>02 years experience in the relevant field</p> <p>Weightage- 20</p>	NA	Weightage- 30
District Programme Management Unit (DPMU)				
District Project Manager	<p>Graduate in (BCA, B.Sc. in Computer Science or IT) with min. 60% marks or equivalent.</p> <p>Weightage – 50</p>	<p>02 year experience in the relevant field.</p> <p>Weightage – 20</p>	NA	Weightage – 30

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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 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.

- v. Last date of receipt of application is **30.07.2024 till 5.00 PM.**
- vi. The top 15 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 respective Blocks and also in the official website of A&N Administration i.e. www.andaman.gov.in
- vii. No separate call letters will be issued in this regard and for any other information the candidates may contact this Directorate on **03192-242739/233397** or email at **sprcandaman@gmail.com**. **The personal interview for each posts shall be held as per the schedule communicated separately.**
- viii. The shortlisted candidates shall be required 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 which will be communicated separately.

Shanthi
9/7/24
Assistant Director (RD/Panchayat)
Directorate of RD, PRIs & ULBs
Phone No: 03192-242739

Application Form

Application for the Post of _____

Under (SPRC/PMU)
(Last date of receipt of application : _____)

Attested
Photograph

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:
(along with telephone/mobile no./email ID)

10. District:

11. State:

12. Language spoken/written :

13 Education (Essential Qualification)

Sl. No.	Name of Qualification (Fill only the highest qualification sought for the post)	Institute/ Board University	Year	Marks			
				Full Marks	Marks Secured	Weightage (As applicable for the post)	Calculated Marks

14. Computer Knowledge (if applicable for the post)

Name of Computer Course (Fill only if sought for the post applied)	Duration (In Months)	Calculated Marks (As applicable for the post)

