

No. 1-55/VB-G RAM G/Estt. (Posting & Transfer)/DPC/N&MA/2026-27/ 72
OFFICE OF THE DISTRICT PROGRAMME COORDINATOR
(Deputy Commissioner)
VIKSIT BHARAT – GUARANTEE FOR ROZGAR AND AJEEVIKA MISSION (GRAMIN)
[VB-G RAM G]
NORTH & MIDDLE ANDAMAN DISTRICT

Mayabunder, dated nd22 August, 2026

VACANCY NOTICE

Applications are invited from **eligible local candidates** for engagement on **purely contractual basis** under **Viksit Bharat – Guarantee for Rozgar and Ajeevika Mission (Gramin) [VB-G RAM G]**, North & Middle Andaman District, for the following posts:

Sl. No.	Name of the Post	No. of Posts	Consolidated Remuneration
1.	Programme Officer	01	₹25,000/- per month
2.	Assistant Engineer	01	₹20,000/- per month
3.	Data Entry Operator	02	₹14,000/- per month(with EPF including)
4.	Gram Rozgar Sewak	04	₹14,000/- per month(with EPF including)

Note: The remuneration indicated above is consolidated remuneration per month and shall be subject to the applicable terms and conditions of engagement and orders issued by the Competent Authority from time to time.

I. ELIGIBILITY CRITERIA

A. Programme Officer

Essential Qualification

- MBA/MSW/BE/B.Sc. (Ag.); OR Degree in Economics, Mathematics, Statistics, or any other equivalent degree.

Desirable Qualification

- Diploma in Rural Development.
- Two years' experience in the relevant field.
- Knowledge of Computer Applications.

Age

Not exceeding 40 years as on the last date of receipt of applications.

B. Assistant Engineer

Essential Qualification

- Diploma in Civil Engineering from a recognized Institution/University.

Desirable Qualification

- Degree in Civil Engineering.
- One-year Diploma/Certificate in Computer Application.

- One-year experience in the relevant field.

Age

Not exceeding **40 years** as on the last date of receipt of applications.

C. Data Entry Operator**Essential Qualification**

- XII Pass from a recognized Board.
- Diploma/Certificate in Computer Application from a recognized Institution.
- Knowledge of Office Applications.
- Data Entry Speed of **minimum 8,000 key depressions**.

Age

Not exceeding **40 years** as on the last date of receipt of applications.

D. Gram Rozgar Sewak**Essential Qualification**

- XII Pass from a recognized Board.
- Diploma/Certificate in Computer Application from a recognized Institution.

Desirable Qualification

- Graduate with Computer Knowledge.
- One-year experience in the relevant field.

Age

Not exceeding **40 years** as on the last date of receipt of applications.

II. Job description of Programme Officer, Assistant Engineer, Data Entry Operator & Gram Rozgar Sewak under VB-G RAM G, N&MA:

SNo.	Name of the Post	Job Description
		The incumbent shall work under the overall supervision of the District Programme Coordinator and shall be responsible for the overall implementation, supervision, monitoring and coordination of VB-G RAM G at the Block level. He/She shall, inter alia, perform the following duties: 1. Overall supervision and coordination of implementation of VB-G RAM G at the Block level and ensure effective functioning of the Scheme in all Gram Panchayats. 2. Monitor registration of households, demand for employment, allocation of employment and employment generation, and ensure that eligible households/workers receive benefits and entitlements under the Scheme. 3. Assist in preparation, scrutiny, consolidation and finalization of the Labour Budget, Annual Development Plan and shelf of projects at the Block level, including consolidation of Gram Panchayat-wise plans and their timely uploading/updation through the prescribed Yuktdhara planning platform, in coordination with Gram Panchayats, technical functionaries

	1. Programme Officer	and other concerned stakeholders. 4. Supervise and monitor the functioning of Gram Panchayats, GRSs, Technical Assistants, DEOs, Accountants and Assistant Engineers engaged in implementation of the Scheme. 5. Monitor physical and financial progress of works, employment generation, persondays, wage expenditure and other key performance indicators and take corrective action wherever required. 6. Ensure timely opening, execution, monitoring, completion and closure of works and ensure that prescribed procedures and timelines are followed. 7. Monitor MIS, NMMS/attendance, e-KYC, geo-tagging, work progress, financial and physical data and other digital compliance, and ensure timely and accurate updation by the concerned functionaries. 8. Coordinate with the Assistant Engineer/Technical staff for technical planning, preparation of estimates, technical sanction, measurements, quality control, execution and completion of works, without taking over the technical functions assigned to the competent technical authority. 9. Monitor timely payment of wages and other statutory entitlements and bring any delay, discrepancy or irregularity to the notice of the competent authority for corrective action. 10. Facilitate and coordinate Gram Sabha, Rozgar Diwas, Social Audit, public disclosure, IEC activities, inspections and community participation relating to the Scheme. 11. Coordinate with Gram Panchayats, line departments, implementing agencies, SHGs and other stakeholders for effective implementation and convergence of activities under the Scheme. 12. Ensure compliance by Gram Panchayats and field functionaries with the VB-G RAM G Act, Rules, Operational Guidelines, Government orders, circulars, directions and instructions issued by the Government of India, A&N Administration, Directorate and District Programme Coordinator from time to time. 13. Review and verify reports, returns, MIS data and other information submitted by Gram Panchayats and field functionaries and ensure accuracy, consistency and timely submission to the District Programme Coordinator. 14. Conduct/coordinate field inspections and monitoring visits and report deficiencies, delays, irregularities or deviations and ensure corrective action. 15. Monitor availability of prescribed worksite facilities, safety measures and other statutory requirements at worksites. 16. Assist the District Programme Coordinator in review meetings, inspections, audits, social audit proceedings and compliance of audit/inspection observations.
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		17. Monitor timely reconciliation of MIS data with physical records, registers, work records and financial records, wherever required. 18. Monitor implementation of approved works and ensure that works are not unnecessarily kept pending and that delays are brought to the notice of the competent authority. 19. Ensure timely submission of daily, weekly, monthly, quarterly and other reports/returns, statements and information required by the District Programme Coordinator, Directorate, A&N Administration and Government of India. 20. Maintain proper custody and supervision of official records, registers, files, equipment and Government property entrusted to the Block office. 21. Assist in addressing RTI matters, audit observations, Parliamentary/Legislative references, inspection observations and other official matters, wherever assigned. 22. Monitor the performance and workload of field functionaries and submit recommendations to the District Programme Coordinator regarding manpower requirements, additional charge arrangements and administrative issues, wherever necessary. 23. Ensure timely implementation of directions issued by the District Programme Coordinator and higher authorities and report compliance within the prescribed time. 24. Perform any other programme-related, supervisory, monitoring or administrative duties assigned by the District Programme Coordinator, Joint District Programme Coordinator, Senior Programme Officer or any other officer authorised by the Competent Authority from time to time.
2.	Assistant Engineer	The incumbent shall work under the direct supervision of the concerned Programme Officer or District Programme Coordinator, under whom he/she is posted, and shall provide technical support for the implementation of Viksit Bharat – Guarantee for Rozgar and Aajeevika Mission (Gramin) [VB-G RAM G]. He/She shall, <i>inter alia</i>, be responsible for the following duties: 1. Prepare estimates, drawings, designs and technical proposals for works under VB-G RAM G in accordance with the prescribed Schedule of Rates (SoR), technical specifications and Government guidelines, using the prescribed software/platform, wherever applicable. 2. Conduct technical scrutiny, site inspections and feasibility assessments, and provide technical guidance for execution of works. 3. Supervise execution of works and ensure adherence to approved estimates, technical specifications, quality standards and prescribed timelines. 4. Record measurements of works in the prescribed

Measurement Book (MB)/electronic Measurement Book (e-MB), verify work quantities and submit the same to the competent authority within the prescribed timelines.

5. Accord **Technical Sanction** within the powers delegated under the applicable rules/orders and process technical proposals beyond delegated powers for approval by the competent authority.
6. Ensure quality control, proper execution of works and compliance with the provisions, guidelines and technical standards prescribed under the Scheme.
7. Facilitate **geo-tagging of assets**, uploading of technical details, photographs and work progress in the prescribed MIS/mobile applications and other digital platforms, wherever applicable.
8. Verify physical progress of works, prepare completion reports, closure reports and completion certificates in accordance with the prescribed procedures.
9. Maintain and update technical records, **e-MBs**, estimates, drawings and other engineering documents in the prescribed digital platforms/MIS.
10. Provide technical assistance during **Gram Sabha** meetings and planning exercises for identification, prioritization, feasibility assessment, preparation of estimates and technical scrutiny of works proposed under the Scheme.
11. Assist in the preparation of the **Labour Budget, Annual Development Plan (ADP), shelf of projects, Detailed Project Reports (DPRs)** and other planning documents from the technical perspective.
12. Ensure timely preparation, revision and updation of technical estimates, drawings and other engineering documents, wherever required.
13. Assist in online entry, verification and updation of technical information, estimates, e-MBs, DPRs and other engineering data in the prescribed MIS/digital platforms, wherever applicable.
14. Assist the Programme Officer and District Programme Coordinator in technical planning, inspections, monitoring, audits, convergence activities and resolution of technical issues relating to Scheme implementation.
15. Provide technical assistance during inspections conducted by the District Administration, State Government, Government of India and other competent authorities.
16. Assist in resolving technical observations/objections raised during inspections, audits and quality monitoring.
17. Ensure compliance with environmental safeguards, worksite safety measures, disaster resilience and quality assurance standards prescribed under the Scheme.
18. Ensure compliance with the provisions of the **VB-G RAM G Act, Rules, Operational Guidelines, Government Orders,**

		technical manuals, circulars, instructions and prescribed digital platforms/MIS issued by the Government of India, A&N Administration and the Directorate of RD, PRIs & ULBs from time to time. 19. Perform any other technical or administrative duties assigned by the District Programme Coordinator, Joint District Programme Coordinator, Senior Programme Officer, Programme Officer or any other officer authorised by the Competent Authority from time to time.
3.	Data Entry Operator	The incumbent shall work under the direct supervision of the concerned Programme Officer and shall provide support in respect of Management Information System (MIS), data management, report preparation and other administrative functions relating to the implementation of Viksit Bharat – Guarantee for Rozgar and Aajeevika Mission (Gramin) [VB-G RAM G] at the District Headquarters/Block Level. He/She shall also report to the District Programme Coordinator through the Programme Officer and shall, <i>inter alia</i>, perform the following duties:- 1. Enter, update and maintain all data relating to implementation of the Scheme in the prescribed Management Information System (MIS), mobile applications and other digital platforms notified by the Government from time to time. 2. Prepare and submit daily, weekly, monthly, quarterly and other reports/returns prescribed by the Government of India, A&N Administration and the District Programme Coordinator. 3. Ensure timely updating and maintenance of beneficiary records, Job Cards, Muster Rolls, work progress, financial and physical achievements and other records in the prescribed MIS. 4. Assist in updating geo-tagging of assets, uploading photographs and other work-related information in the prescribed mobile applications/MIS in accordance with the Scheme guidelines. 5. Assist in monitoring and updating e-KYC of workers/beneficiaries, Aadhaar seeding (wherever applicable), attendance records and other digital records maintained under the Scheme. 6. Compile, analyze and maintain physical and electronic data relating to planning, employment generation, persondays, financial progress and other performance indicators under the Scheme. 7. Assist in preparation of presentations, dashboards, statistical statements, reports and other information required by the District Programme Coordinator, Joint District Programme Coordinator, Senior Programme Officer and Programme Officers. 8. Maintain proper custody of records, files, registers, electronic data and other official documents entrusted to him/her. 9. Provide technical and administrative support to Programme Officers in data management, monitoring, inspections, audits

		and compliance with reporting requirements. 10. Ensure timely submission of information sought by Government of India, A&N Administration, Directorate of RD, PRIs & ULBs and District Administration. 11. Monitor day-to-day progress of implementation of the Scheme at the District Headquarters/Block Level through the prescribed MIS and ensure timely updating of all programme-related data and reports. 12. Maintain proper backup, security and confidentiality of electronic data and official records. 13. Assist in reconciliation of MIS data with physical records, registers and other official documents. 14. Generate MIS reports, dashboards, statistical statements and analytical reports for review meetings, monitoring and decision-making. 15. Coordinate with field functionaries to ensure timely, accurate and error-free data entry and updating of records. 16. Assist in responding to audit observations, RTI matters, Parliamentary/Legislative references and other official communications, wherever assigned. 17. Assist in the entry, updation and maintenance of estimates, work proposals, technical details and other project-related information in the prescribed MIS/digital platforms, as and when required, in coordination with the technical staff. 18. Assist in the preparation, data entry, updation, validation and freezing of the Annual Development Plan (ADP), Labour Budget, Detailed Project Reports (DPRs), shelf of projects, estimates and other planning documents in the prescribed MIS/planning portals, wherever applicable. 19. Ensure timely online processing, updation and submission of programme-related information, proposals and reports in the prescribed digital platforms/MIS in accordance with Government guidelines and prescribed timelines. 20. Maintain and preserve electronic and physical records in accordance with the prescribed record retention procedures and ensure compliance with the provisions of the VB-G RAM G Act, Rules, Operational Guidelines, Government Orders, circulars, instructions and digital platforms/MIS prescribed by the Government of India, A&N Administration and the Directorate of RD, PRIs & ULBs from time to time. 21. Perform any other duties assigned by the District Programme Coordinator, Joint District Programme Coordinator, Senior Programme Officer, Programme Officer or any other officer authorized by the Competent Authority from time to time.
4.	Gram Rozgar Sewak	The incumbent shall work under the direct supervision of concerned Programme Officer and shall be providing support to Gram Panchayat in the implementation of the scheme at the Gram Panchayat Level. He/she shall also report to the District Programme Coordinator through the Programme Officer and perform the following

duties at the Panchayat level:

1. Assist in the preparation and implementation of the Annual Development Plan and other planning activities under the Scheme.
2. Assist in registration of households, verification of applications and issuance/updating of Job Cards.
3. Receive applications for employment and facilitate timely allocation of work to eligible applicants in accordance with the provisions of the Scheme.
4. Facilitate **registration of demand for work** and ensure that applications are properly acknowledged.
5. Assist in **verification of completed works** and beneficiary feedback.
6. Coordinate with **Village Level Functionaries and Self Help Groups**, wherever required, for effective implementation.
7. Issue intimation to applicants regarding the date, time and place of work allotted under the Scheme.
8. Facilitate Gram Sabha meetings, Rozgar Diwas, Social Audit and other community participation activities under the Scheme.
9. Maintain Job Cards, Muster Rolls, attendance registers and all statutory records prescribed under the Scheme.
10. Ensure timely recording and verification of attendance through the prescribed attendance system/mobile application and facilitate updating of **e-KYC of workers/beneficiaries**, Aadhaar seeding (where applicable) and other beneficiary details in the prescribed MIS/portals from time to time
11. Identification, planning, execution, supervision and monitoring of works under the Scheme and ensure availability of prescribed worksite facilities.
12. Geo-tagging of assets and upload photographs and other work-related information in the prescribed mobile applications/MIS in accordance with the guidelines issued from time to time.
13. Maintain, update and preserve all physical and electronic records, including entries in the prescribed Management Information System (MIS), mobile applications, planning portals and other digital platforms notified by the Government from time to time, and prepare and furnish reports as required.
14. Assist in ensuring **timely closure of completed works**, updating of physical and financial progress in the prescribed MIS, and compliance with all monitoring and reporting requirements under the Scheme.
15. Coordinate with beneficiaries, implementing agencies, line departments and other stakeholders for effective implementation, convergence activities and timely completion of works under the Scheme.
16. Facilitate inspections, audits, verification of records and public disclosure in accordance with the Scheme guidelines.
17. Ensure safe custody and proper maintenance of all records,

		registers, documents, equipment and Government property entrusted to him/her.
		18. Conduct Information, Education and Communication (IEC) activities to create awareness among rural households regarding the Scheme.
		19. Perform any other duties assigned by the District Programme Coordinator, Joint District Programme Coordinator, Sr. Programme Officer, Programme Officer or any other officer authorized by the Competent Authority from time to time.

III. SELECTION CRITERIA

1. Selection Criteria – Programme Officer (PO)

Criteria	Basis / Formula	Maximum Marks
Essential Qualification – MBA/MSW/BE/B.Sc. (Ag.); OR Degree in Economics, Mathematics, Statistics, or any other equivalent degree	80% and above = 30; 60–79% = 25; 50–59% = 20; 40–49% = 10; Below 40% = 5	30
Diploma in Rural Development.	Possessing Diploma in Rural Development: 10 Marks	10
Diploma/Certificate in Computer Application	Eligible computer qualification	5
Two years' experience in the relevant field.	Two years' experience in the relevant field.	15
Personal Interview	Marks awarded by Selection Committee	40
TOTAL		100

2. Selection Criteria – Assistant Engineer (AE)

Criteria	Basis / Formula	Maximum Marks
Essential Qualification – Diploma in Civil Engineering	80% and above = 30; 60–79% = 25; 50–59% = 20; 40–49% = 10; Below 40% = 5	30
Desirable Qualification – Degree in Civil Engineering	Degree in Civil Engineering in addition to Diploma	10
Diploma/Certificate in Computer Application	Eligible computer qualification	5
One-year relevant experience	One year experience in relevant field	15
Personal Interview	Marks awarded by Selection Committee	40
TOTAL		100

3. Selection Criteria – Data Entry Operator (DEO)

Criteria	Basis / Formula	Maximum Marks
X Pass	X Percentage $\times$ 20 / 100	20
XII Pass	XII Percentage $\times$ 30 / 100	30
Computer Qualification	1-year Diploma = 20; 6-month Diploma = 15; 3-month Certificate = 10	20
Data Entry Skill Test	15-minute computer-based test; qualifying test with minimum 8,000 key depressions per hour(KDPH)	Qualifying
Personal Interview	Marks awarded by Selection Committee	30
TOTAL		100

4. Selection Criteria – Gram Rozgar Sewak (GRS)

Criteria	Basis / Formula	Maximum Marks
X Pass	X Percentage $\times$ 15 / 100	15
XII Pass	XII Percentage $\times$ 30 / 100	30
Computer/Trade Test	Practical test on basic computer operations, MS Office, data entry and basic office/MIS-related tasks; 25 Marks. Candidates qualifying the test shall be considered for final merit.	25
Personal Interview	Marks awarded by Selection Committee	30
Desirable Qualification / Experience	Graduate with Computer Knowledge and one-year relevant experience; not mandatory and may be considered during interview	No separate marks
TOTAL		100

IV. HOW TO APPLY

Eligible candidates may submit the prescribed application form along with self-attested copies of:

- Educational Qualification Certificates;
- Proof of Age;
- Computer Qualification Certificate (where applicable);
- Experience Certificate(s), if any;
- Local Resident Proof;
- Aadhaar Card;
- One recent passport-size photograph.

Applications shall be submitted to:

The Joint District Programme Coordinator
VB-G RAM G
 O/o District Programme Coordinator (Deputy Commissioner)
 North & Middle Andaman District
 Mayabunder – 744204

Applications may be submitted **by hand, through Registered/Speed Post, or by e-mail** at **pohqmgnrega.nma@gmail.com**.

The last date for submission of Applications is **18.09.2026 up to 05:00 PM**.

Applications received after the prescribed date and time or found incomplete in any respect shall be summarily rejected.

V. GENERAL INSTRUCTIONS

1. The engagement shall be purely on contractual basis under VB-G RAM G and shall not confer any right for regular appointment under the A&N Administration.
2. Mere fulfilment of the eligibility criteria shall not confer any right to selection.
3. The Data Entry Skill Test and Computer/Trade Test shall be conducted, wherever applicable, before the Personal Interview.
4. The schedule of the Skill Test/Trade Test and Personal Interview shall be notified separately through the official websites of the A&N Administration and the North &

Middle Andaman District Administration.

5. Candidates shall produce all original certificates at the time of Skill Test/Personal Interview for verification.
6. The number of vacancies notified is indicative and may vary depending upon administrative requirement, workload, availability of posts, financial considerations and orders of the Competent Authority. The District Programme Coordinator, VB-G RAM G, N&MA reserves the right to fill all, any, or none of the notified vacancies, either wholly or partially, without assigning any reason. Mere inclusion of a vacancy in this notification shall not confer any right of appointment.
7. A merit list and waiting list shall be prepared for each category of post. The waiting list shall remain valid for the period approved by the Competent Authority and may be utilized to fill vacancies arising due to resignation, non-joining, increase in workload, administrative necessity or any other valid reason, subject to the approval of the District Programme Coordinator, VB-G RAM G, N&MA.
8. In case of a tie in the final merit, the candidate securing higher marks in relevant experience shall rank higher. If the tie still persists, the candidate older in age shall rank higher.
9. The selected candidates shall be issued a separate Offer of Engagement/Appointment Letter containing the detailed terms and conditions of engagement. Engagement shall be subject to acceptance of the offer and submission of willingness to join within the stipulated time.
10. The merit list of candidates for the post of Programme Officer, Assistant Engineer, Data Entry Operator and Gram Rozgar Sewak will be kept as per requirement and appointed as per vacancy. **The merit list will be valid for 01 year from the date of preparation and publication of the result.**
11. The decision of the District Programme Coordinator, VB-G RAM G, North & Middle Andaman District shall be final and binding in all matters relating to the recruitment process.

For any clarification, candidates may contact the Office of the **Joint District Programme Coordinator, VB-G RAM G, North & Middle Andaman District**, Mayabunder, during office hours on **Telephone No. 03192-273017**.

Digitally signed by
Russel Rose D.
Date: 21-08-2026
16:36:58

Joint District Programme Coordinator
DC's Office, Mayabunder
North & Middle Andaman District

APPLICATION FORM FOR VARIOUS POSTS UNDER VB-G RAM G

NORTH & MIDDLE ANDAMAN DISTRICT

POST APPLIED FOR 	SELF-ATTESTED PASSPORT SIZE PHOTOGRAPH
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PERSONAL DETAILS

Name of the Applicant: _____

1. Father's / Mother's / Spouse's Name: _____

2. Date of Birth: _____ **3. Gender:** _____

4. Mobile No.: _____ **E-mail ID:** _____

5. Present Address: _____

6. Permanent Address: _____

7. EDUCATIONAL QUALIFICATIONS - Secondary School onwards, please list all qualifications

Qualification	Board / University / Institute	Year of Passing	Full Marks	Marks Secured	Percentage
10th					
12th					
Graduation					
Post Graduation					
Diploma / Professional Qualification					
Computer Application Qualification					
Other Qualification, if any					

8. EMPLOYMENT REGISTRATION NO. (if applicable): _____

9. DETAILS OF EMPLOYMENT EXPERIENCE (Use separate sheet if required)

From Month/Year	To Month/Year	Designation	Name of Organisation / Department	Nature of Duties / Experience

10. SELF-ASSESSMENT / MARKS CLAIMED BY THE APPLICANT (WHERE APPLICABLE)

Indicate marks claimed only against documentary criteria applicable to the post applied for and strictly in accordance with the prescribed selection criteria. Marks for Skill Test, Computer/Trade Test and Personal Interview shall not be claimed by the applicant. All claims are subject to verification and final determination by the Selection Committee.

Sl. No.	Applicable Documentary Criterion	Maximum Marks	Marks Claimed	Office Use / Verified Marks
1	Educational Merit / Essential Qualification, as applicable			
2	Additional / Desirable Qualification, as applicable			
3	Computer Application Qualification, wherever applicable			
4	Relevant Experience, wherever applicable			
5	Any other documentary criterion specifically prescribed for the post			
	TOTAL DOCUMENTARY MARKS CLAIMED			

11. LIST OF ENCLOSURES

- ☐ Educational Qualification Certificates / Mark Sheets
- ☐ Proof of Date of Birth / Age
- ☐ Computer Application Qualification Certificate, wherever applicable
- ☐ Diploma / Professional / Desirable Qualification Certificate, wherever applicable
- ☐ Experience Certificate(s), wherever applicable
- ☐ Employment Registration Card / Certificate, wherever applicable
- ☐ Proof of Local Resident status, wherever applicable
- ☐ Aadhaar Card / Identity Proof
- ☐ Any other document prescribed in the Vacancy Notice

DECLARATION

I hereby declare that all the information furnished by me in this application is true, complete and correct to the best of my knowledge and belief. I understand that the marks claimed by me are subject to verification and final determination in accordance with the prescribed selection criteria. If any information or document furnished by me is found to be false or incorrect, or if any ineligibility is detected before or after my selection/engagement, my candidature/engagement shall be liable to cancellation/termination in accordance with the applicable rules and conditions.

Place: _____

Signature of the Applicant: _____

Date: _____