

**ANDAMAN AND NICOBAR ADMINISTRATION
OFFICE OF THE CHILD DEVELOPMENT PROJECT OFFICER
ICDS PROJECT FERRARGUNJ; SOUTH ANDAMAN**

Ferrargunj dated the 12/06/2025

VACANCY NOTICE

Applications are invited from the eligible candidates who possess requisite qualification for the post of Data Entry Operator purely on contractual basis in the establishment of Child Development Project Officer, Ferrargunj.

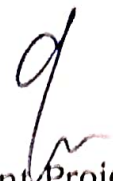
1.	Name of Post	Data Entry Operator (Purely on Contract)
2.	Number of post	01 (One)
3.	Consolidated Pay	Rs.15000/- Fixed Per Month.
4.	Essential Qualification	1. Graduation in any discipline 2. One Year Diploma in Computer Application 3. Should qualify the typing speed test which will be conducted by the Dept.
5.	Desirable	Minimum 6 month working experience in the reputed Organization or Govt. Offices/ Working Knowledge in Computers
6.	Age	Male: 18 to 33 years Female: 18 to 38 years.
7.	Nationality	INDIAN
8.	Nature of work	(a) Web based Online Data entry work (b) Computerization of Data (c) Aadhaar Seeding and data validation of beneficiaries of all DBT Schemes (d) Aadhaar enrollment works (e) Visiting various Anganwadi Centres for enrollment works (f) Capable of using Computer System & accessories and Scanner Machine, GPS Device, Slap Finger Print Scanner and Iris Scanner (g) All other works as assigned by the superiors from time to time.

GENERAL INFORMATION:

1. The above engagement is purely on contractual basis for a **period of 11 Months from the date of his/her appointment.** However, his/her engagement is extendable for further period subject to the requirement/proficiency of work as decided by the CDPO, Ferrargunj.
2. The above engagement on contractual basis shall not confer any right to the eligible candidates for claiming regular appointment in any capacity in this office or other office under A & N Administration.
3. Candidates should bring their original all documents supporting their educational qualification, date of birth and experience at the time of Walk-in-Interview.
4. There shall be no leave rules applicable for the selected candidates.
5. No accommodation facility will be provided to the selected candidate
6. No TA/DA shall be payable for appearing in the interview.
7. In case it is detected in any stage of selection that a person does not fulfill the eligibility norms and / or that he/she has furnished any incorrect/false


information or has suppressed any materials fact(s), his/her candidature will be stand cancelled. If any of these shortcomings detected even after selection, his/her engagement is liable to be terminated without assigning any reasons thereof.

8. All aspiring candidates for the post of Data Entry Operator (On Contract) should submit their application duly filled in all respect in the prescribed format addressed to "The Child Development Project Officer, Ferrargunj, South Andaman" **w.e.f 16.06.2025 to 26.06.2025 by 4.00 PM.**
9. The candidates should submit self attested copies of Educational Qualifications, Age proof, Aadhaar Card, PAN Card, Degree Certificate, Computer Diploma Certificate, Experience Certificate (if any) along with the prescribed application.
10. The application form can be downloaded from the website of Directorate of Social Welfare <http://andssw1.and.nic.in/socialwelfare>
11. Only eligible and shortlisted candidates will be called for interview which will be communicated through the Daily Telegram/ Website/ Notice Board of this office.


Child Development Project Officer
ICDS Project, Ferrargunj

Copy to:

1. The PS to Secretary (SW), A & N Admn. for kind information
2. The PA to Director (SW), Directorate of Social Welfare, SVP for kind information
3. The Programme Officer, ICDS, State Cell, DSW, SVP for information
4. The Manager, Govt. Press with the request to publish the above vacancy notice in The Daily Telegram for one day.
5. The Chief Editor, The Daily Telegram with the request to arrange to publish the above vacancy notice in the Daily Telegram for one day.
6. The News Editor, All India Radio, with the request to broadcast the above vacancy notice in the Pradeshik Samachar for wide publicity.
7. The Sr. Data Analyst, Directorate of Social Welfare, SVP with the direction to arrange to publish the above vacancy notice in the Directorate of Social Welfare's Website and Administration's website for wide publicity.
8. Notice Board.


Child Development Project Officer
ICDS Project, Ferrargunj

APPLICATION FOR THE POST OF DATA ENTRY OPERATOR
(Purely on Contractual Basis)
in the Office of the Child Development Project Officer, Ferrargunj

Affix Recent
Passport size
photo

1.	Name of Candidate (In BLOCK Letters)	:	
2.	Father's Name	:	
3.	Gender	:	
4.	Marital Status	:	
5.	Spouse Name (If Married)	:	
6.	Date of Birth (DD/MM/YYYY)	:	
7.	Permanent Address with PIN Code and Contact No.	:	
8.	Communication Address with Pin Code and Contact No.	:	
9.	Contact No.	:	
10.	Email Address (if any/Optional)	:	
11.	Educational Qualification:		

Name of Exam Passed	Name of Board/University/ Institution	Year of Pass	Total Maximum Marks	Total Marks Obtained
Class-10th				
Class-12th				
Graduation				
Post Graduation (if any)				
Diploma in Computer				

12. Details of Experience (if any):

Name of Employer/ Organization	Post Held	Nature of duty	Duration of Experience (in Months)

DECLARATION

1. I hereby declare that all the information furnished above 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 after my selection, my candidature/appointment is liable to be cancelled/ terminated.
2. I understand that the above post is purely on contractual basis and I will not claim for regular appointment in any capacity.

Date:

Place:

Signature of Candidate