



F.No.MGNREGA/RECRUITMENT/N/2017-18/53

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 / C D BLOCK CAR NICOBAR

ज़िला निकोबार / NICOBARS DISTRICT



दिनांक, Dated 28th January 2025

VACANCY NOTICE

In pursuance to the approval from the competent authority, 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, Car Nicobar, Nicobar District.

S. No.	Name of the Post	No. of Post	Remuneration (Consolidated)	Age	Educational Qualification and other criteria.
1.	Accountant	01	Rs. 17,000/- including Rs.1000/- as Hard Area allowance.	Not above 40 years as on last date of receipt of application	I. Essential Qualification: a) B.Com from recognized university with Computer Knowledge. II. Desirable: - b) M.Com from recognized University c) 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 th 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 Accountant MGNREGA, Nicobar Dist		
Sno.	Name of the Post	Job Description
1.	Accountant	<ol style="list-style-type: none">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 Block Level.3. The Accountant is also responsible for compliance of Labour budget of this Block.4. Submission of Utilization Certificate to the Ministry after coordinating with all the district and coordinate with the Ministry for time to time release of fund to the Block.5. The Accountant under MGNREGA is also responsible for any matter relating to Financial Audit6. The Accountant is responsible for preparation of materials for State Guarantee Council meeting and review meeting of MGNREGA at Block Level.7. The Accountant under MGNREGA is responsible for any matter of funds and Accounts related to MGNREGA of this Block and has to coordinate with the state level and other District and if required with the Pay & Accounts Office and Finance Department of this UT.8. Any other work assigned by superiors.

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"> 1. Preparing the reporting formats received from the Govt. of India from time to time as specified by the GOI. 2. Day to day data entry work of progress in implementation of the Programme at Block level. 3. Furnishing the details as specified by the Govt. of India for any other reporting process. 4. Assisting the Programme Officer in preparation of MIS under MGNREGA. 5. Any other work as specified by State/ District Coordinator from time to time.
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The details of selection criteria are as under: -		
	Method of selection	Description of selection
1.	Accountant Educational Merit, Skill/ Computer Test and Personal interview basis: - <ol style="list-style-type: none"> 1. Percentage of Marks in B.Com and M.Com 2. Personal Interview. 	<ol style="list-style-type: none"> 1. Total allocation of marks for B.Com (Essential qualification) is: 30 Marks. The percentage marks shall be computed as % of marks obtained in B.Com x 30(Weightage Mark) ÷ 100 or Maximum Mark. 2. Total allocation of marks for M.Com (Desirable Qualification) is :20 Marks. The percentage marks shall be computed as % of marks obtained in M.Com x 20 weightage mark (Total allocated for M.Com) ÷ 100. 3. One year experience in relevant field: 20 Marks (Experience of No. of Months x 20 (Weightage marks)/100 4. Personal Interview :30 Marks.
2.	Data Entry Operator Skill/ Computer test, Educational Merit, and Personal Interview basis:	<ol style="list-style-type: none"> 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) and performance in the interview. 2. 12th Pass: 30 Marks. The percentage marks shall be computed as % of marks obtained in 12th x 30 (allocated for 12th) ÷ 100. 3. PG Diploma in Computer in Computer Application (01 year): 30 Marks, Diploma in computer Application (06 Months): 20 Marks & Certificate Course in Computer Application (03 months): 10 Marks 4. Personal Interview: 40 Marks
<p>The date of conduct of Skill/Computer test and Personal interview for the post of Accountant and Data Entry Operator (DEO) will be informed through Phone and and through Notice Boards at conspicuous places in the Car Nicobar Block. Not more the 05 candidates for each post of Accountant 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. For any other information, the applicant may contact the office of the Sr. Program Officer (MGNREGA) / Block Development Officer, Car Nicobar, Nicobar District over telephone No. 9434282800 or at bdocarnicobar@gmail.com.</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. Programme Officer (MGNREGA) / Block Development Officer, Car Nicobar, Nicobar District - 744301.**

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 **10/02/2025**. 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 Car Nicobar.
5. The last date for submissions of application is **12/02/2025 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 Accountant 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. 9434282800 or on bdocarniocbar@gmail.com


Sr. Programme Officer (MGNREGA)
Block Development Officer
CD Block - Car Nicobar


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(HQ), Car Nicobar for kind information please.
4. The Chairman, Tribal Council, Car Nicobar Islands for kind information and wide publicity among tribal youths.
5. 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.
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>.


28/01/25
Sr. Programme Officer (MGNREGA)
Block Development Officer
CD Block - Car Nicobar

APPLICATION FORM

Post Applied for	Self-attested Photograph
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1. Name of the Applicant:

2. S/o,D/o,W/o :

3. Date of Birth :	4. Sex :
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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 th						
12 th						
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

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 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)