



वरिष्ठ कार्यक्रम अधिकारी का कार्यालय (मनरेगा)  
**OFFICE OF THE SENIOR PROGRAMME OFFICER (MGNREGA)**  
खंड विकास अधिकारी का कार्यालय / OFFICE OF THE BLOCK DEVELOPMENT OFFICER  
सामुदायिक विकास खंड कैम्पबेल बे / C D BLOCK CAMPBELL BAY  
ज़िला निकोबार / NICOBARS DISTRICT



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दिनांक, Dated 16<sup>th</sup> Dec 2024

**VACANCY NOTICE**

In pursuance to the DC Nicobar's letter No. MGNREGA/RECRUITMENT/2017-18/47 dated 02<sup>nd</sup> December, 2024, applications are invited for the engagement of following posts purely on contract basis under Mahatma Gandhi National Rural Employment Guarantee Scheme (MGNREGS) in the office of the Sr. Program Officer (MGNREGA) / Block Development Officer, Campbell Bay, Nicobar District.

S. No.	Name of the Post	No. of Post	Remuneration (Consolidated)	Age	Educational Qualification and other criteria.
1.	Gram Rozgar Sewak	01	Rs. 15,000/- including EPF	Not above 40 years as on last date of receipt of application	I. Essential Qualification: a) 12 <sup>th</sup> pass b) Diploma/Certificate in computer application from recognized institute. II. Desirable: - c) Graduate with computer knowledge d) One year experience in the relevant field.
2.	Data Entry Operator	01	Rs. 15,000/- including EPF	Not above 40 years as on last date of receipt of application	I. Essential Qualification: a) 12 <sup>th</sup> pass b) Diploma/Certificate in computer application from recognized institute. II. Desirable: - a) Graduate with computer knowledge. b) Data entry speed of minimum 30 words per minute

**Job description of Gram Rozgar Sewak under MGNREGA, Nicobar Dist.**

Sno.	Name of the Post	Job Description
1.	Gram Rozgar Sewak	The incumbent shall work under the direct supervision of concerned Programme Officer and will be providing support to the Gram Panchayat in implementation of the Scheme at the Village Level. 1. Preparation and approval of Annual Development Plan, flowing from the District Perspective Plan. 2. Preparation of prioritized list of works with likely cost/estimate. 3. Preparation of calendar of Programme for works. 4. Identification and Categorization of number and nature of

		<p>employment opportunities.</p> <ol style="list-style-type: none"> <li>5. Matching of opportunities with those who demand for labour.</li> <li>6. Receipt of applications for registration.</li> <li>7. Identification and verification of Applications and registration of Job Seekers.</li> <li>8. Issue of Job Cards.</li> <li>9. Intimation to applicants allotting dates of work and work site.</li> <li>10. Publication of list of works, calendar of programmes and list of job seekers etc.</li> <li>11. Supervision and monitoring.</li> <li>12. Disbursement of wages.</li> <li>13. Maintenance of Records/Muster roll/Household Job Card/ individual employment details etc.</li> <li>14. Payment of Unemployment allowances.</li> </ol>
2.	Data Entry Operator	<p>The incumbent shall work under the direct supervision of concerned Programme Officer and will be providing support in respect of report preparation and general data entry work at the Block level. He/ She shall be responsible for:</p> <ol style="list-style-type: none"> <li>1. Preparing the reporting formats received from the Govt. of India from time to time as specified by the GOI.</li> <li>2. Day to day data entry work of progress in implementation of the Programme at Block level.</li> <li>3. Furnishing the details as specified by the Govt. of India for any other reporting process.</li> <li>4. Assisting the Programme Officer in preparation of MIS under MGNREGA.</li> <li>5. Any other work as specified by State/ District Coordinator from time to time.</li> </ol>

<b>The details of selection criteria are as under: -</b>		
	<b>Method of selection</b>	<b>Description of selection</b>
1.	<b>Gram Rozgar Sewak</b>	
	<b>Educational Merit, Skill/ Computer Test and Personal interview basis: -</b> <ol style="list-style-type: none"> <li>1. Percentage of Marks in 10<sup>th</sup> and 12<sup>th</sup></li> <li>2. Skill/Computer test on MS-Excel/ MS- Word.</li> <li>3. Personal Interview.</li> </ol>	<ol style="list-style-type: none"> <li>1. Total allocation of marks for 10<sup>th</sup> pass (Essential qualification) is: <b>30 Marks</b>. The percentage marks shall be computed as % of marks obtained in 10<sup>th</sup> x Total allocated for 10<sup>th</sup> ÷ 100.</li> <li>2. Total allocation of marks for 12<sup>th</sup> Pass (Essential Qualification) is :<b>30 Marks</b>. The percentage marks shall be computed as % of marks obtained in 12<sup>th</sup> x (Total allocated for 12<sup>th</sup>) ÷ 100.</li> <li>3. Skill/Computer test on MS Excel / MS- Word: <b>25 Marks</b>.</li> <li>4. Personal Interview :<b>15 Marks</b>.</li> </ol>
2.	<b>Data Entry Operator</b>	
	<b>Skill/ Computer test, Educational Merit, and Personal Interview basis:</b>	<ol style="list-style-type: none"> <li>1. Skill/trade Test of minimum 30 words per minute on MS Word. The merit of the candidates who have qualified the trade/skill test of minimum 30 words per minute on MS Word and later shall be selected on the basis of their merit in their educational qualification(s)</li> </ol>

		<p>and performance in the interview.</p> <p>2. 12<sup>th</sup> Pass: <b>30 Marks</b>. The percentage marks shall be computed as % of marks obtained in 12<sup>th</sup> x 30 (allocated for 12<sup>th</sup>) ÷ 100.</p> <p>3. PG Diploma in Computer in Computer Application (01 year): <b>30 Marks</b>, Diploma in computer Application (06 Months): 20 Marks &amp; Certificate Course in Computer Application (03 months): 10 Marks</p> <p>4. Personal Interview: <b>40 Marks</b></p>
<p>The date of conduct of Skill/Computer test and Personal interview for the post of Gram Rozgar Sewak (GRS) and Data Entry Operator (DEO) will be informed through Official Website of A&amp;N Administration i.e. <a href="http://www.andaman.gov.in">www.andaman.gov.in</a>; official website of Directorate of RD, PRIs &amp; ULBs at <a href="https://rdpri.andaman.gov.in">https://rdpri.andaman.gov.in</a> and through Notice Boards at conspicuous places in the Campbell Bay Block. Not more the 05 candidates for each post of Gram Rozgar Sewak and Data Entry operator would be short-listed for the interview on the basis of their merit of marks in educational qualification and skill test.</p> <p>For any other information, the applicant may contact the office of the Sr. Program Officer (MGNREGA) / Block Development Officer, Campbell Bay, Nicobar District over telephone No. 03193-264462 or at <a href="mailto:eo-homeaffair.and@gov.in">eo-homeaffair.and@gov.in</a>.</p>		

**Note: In case of same merit of two or more candidates, preference will be given to the candidate with higher age of higher qualification as the case may be.**

### **How to Apply**

The interested eligible candidates may submit their filled in application form as per the prescribed proforma along with self-attested copies of the certificates and other testimonials in support of Educational Qualification, Experience, Proof and Age and Employment Exchange registration number.

The duly filled-in applications may be addressed / submitted to the office of the Sr. Program Officer (MGNREGA) / Block Development Officer, Campbell Bay, Nicobar District -744302.

The application will be accepted on all working days from 08:30 AM to 05:00 PM from date of Publication of the notice till **04/01/2024**. Incomplete applications or applications received after due date by any means will not be entertained, and summarily be rejected.

### **General information for all candidates:**

1. While applying, the applicant should ensure that he/she fulfills the eligibility and other norms and that the particulars furnished by him/her are correct in all respects
2. The engagement will be purely on contract basis, initially for a period of 11 months and may be extended based on performance and requirement.
3. The selection of the candidates for the above-mentioned post will be made purely as per the above-mentioned criteria of selection.
4. The application format can be downloaded for the A&N website: <http://www.andaman.gov.in>, <https://rdpri.andaman.gov.in> or can be collected from the Office of the Sr. Programme Officer (MGNREGA), Block Development Officer, CD Block Campbell Bay.



5. The last date for submissions of application is **04/01/2025 up to 05:00 PM**. The application received after the due dates shall not be entertained / considered.
6. Candidates are required to produce all original documents in support of their educational qualification, experience, age proof etc. only at the time of Personal interview.
7. The merit list of empaneled candidates for the post of Gram Rozgar Sewak and Data Entry Operator will be kept as per requirement and appointed as per vacancy from the empaneled / waiting merit list. The merit list will be valid for 01 year from the date of preparation and publication of the result for the said posts.
8. No TA/DA shall be payable for appearing in the trade test as well as interview.
9. No individual call letters will be issued for appearing the trade test as well as interview.
10. In case it is detected at any stage of selection that the person does not fulfill the eligibility norms and /or the he / she as furnished any incorrect / false information or the suppressed any material fact(s), his/her candidature will stand cancelled, and liable to be terminated without assigning any reason thereof:
11. Any clarification regarding the above-mentioned recruitment can be obtained over telephone No. 03193-264462 or on [eo-homeaffair.and@gov.in](mailto:eo-homeaffair.and@gov.in).

  
**Sr. Programme Officer (MGNREGA)**

**Block Development Officer**  
**CD Block - Campbell Bay**  
**C.D. BLOCK, CAMPBELL BAY**

**Copy to:**

1. The PA to Deputy Commissioner, Nicobars for kind information of DC (Nicobar) please.
2. The Director (RD/Panchayat), A & N Administration for kind information please.
3. The Assistant Commissioner, Campbell Bay for kind information please.
4. The Chief Tribal Captain, Great & Little Nicobar Islands.
5. The Pradhans, Gram Panchayats Campbell Bay/ Govind Nagar/ Laxmi Nagar.
6. Notice Board at all conspicuous places within the Block.

**Copy also forwarded to:**

1. The Officer-on-Special Duty (OSD), SOVTECH for information with the request to host the vacancy in the Administration portal [www.andaman.gov.in](http://www.andaman.gov.in).
2. The State Informatics Officer, NIC, Sri Vijaya Puram for information with the request to host the vacancy in the official website.
3. The Extension Officer (IT), Directorate of RD, PRIs & ULBs for information with the request to host the vacancy in the Department portal <https://rdpri.andaman.gov.in>.

  
**Sr. Programme Officer (MGNREGA)**

**Block Development Officer**  
**CD Block - Campbell Bay**  
**C.D. BLOCK, CAMPBELL BAY**

**APPLICATION FORM**

<b>Post Applied for .....</b>						<b>Self-attested Photograph</b>
1. Name of the Applicant:						
2. S/o,D/o,W/o :						
3. Date of Birth :				4. Sex :		
5. a) Present Address with contact No. : b) Permanent Address :						
6. Education: Secondary school onwards, please list all your qualifications						
Certificate/ Diploma/ Degree	Institute/ Board/ University	Year of passing	Marks			Self- Marking as per criteria
			Full Marks	Marks Secured	%	
10 <sup>th</sup>						
12 <sup>th</sup>						
Diploma/ Certificate in computer application from recognized institute.						
7. Employment Registration No.:						
8. Details of employment experience (Use separate sheets if required):						
From month/year		To month/year			Designation	
<b><u>Declaration</u></b>						
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 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 :						
						<b><i>(Signature of the applicant)</i></b>