

**OFFICE OF THE DISTRICT PROGRAMME COORDINATOR (DEPUTY COMMISSIONER), MGNREGA , NORTH & MIDDLE ANDAMAN, MAYABUNDER**

**VACANCY NOTICE**

Applications are invited for the selection and empanelment of general waiting list for the post of Gram Rozgar Sewaks purely on contract basis under Mahatma Gandhi National Rural Employment Guarantee Scheme in North & Middle Andaman District.

SNo	Name of the Post	No. of Post	Remuneration (Consolidated)	Age	Education Qualifications and other criteria.
1.	Gram Rozgar Sewak	02	Rs. 14,000/- including EPF	Not above 40 years as on 11/11/2022	<b>I. Essential Qualification:</b> a. XII <sup>th</sup> Pass. b. Diploma/Certificate in computer application from recognized institute. <b>II. Desirable:-</b> a. Graduate with computer knowledge. b. One year experience in the relevant field.

**I. Job description of Gram Rozgar Sewak under MGNREGA, N&MA:**

SNo.	Name of the Post	Job Description
3.	Gram Rozgar Sewak	The incumbent shall work under the direct supervision of concerned PROGRAMME OFFICER and will be providing support to Gram Panchayat in implementation of the scheme at the Panchayat Level. 1. Preparation and approval of Annual Development Plan, flowing from the District Perspective Plan. 2. Preparation of prioritized list of works with likely cost/estimate. 3. Preparation of calendar of programme for their own works. 4. Identification and categorization of number and nature of employment opportunities. 5. Matching of opportunities with those who demand for labour. 6. Receipt of applications for registration. 7. Identification and verification of Applications and registration of job seekers. 8. Issue of Job Cards. 9. Intimation to applicants allotting dates of work and work site. 10. Publication of list of works, calendar of programmes and list of job seekers etc. 11. Supervision and monitoring. 12. Disbursement of wages. 13. Maintenance of Records/Muster roll/Household Job Card/individual employment details etc. 14. Payment of unemployment allowances.

**II. The details of selection criteria are as under:-**

Method of selection	Description of selection
<b>Post:- Gram Rozgar Sewak</b>	
<b>educational Merit, Skill/Computer Test and Personal Interview basis:-</b> 1. Percentage of Marks in X <sup>th</sup> and XII <sup>th</sup> 2. Trade/Computer test of Data Entry speed. 3. Personal Interview.	1. Total allocation of marks for X <sup>th</sup> Pass (Essential Qualification) is: <b>30 Marks</b> . The percentage marks shall be computed as % of marks obtained in X <sup>th</sup> x Total allocated for X <sup>th</sup> ÷ 100. 2. Total allocation of marks for XII <sup>th</sup> Pass (Essential Qualification) is: <b>30 Marks</b> . The percentage marks shall be computed as % of marks obtained in XII <sup>th</sup> x Total allocated for XII <sup>th</sup> ÷ 100. 3. Trade/Computer test of Data Entry speed: <b>25 Marks</b> . 4. Personal Interview: <b>15 Marks</b> .

The date of conduct of Skill/Computer test and personal interview for the post of Gram Rozgar Sewak(s) will be declared through Official Website of A & N Administration i.e., [www.andaman.gov.in](http://www.andaman.gov.in) as well as the "The Daily Telegrams". Not more than 20 candidates will be short-listed for the interview on the basis of their merit of marks in educational qualification and skill test. For any other information, the applicants may also contact the MGNREGA Headquarter Unit over telephone No.273017.

**Note: in case of same merit of two or more candidates, preference will be given to the candidate with higher age or higher qualification as the case may be.**

### **III. How to Apply:-**

The interested eligible candidates may submit their filled in application form as per the prescribed proforma alongwith self attested copies of the certificates and other testimonials in support of Educational Qualification, Experience, Proof of Age and Employment Exchange registration number.

The duly filled in applications may be addressed/submitted to the Joint District Programme Coordinator, MGNREGA (Accounts Officer), office of the District Programme Coordinator (Deputy Commissioner), N&MA District, Mayabunder-744204.

The application will be accepted on all working days from **08:30 AM to 05:00 PM** from date of publication of this notice till **11.11.2022**. Incomplete applications or applications received after due date by any means will not be entertained, and summarily be rejected.

### **IV. General information for all candidates:**

1. The appointment will be purely on contract basis, initially for a period of 11 months and may be extended based on performance and requirement.
2. The selection of the candidates for the above mentioned post will be made purely as per the above mentioned criteria of selection.
3. The application format can be downloaded from the A & N website: <http://www.andaman.gov.in>.
4. The last date for submission of application is 11.11.2022 up to 05:00 PM. The application received after the due dates shall not be entertained/considered.
5. Candidates are required to produce all original documents in support of their educational qualification, experience, age proof etc., only at the time of Personal Interview.
6. The merit list of empanelled candidates for the post of Gram Rozgar Sewak will be kept as per requirement and appointed as per vacancy from the empanelled/waiting merit list. The merit list will be valid for 01 year from the date of preparation and publication of the result for the said posts.
7. **In case it is detected at 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 material fact(s), his/her candidature will stand cancelled, and liable to be terminated without assigning any reason thereof:**
8. **Any clarification regarding the above mentioned recruitment can be obtained over telephone No.03192-273017.**

संयुक्त जि.कार्य.स. मनरेगा/Joint DPC, MGNREGA  
उत्तर एवं मध्य अंडमान जिला/North & Middle Andaman



**APPLICATION FORM**

<b>Post Applied for.....</b>					<b>Self-attested Photograph</b>	
1. Name of the Applicant:						
2. S/o,D/o,W/o :						
3. Date of Birth :				4. Sex :		
5. a) Present Address with contact No:						
b) Permanent Address:						
6. Education : Secondary school onwards, please list all your qualifications						
Certificate/ Diploma/ Degree	Institute/ Board/ University	Year of passing	Marks			Self- marking as per criteria
			Full Marks	Marks Secured	%	
10 <sup>th</sup>						
12 <sup>th</sup>						
Graduation						
DCA/PGDCA						
Additional qualification if any.,						
7. Details of employment experience(Use separate sheets if required):						
From month/year		To month/year		Designation		
<b><u>Declaration</u></b>						
<p>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.</p> <p>List of enclosures :</p> <p>Place :</p> <p>Date :</p>						
						<i>(Signature of the applicant</i>