



अंडमान तथा निकोबार प्रशासन
ANDAMAN AND NICOBAR ADMINISTRATION
ग्रामीण विकास, पंचायती राज संस्थान तथा शहरी स्थानीय निकाय निदेशालय
Directorate of RD, PRIs and ULBs
मरीन हिल / Marine Hill
Sri Vijaya Puram / श्री विजयपुरम

Dated 3rd April, 2026

Applications are invited for the post of Accountant 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
Accountant	01	*Rs 16,000/- consolidated pay per month	Not above 40 years.	<u>Essential Qualifications-</u> a) B Com. from a recognized university with computer knowledge. <u>Desirable Qualifications:</u> a) M Com. from a recognized University with computer knowledge. b) One year working experience in the respective field.

* The remuneration for the same shall be as per the minimum wages notified by the UT Administration, subject to approval of the competent authority as and when the same is received.

JOB DESCRIPTION

Accountant:

He/She shall be responsible for:

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 State level.
3. The Accountant is also responsible for compilation of Labor budget of this UT.
4. Submission of Utilization Certificate to the Ministry after coordinating with all the districts and coordinate with the Ministry for time to time release of fund to all the districts of this UT.
5. The Accountant under MGNREGA is also responsible for any matter relating to Financial Audit.
6. The Accountant is responsible for preparation of materials for State Guarantee Council Meeting and review meetings of MGNREGA at State Level.
7. The Accountant under MGNREGA is responsible for any matter of funds and Accounts related to MGNREGA of this UT and has to coordinate with the

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Ministry, and Districts and if required with the Pay & Accounts Office and Finance Department of this UT.

8. Any other work assigned by superiors.

ADMINISTRATIVE CONTROL:

- The Accountant 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 ACCOUNTANT and should be addressed to The Director, Directorate of RD, PRIs & ULBs, Marine Hill, Sri Vijaya Puram.

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 1/2 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), Sri Vijaya Puram, 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 the eligible 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 bellow:

Name of the Post	Essential Qualification	Desirable Qualification	Knowledge of Computer	Experience	Interview & Trade Test
Accountant	a) B Com. from a recognized university with computer knowledge.	a) M Com. from a recognized University with computer knowledge.	--	One year working experience in the relevant field.	Interview
	Weightage Marks- 30	Weightage Marks- 20		Weightage Marks- 20	Weightage Marks- 30

- i. To make the whole process thoroughly transparent, the candidates shall himself/herself do the self marking of Essential & Desirable qualifications and of experience as per following method and fill it in the application form:

• **Essential Qualification:**

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

• **Desirable Qualification:**

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

• **Experience**

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

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

- ii. Last date of receipt of application is **10/05/2026 till 5.00PM.**
- iii. The details of the interview along with the list of eligible candidates shall 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 by 15/05/2026.
- iv. 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 communicated later to the shortlisted candidates over phone.**
- v. 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.

Sharma
2014/2015

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
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:
(along with telephone/mobile no./email ID)

10. District:

11. State:

12. Language spoken/written :

13. Education

Sl. No.	Name of Qualification	Institute/ Board University	Year & Duration	Marks			
				Full Marks	Marks Secured	Weightage Marks	Calculated Marks
1	Essential Qualification					30	
2	Desirable Qualification					20	

**Total of Marks Calculated
(Max. Marks 50 for Accountant)**

14. Employment record

Details of employment (Use separate sheets if required)

Starting with your present employment, list in reverse order all the employment you have had.

Sl No.	Name of employer	Post	Nature of Duty	Duration(in months)
			Total Months of experience	
			Marks Calculated (Weightage Marks 20)	

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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)

A handwritten signature in black ink, appearing to read 'J. J. J. J. J.', is written in the center of the page.