F.No.3-249/DAY-NRLM/RD/2023-2024/ 1564

अण्डमान तथा निकोबार प्रषासन

ANDAMAN AND NICOBAR ADMINISTRATION

ग्रामीण विकास, पंचायती राज संस्थान एवं षहरीस्थानीय निकाय निदेषालय

DIRECTORATE OF RD, PRIS & URBAN LOCAL BODIES
MARINE HILL, SRI VIJAYA PURAM

(Andaman & Nicobar Island's Rural Livelihood Mission)

Sri Vijaya Puram, dated 03 June, 2025

APPLICATIONS ARE INVITED FOR THE POST OF CLUSTER COORDINATOR FOR BLOCK MISSION MANAGEMENT UNIT, C.D BLOCK CAR NICOBAR AND DATA ENTRY OPERATORS FOR BLOCK MISSION MANAGEMENT UNIT, C.D BLOCK FERRARGUNJ AND DIGLIPUR PURELY ON CONTRACTUAL BASIS UNDER DAY-NRLM

Sl. No.	Designation	No. of Posts	Remuneration (Fixed)	Age	Education Qualifications
1.	Cluster Coordinator (Car Nicobar)	01	Rs.18,000.00 per month and increment @ 5% per annum on the basis of Performance Management System along with all Allowances and Benefits approved by the Ministry as mentioned in the *Model Human Resource Manual for State Rural Livelihood Mission (SRLM)*.	Not Above 55 years	1. **Essential Qualification:** Graduate or +2 2. **Desirable:** • ≤ 1year experience in social work. • Knowledge in computer application.
2.	Data Entry Operator (Ferrargunj and Diglipur)	02	Rs.15,000.00 per month and increment @ 5% per annum on the basis of Performance Management System along with all Allowances and Benefits approved by the Ministry as mentioned in the *Model Human Resource Manual for State Rural Livelihood Mission (SRLM)*.	Not Above 55 years	1. **Essential Qualification:** i. Graduate ii. Proficiency in data entry and Computer MS-Office Work 2. **Desirable:** 2+ year experience in related field.

JOB DESCRIPTION

> **Cluster Coordinator:**

He/ She shall be responsible for:

i) Undertake field visits proactively
ii) Work in close coordination with BMM to implement panned activities in the cluster/(Sub Block).
iii) Identify and facilitate the progress of organizing and inclusion of women, vulnerable communities and strengthening them into functional Community Level Institution.
iv) Facilitate activities relating to livelihoods planning, micro-credit meetings, micro credit plan development, CIF utilization among communities.
v) Liaison for Service delivery of government entitlement and social safety net schemes in the cluster.
vi) Enhance asses to entitlements and schemes to community level institutions through convergence.
vii) Ensure clean data entered into the MIS at BMMU level in a timely manner.
viii) Ensure the scope of livelihood activities and its implementation.
ix) Submit MPR's, QPR's and other relevant reports.
x) Liaison with PRI institution, line departments and non-governments organization.
xi) Take up any other task as allocated by competent authority at BMMU.
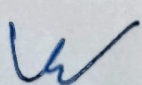
> **Data Entry Operator:**

He/ She shall be responsible for:

i) Ensure timely and accurate data entry of all MIS related data of the project as well as community level.
ii) Provide support to external agencies in proper implementation of Baseline, Mid Term and End Term Surveys.
iii) Ensure timely availability of data in order to generate required Progress Reports.
iv) Undertake field visits for sample check of data through consultations with stakeholders.
v) Maintain office registers e.g. stoke/ asset register, tour register etc.
vi) Take up any other task as allocated by competent authority.

ADMINISTRATIVE CONTROL:

- The **Cluster Coordinator** and **Data Entry Operators** shall report to the Block Mission Managers i.e. Block Development Officers and work under his/her directions.

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.

(iii) Leave rules:

- Leave can be availed only on accrual of leave @ 2.5 days/working month. SMD may sanction advance leave.
- No more than 15 days of leave can be carried forward to next year.
- 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) 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) 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 months 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:

(i) All aspirant candidates for the posts of **Cluster Coordinators and Data Entry Operator** should submit their application in the prescribed proforma addressed to **"The Assistant Director (RD/ Panch.), Directorate of RD, PRIs & ULBs, A&N Administration, Marine Hill, Sri Vijaya Puram - 744101".**

(ii) The vacancy for the Post of Cluster Coordinator has to be filled from the Community/Block concerned. Hence, the candidates may carefully apply for the interested Block and should be resident of the concerned block.

(iii) The candidates applied for the said posts shall be shortlisted on merit-basis and top 05 candidates shall be called for personal interview for selection of suitable candidate for the said posts.

(iv) The merit list will be prepared on the basis of the weight-age/marks fixed as bellow:

Name of the posts	Essential Qualification	Desirable Qualification	Knowledge of Computer	Interview
Cluster Coordinator (CC)	Graduate or +2 **Weightage for +2 – 20 Marks** **Weightage for graduation – 30 Marks**	≤ 1 year experience in Social **Weightage- 20 Marks**	≤ 1 year computer course **Weightage- 10 Marks**	**Weightage- 40 Marks**

Data Entry Operator (DEO)	1. **Essential Qualification:**
	
	  i. Graduate
	  ii. Proficiency in data entry and Computer MS-Office Work
	
	2. **Desirable:**
	2+ year experience in related field.
	Weightage – 30 Marks
		2+ year experience in related field.
		
		Weightage- 20 Marks
			≤ 1 year computer course
			
			Weightage- 10 Marks
				Weightage- 40 Marks

(v)   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:

For Cluster Coordinators:

$$\frac{\text{Experience of Number of Months} \times \text{Weightage mark}}{12}$$

For Data Entry Operators:

$$\frac{\text{Experience of Number of Months} \times \text{Weightage mark}}{24}$$
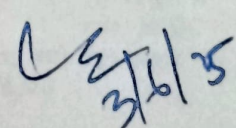
The maximum marks for experience shall be 20. Marks for experience of more than desirable months of experience shall be 20 only.

- *Knowledge of computer:*

$$\frac{\text{Duration of computer course (Number of Months)} \times \text{Weightage mark}}{12}$$

The maximum marks for computer knowledge shall be 10.

(vi)   Last date of receipt of application is **25.06.2025 till 5.00PM.**

(vii)   The top 05 candidates applied for the said posts will be selected from the 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 on **07.07.2025**

(viii)   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, Sri Vijaya Puram and the date of interview will be declared along with the list of shortlisted candidates.**

(ix)   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.

Assistant Director (RD/ Panch.)

Application Form

Application for the Post of _____ under DAY-NRLM (Last date of receipt of application :)	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**:
(alongwith telephone/mobile no./email ID)

10. District:	**11. State:**

12. Language spoken/written :

13. Education (Essential Qualification) Cluster Coordinator-CC/ Data Entry Operator-DEO)

Sl. No.	Name of Qualification	Institute/ Board University	Year	Marks			
				Full Marks	Marks Secured	Weightage Marks	Calculated Marks
			Total of Marks Calculated				

14. Computer Knowledge:

Name of Computer Course	Duration (In Months)	Calculated Marks (Weightage Marks)

15. Employment record (Desirable 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		

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 online application form:

- *Essential qualification:*
  $$\frac{\text{Marks obtained x Weightage mark}}{\text{Maximum Mark}}$$

- *Desirable qualification (Experience):*

  For Cluster Coordinators:
  $$\frac{\text{Experience of Number of Months x Weightage mark}}{12}$$

  For Data Entry Operators:
  $$\frac{\text{Experience of Number of Months x Weightage mark}}{24}$$

  The maximum marks for experience shall be 20. Marks for experience of more than desirable months of experience shall be 20 only.

- *Knowledge of computer:*
  $$\frac{\text{Duration of computer course (Number of Months) x Weightage mark}}{12}$$
  The maximum marks for computer knowledge shall be 10.

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