



File No. 5-28/RD/DDU-GKY/2020(Vol - I)/ 2992

अंडमान तथा निकोबार प्रशासन

A&N Administration

ग्रामीण विकास, पंचायतीराज संस्थान तथा शहरी स्थानीय
निकाय निदेशालय

Directorate of RD, PRIs & ULBs

मरीन हिल /Marine Hill, श्री विजय पुरम /Sri Vijaya Puram



Dated 28th Nov, 2024

To

1. The Chief Editor
The Daily Telegram
Govt. Press, Port Blair
2. The Station Director
All India Radio, Port Blair
3. The Station Director
Doordarshan, Port Blair

Sub: Request to publish/broadcast the recruitment advertisement-reg.

Madam/Sir,

Kindly find enclosed a vacancy notice for recruitment to the various post on contractual basis under DDU-GKY Scheme in the Directorate of RD, PRIs & ULBs, A&N Administration, Port Blair for information with the request to publicize/broadcast the same through your media network.

Encl: A/A

Yours faithfully

Assistant Director (RD/P)

Copy to:

1. The PA to Secretary (RD/Panchayat) for kind information of the Secretary (RD/Panchayat) please.
2. The PA to State Mission Director (ANIRLM)/Director (RD/Panchayat) for kind information of the State Mission Director (ANIRLM)/Director (RD/Panchayat) please.
3. The State Informatics Officer (SIO), NIC, Port Blair for information with the request to host the vacancy notice in the official website of the Department www.rdpri.andaman.gov.in.
4. The OSD (IT), Department of Information Technology for information with the request to host the vacancy notice in the official website of A&N Administration www.andaman.gov.in.

[Handwritten signature]
28/11/24

Assistant Director (RD/P)

[Handwritten signature]

VACANCY NOTICE

Applications are invited for the post of Young Professional for State level at Directorate and two Data Entry Operators at Block level in CD Block, Little Andaman and Nancowrie under DDU-GKY scheme

Sl. No.	Name of Post & place of posting	No. of Post	Remuneration (Fixed)	Age	Eligibility Criteria
1	Young Professional for State level at Directorate.	01	Rs. 32,500/- per month along with Annual Increment @ 5% per 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 30 years (on the closing date of receipt of application)	Essential Qualifications: <ul style="list-style-type: none">➤ Post-Graduate Degree or PG Diploma in above said disciplines.➤ 0-2 years post qualification experience from reputed academic and training institutes.
2	Data Entry Operators at Block level in CD Block Little Andaman & Nancowrie.	02	Rs. 15,000/- per month along with Annual Increment @ 5% per 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: <ul style="list-style-type: none">➤ Graduate, proficiency in data entry, computer MS-office work from recognized University.➤ At least 2+ Years post qualification relevant experience.

JOB DESCRIPTION

1. Young Professional:

He/ She shall be responsible for:

- i. Developing programme support system with in DDU-GKY.
- ii. Designing and extending technical assistance products to states.
- iii. Supporting knowledge management and strategic communication.
- iv. Review and monitoring activities, including key performance indicators
- v. Capacity building programme.
- vi. Conducting impact assessment and other studies.
- vii. Conducting pilots, special and innovative interventions.
- viii. Any other task assigned by reporting officer.

2. Data Entry Operator:

He/She shall be responsible for:

- i. Preparing the reporting formats 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 coordination of NMMU.
- v. Monitor the Management Information System (MIS) of the Project and streamlining information flow through periodic analysis of data based on project health indicators and documenting the same.
- vi. Any other task assigned by reporting officer.

ADMINISTRATIVE CONTROL:

- The **Young Professional** shall report to the State Mission Director, ANIRLM/Director (RD/Panch.) and work under his/her directions.
- 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 posts is purely on contractual basis for a period of 11 months.
- ii. The emoluments of the respective posts are fixed as given above.
- iii. Leave rules:
 - Leave can be availed only on accrual of leave @ 2½ days after completion of every month. State Mission Director (SMD)/ Director (RD/P) may sanction advance leave.
 - 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/BMM) 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. The 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 month's 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:

1. All aspirant candidates for the post of **Young Professional** and **Data Entry Operator** should submit their application in the prescribed proforma along with Xerox copy of Educational Qualification, Experience Certificate, Employment Registration Card, Local Certificate etc. addressed to **The Assistant Director (RD), Directorate of RD, PRIs & ULBs, A&N Administration, Marine Hill, Port Blair-744101.**
2. The candidates applied for the said posts shall be shortlisted on merit-basis and top 05 candidates will be called for personal interview for selection of suitable candidate for the said posts.
3. The merit list will be prepared on the basis of the weight-age/marks fixed as below:

Name of the post	Essential Qualifications & Experience		Knowledge of computer	Personal Interview	Total Marks
	Academic	Experience			
Young Professional for State level at Directorate.	Post-Graduate Degree or Diploma	0-2 years post qualification experience from reputed academic and training institutes.	≥ 1 year computer course		
	Weightage: 40 Marks	Weightage: 20 Marks	Weightage: 10 Marks < 1 Year: Nil	Weightage: 30 Marks	100 Marks
Data Entry Operators for Block level at CD Block Little Andaman & Nancowrie.	Graduate, Proficiency in data entry and Computer MS-Office Work.	2+ Year experience in related field.	≥ 1 year computer course		
	Weightage: 30 Marks	Weightage: 30 Marks	Weightage: 10 Marks < 1 Year: Nil	Weightage: 30 Marks	100 Marks

4. 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) for Young Professional:**
$$\frac{\text{Marks obtained} \times \text{Weightage mark (40)}}{\text{Maximum Mark}}$$
 - **Essential Experience for Young Professional:**
$$\frac{\text{Experience of No. of Months} \times \text{Weightage mark (20)}}{24}$$
 - **Essential qualification (Academic) for Data Entry Operator:**
$$\frac{\text{Marks obtained} \times \text{Weightage mark (30)}}{\text{Maximum Mark}}$$
 - **Essential Experience for Data Entry Operator:**
$$\frac{\text{Experience of No. of Months} \times \text{Weightage mark (30)}}{24}$$
5. Last date of receipt of application is on **10-12-2024** before **5.00 pm**.
 6. The top 05 candidates applied for said post will be selected from the merit list prepared on the basis of above weightage system.
 7. 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 & www.rdpri.andaman.gov.in on **16-12-2024**.
 8. 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)/State Mission Director (ANIRLM), Directorate of RD, PRIs & ULBs, Marine Hill, Sri Vijaya Puram. The date for personal interview will be declared along with the list of shortlisted candidates.**
 9. The shortlisted/selected candidates are requested to bring their original Mark sheets and Certificate in support of Educational Qualification, Experience Certificate, Employment Registration Card, Local Certificate etc., for verification during the personal interview.

10. A Trade test for only Data Entry Operators will be conducted prior to the personal interview in the Directorate of RD, PRIs & ULBs, Marine Hill, Sri Vijaya Puram and the concerned Block.

Handwritten signature and date: 28/11/24

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

APPLICATION FORM

Application for the Post of **Young Professional** for State Level
(Directorate of RD, PRIs & ULBs) under DDU-GKY Scheme

(Last date of receipt of application: 10-12-2024 before 5.00 pm)

*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	Institute/ Board University	Year	Marks			
				Full Marks	Marks Secured	Weightage	Calculated Marks
1							
2							
3							

Total of Marks Calculated
(Max. Marks 40)

14. Employment record (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.

Sl. No	Name of employer	Post	Nature of Duty	Duration (In Months)
1				
2				
3				

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 application form:

- ***Essential qualification (Academic) for Young Professional:***

$$\frac{\text{Marks obtained} \times \text{Weightage mark (40)}}{\text{Maximum Mark}}$$

- ***Essential Experience for Young Professional:***

$$\frac{\text{Experience of No. of Months} \times \text{Weightage mark (20)}}{24}$$

APPLICATION FORM

Application for the Post of <u>DATA ENTRY OPERATOR</u> for CD Block under DDU-GKY Scheme <i>(Last date of receipt of application: 10-12-2024 before 5.00 pm)</i>							<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: 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	Institute/ Board University	Year	Marks				
				Full Marks	Marks Secured	Weightage	Calculated Marks	
1								
Total of Marks Calculated <i>(Max. Marks 30)</i>								
14. Employment record (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.								
Sl. 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 following method and fill it in the application form:

- ***Essential qualification (Academic) for Data Entry Operator:***

$$\frac{\text{Marks obtained} \times \text{Weightage mark (30)}}{\text{Maximum Mark}}$$

- ***Essential Experience for Data Entry Operator:***

$$\frac{\text{Experience of No. of Months} \times \text{Weightage mark (30)}}{\text{Maximum Mark}}$$