



F.No. 3-24/RD/MGNREGA/Transfer & Posting/2019-20/ 993  
अंडमान तथा निकोबार प्रशासन  
Andaman & Nicobar Administration  
ग्रामीण विकास, पंचायती राज संस्थान तथा शहरी स्थानीय निकाय निदेशालय  
Directorate of RD, PRIs & ULBs  
मरीन हिल /Marine Hill,  
श्री विजयपुरम/Sri VijayaPuram  
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Dated 25<sup>1</sup> Mar, 2025

To,

The Chief Editor  
Government Press  
Port Blair  
A & N Islands

**Subject- Vacancy Notice for various post under MGNREGA-reg.**

Sir,

I am directed to inform that this Directorate has planned to recruit candidates for the Post of Programme Officer and Data Entry Operator at the Directorate of RD, PRIs and ULBs under MGNREGA purely on contract basis.

In this regard, it is requested to kindly publish the vacancy notice/ announcement in your esteemed Daily Telegram for circulation to the general public.

**Encl A/a**

Yours Faithfully

Assistant Director (RD/P)

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Dated 25<sup>th</sup> Mar, 2025

**Applications are invited for following posts purely on contract basis under  
 MGNREGA at the Directorate of RD, PRIs and ULBs, Marine Hill, Sri  
 Vijayapuram**

Designation	No. of Posts	Remuneration (Fixed)	Age	Education Qualifications
Programme Officer	01	Rs 25,000/- consolidated pay per month	Not above 40 years.	<p><b>Essential Qualifications-</b>                      a) MBA/MSW/BE/B.Sc. (Ag).                      b) Degree in Economics, Mathematics, Statistics or any other equivalent Degree.</p> <p><b>Desirable Qualifications:</b>                      a) Diploma in Rural Development.                      b) Two years working experience in the relevant field.                      c) Knowledge in computer application.</p>
Data Entry Operator	01	Rs 14,000/- consolidated pay per month with EPF.	Not above 40 years.	<p><b>Essential Qualifications-</b>                      a) XII Pass                      b) Diploma/Certificate in computer application from a recognised institute.                      c) Data Entry Speed of minimum 8000 key depressions.                      d) Knowledge of office application.</p> <p><b>Desirable Qualifications:</b>                      a) At least 1 year experience in the relevant field.</p>

**JOB DESCRIPTION**

• **Programme Officer:**

**He/She shall be responsible for:**

- i. Dealing all the correspondence related to the MGNREGA at State level.
- ii. Ensure prompt compilation/preparation of Physical and Financial report of MGNREGA for submission to the A & N Administration and Ministry whenever asked to furnish.
- iii. Preparation of background materials for State Guarantee Council Meeting and Review meetings of MGNREGA.
- iv. Any other work as specified by the superiors from time to time.

- **Data Entry Operator:**

**He/ She shall be responsible for:**

- i. Preparing and compiling the report formats received from the Government of India from time to time as specified by the GoI.
- ii. Day to day data entry work of progress in implementation of the programme at State level.
- iii. Furnishing the details as specified by GoI for any other reporting process.
- iv. Assisting the Programme Officer in the updation of MIS under MGNREGA.
- v. Other responsibilities, if any assigned under MGNREG Act.

**ADMINISTRATIVE CONTROL:**

- The Programme Officer and Data Entry Operator shall report to the Director (RD/Panchayat) and work under his/her directions.

**Documents to be enclosed with the application form:**

- Mark sheets and Certificate in support of Educational Qualification, Employment Registration Card, Local Certificate, Computer Certificate etc.
- Experience certificate(s) specifying the NATURE & PERIOD of experience should be enclosed.
- The envelope containing the application should be superscribed as "**APPLICATION FOR THE POST OF PROGRAMME OFFICER/DATA ENTRY OPERATOR** (whichever applicable)" and should be addressed to The Director, Directorate of RD, PRIs & ULBs, Marine Hill, Port Blair.

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**GENERAL INFORMATION:**

- i. Engagement of above posts 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 and no other allowances/claims by whatsoever name including DA is permissible to him/her.
- iii. Leave rules:
  - He/she shall be entitled to 2 ½ days of leave for every completed month of duty, which can be accumulated but not encashed.
  - Maternity leave will be granted for 26 consecutive weeks during the contract period with full pay.
  - A certificate from a duly qualified physician indicating estimated time of confinement of fitness to work must be submitted to avail this leave.
- 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. Secretary (RD/Panch.)/State Rural Employment Commissioner, MGNREGA) (being Head of the State Nodal Department of MGNREGA), Port Blair, reserves the right to **terminate** his/her contractual service without assigning any reason thereof after serving one months notice or by paying one month salary without serving any notice or reason.
- 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 fulfills 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:**

- i. The candidates applying for the said posts shall be shortlisted on merit-basis and top 5 candidates shall be called for personal interview for selection of suitable candidate for the said posts.  
 ii. The merit list will be prepared on the basis of the weight-age/marks fixed as below:

Name of the Post	Essential Qualification	Desirable Qualification	Knowledge of Computer	Experience	Interview & Trade Test
Programme Officer	a) MBA/MSW/BE/B.Sc. (Ag).  b) Degree in Economics, Mathematics, Statistics or any other equivalent Degree.	Diploma in Rural Development.	01 year course on computer application.	Two year working experience in the relevant field.	Interview
	<b>Weightage Marks- 30</b>	<b>Weightage Marks- 10</b>	<b>Weightage Marks-10</b>	<b>Weightage Marks- 20</b>	<b>Weightage Marks- 30</b>
Data Entry Operator	XIIth Pass	-----	01 year course on computer from recognised institute.	One year working experience in the relevant field.	Trade Test <b>Marks-10</b>  Interview

	<b>Weightage Marks- 30</b>		<b>Weightage Marks- 10</b>	<b>Weightage Marks- 20</b>	<b>Weightage Marks- 30</b>
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iii. 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 online application form:

- **Essential Qualification:**

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

- **Desirable Qualification:**

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

- **Computer Knowledge**

$$\frac{\text{Duration of Computer Course (No. of Months)} \times \text{Weightage marks}}{12}$$

- **Experience**

$$\frac{\text{Experience (No. of Months)} \times \text{Weightage marks}}{12}$$

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

10.04.2025

- iv. Last date of receipt of application is ~~---x---~~ **till 5.00PM.**
- v. The top 5 candidates applied for the said 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 in the official website of A&N Administration i.e. [www.andaman.gov.in](http://www.andaman.gov.in) on **25.04.2025**
- vi. 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 on 03192-242739/233397. **The personal interview will be held in the Office of the Director, Directorate of RD, PRIs and ULBs, A&N Administration Port Blair, and communicated later to the shortlisted candidates over phone.**
- vii. The selected 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 on **30.04.2025 (Tentative)**



Director (RD/Panch.)

Directorate of RD, PRIs & ULBs

Phone No: 03192-242739

## Application Form

Application for the Post of _____ under MGNREGA (Last date of receipt of application : _____ )					Attested Photograph		
<b>1. Name of the Applicant:</b>							
<b>2. Father's Name :</b>							
<b>3. Date of Birth:</b>				<b>4. Age:</b>			
<b>5. Gender:</b>				<b>6. Marital Status [ ] Married [ ] Unmarried</b>			
<b>7. Domicile :</b>				<b>8. Whether local or non-local:</b>			
<b>9. a) Permanent Contact Address:</b>          <b>b) Present Contact Address:</b> (alongwith telephone/mobile no./email ID)							
<b>10. District:</b>				<b>11. State:</b>			
<b>12. Language spoken/written :</b>							
<b>13. Education</b>							
Sl. No.	Name of Qualification	Institute/ Board University	Year & Duration	Marks			
				Full Marks	Marks Secured	Weightage Marks	Calculated Marks
1	Essential Qualification					30-PO 30-DEO	
2	Desirable Qualification					10-PO Nil-DEO	
3	Computer Knowledge					10-PO 10-DEO	
<b>Total of Marks Calculated</b> <b>(Max. Marks 50 for PO)</b> <b>(Max. Marks 40 for DEO)</b>							
<b>15. Employment record (Desirable Qualification):</b>							
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)	

