

F. No. P-110RGSA/25/2022-SPRCW-RD/ 4072

अण्डमान तथा निकोबार प्रशासन

ANDAMAN & NICOBAR ADMINISTRATION

ग्रामीण विकास, पंचायती राज संस्थान एवं शहरी स्थानीय निकाय निदेशालय

DIRECTORATE OF RD, PRIs & URBAN LOCAL BODIES

पोर्टब्लेयर/Port Blair

पोर्टब्लेयर/Port Blair, दिनांक/dated the 14th December, 2022

To,

1. The Chief Editor,
The Daily Telegrams,
Port Blair.
2. The Station Director,
All India Radio,
Port Blair
3. The Station Director,
Doordarshan,
Port Blair
4. The State Informatics Officer (SIO),
NIC, Port Blair
5. The OSD(IT),
Department of Information Technology
Andaman and Nicobar Administration

Subject : Vacancy notice under RGSA – reg

Sir,

I am directed to forward herewith a Vacancy Notice letter No. P-110RGSA/25/2022-SPRCW-RD/4071 dated 14th December, 2022 for information with the request to widely publicise through media coverage and also to host in the administration website for wider dissemination.

Yours faithfully,


Assistant Director (RD/Panch)

Copy to:

1. The PS to Comm. cum Secretary (RD/Panch) for kind information of Comm. cum Secretary please.
2. The PS to Secretary (RD/Panch) for kind information of Secretary please.
3. The PA to Director (RD/Panch) for kind information of Director (RD/Panch) please.
4. The Assistant Commissioner, Diglipur/Mayabunder/Rangat/Campbell Bay for information please with the request to widely publicize the recruitment in the respective jurisdiction and complete the process as per the timeline chalked out.
5. The Block Development Officer, Diglipur/Mayabunder/Rangat/Ferrargunj/Little Andaman/Prothrapur/Campbell Bay for information with the request to widely publicize the recruitment in the respective jurisdiction and complete the process as per the timeline chalked out.
6. The State Nodal Officer (RGSA) for information.
7. Notice Board of Directorate of RD, PRIs and ULBs
8. Notice Board of AC Office, Diglipur/Mayabunder/Rangat/Campbell Bay.
9. Notice Board of all Block Office.
10. Notice Board of all Gram Panchayats.


Assistant Director (RD/Panch)

F. No. P-110RGSA/25/2022-SPRCW-RD/4071

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ANDAMAN & NICOBAR ADMINISTRATION

ग्रामीण विकास, पंचायती राज संस्थान एवं शहरी स्थानीय निकाय निदेशालय

DIRECTORATE OF RD, PRIS & URBAN LOCAL BODIES

मरीन हिल, पोर्ट ब्लेयर

Marine Hill, Port Blair

पोर्ट ब्लेयर/Port Blair, दिनांक/ Dated 14 December, 2022

Applications are invited for the various posts for the State Panchayat Resource Centre (SPRC) and Programme Management Unit (PMUs) under Rashtriya Gram Swaraj Abhiyan (RGSA) at Directorate of RD, PRIs & ULBs, Marine Hill, Port Blair.

State Panchayat Resource Centre (SPRC)				
Designation	No. of Posts	Remuneration (Fixed)	Age	Education Qualifications
Domain Expert (Panchayat)	01	Rs. 40,000/- per month	Not more than 40 years on the closing date of receipt of application.	<p>Essential:</p> <ol style="list-style-type: none">Masters in Rural Development/Public Policy & Governance/Public Administration/Social Work from a recognized University/Institute with minimum 60% of marks or equivalent. OR Post Graduate Diploma in Rural Development from a recognized University/Institute. OR Doctorate with a Research subject as 'Functioning of Panchayati Raj Institutions' may be given preference.Having proficiency in MS Office, Presentation and Project Management Skills.Excellent documentation, communication and interpersonal skills. <p>Desirable:</p> <p>02 years experience in the relevant field.</p>

सहायक निदेशक (प्र./पंचायत)
Assistant Director (Admn./Panch)
ग्रा. वि. पंचायत राज सं. एवं श.स्थानीय
DIRECTORATE OF RD, PRIS AND URBAN LOCAL BODIES
पोर्ट ब्लेयर/Port Blair

<p>Domain Expert (Communication & Development)</p>	<p>01</p>	<p>Rs. 40,000/- per month</p>	<p>Not more than 40 years on the closing date of receipt of application.</p>	<p><u>Essential:</u></p> <ol style="list-style-type: none"> 1. Masters in Mass & Media Communication/Journalism & Mass Communication from a recognized University/Institute with minimum 60% of marks or equivalent. OR Post Graduate Diploma in Journalism and Mass Communication from a recognized University/Institute. OR B.E/B.Tech (in any stream) from a recognized University/Institute with minimum 60% of marks or equivalent. 2. Having proficiency in MS Office, Presentation and Project Management Skills. 3. Excellent documentation, communication and interpersonal skills. <p><u>Desirable:</u></p> <p>02 years experience in the relevant field.</p>
<p>Domain Expert (Software Developer)</p>	<p>01</p>	<p>Rs. 40,000/- per month</p>	<p>Not more than 40 years on the closing date of receipt of application.</p>	<p><u>Essential:</u></p> <ol style="list-style-type: none"> 1. B.E/B.Tech (Computer Science Engineering/Information Technology) from a recognized University/Institute with minimum 60% of marks or equivalent. OR Master of Computer Application/ M.Sc. in Computer Science from a recognized University/Institute with minimum 60% of marks or equivalent. 2. 03 years experience in web development. 3. Demonstrated knowledge of web technologies, such as Microsoft .Net, PHP, Java, HTML, CSS, and JavaScript. Proficient Knowledge in database management system such as SQL Server, MySQL

				<p>Server, Oracle.</p> <p>4. Ability to work independently and multi-task effectively.</p>
<p>Domain Expert (Financial Management)</p>	<p>01</p>	<p>Rs. 40,000/- per month</p>	<p>Not more than 40 years on the closing date of receipt of application.</p>	<p><u>Essential:</u></p> <ol style="list-style-type: none"> 1. Masters in Finance & Accounting/Business Administration/Commerce Stream from a recognized University/Institute with minimum 60% of marks or equivalent. 2. Knowledge in Public Financial Management System (PFMS), Government e-Marketplace (GeM), e-Procurement. <p><u>Desirable:</u></p> <p>02 years experience in the relevant field of Govt/Private academic institutions.</p>
<p>Domain Expert (Livelihood)</p>	<p>01</p>	<p>Rs. 40,000/- per month</p>	<p>Not more than 40 years on the closing date of receipt of application.</p>	<p><u>Essential:</u></p> <ol style="list-style-type: none"> 1. Masters in Rural Development/Agriculture/ Fisheries/Forestry/Veterinary/Industrial Technology and Management/Tourism/Entrepreneurship/Dairy Technology/ Business Development/Marketing from a recognized University/Institute with minimum 60% of marks or equivalent. <p style="text-align: center;">OR</p> <p>Doctorate with a Research subject as 'Functioning of Livelihood Schemes' may be given preference.</p> <ol style="list-style-type: none"> 2. Having proficiency in MS Office, Presentation and Project Management Skills. 3. Excellent documentation, communication and interpersonal skills. <p><u>Desirable:</u></p> <p>02 years experience in the relevant field.</p>

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State Programme Management Unit (SPMU)

Designation	No. of Posts	Remuneration (Fixed)	Age	Education Qualifications
State Programme Coordinator (IEC)	01	Rs. 35,000/- per month	Not more than 35 years on the closing date of receipt of application.	<p>Essential: B.E/B. Tech (in any stream) from a recognized University/Institute with minimum 60% of marks or equivalent.</p> <p>Desirable: 02 years experience in the relevant field.</p>

District Programme Management Unit (DPMU)

Designation	No. of Posts	Remuneration (Fixed)	Age	Education Qualifications
Additional District Project Manager	01	Rs. 25,000/- per month	Not more than 40 years on the closing date of receipt of application.	<p>Essential: Graduate in IT (BCA, B.Sc. in Computer Science or IT) with minimum 60% marks or equivalent.</p> <p>Desirable: 01 year experience in IT Projects.</p>
Data Entry Operator	02	Rs. 20,000/- per month	Not more than 35 years on the closing date of receipt of application.	<p>Essential: Degree in any discipline from a recognized University/Institute with minimum 60% of marks or equivalent.</p> <p>01 year diploma in computer science.</p> <p>Desirable: 01 year experience in the relevant field.</p>

Block Programme Management Unit (BPMU)

Designation	No. of Posts	Remuneration (Fixed)	Age	Education Qualifications
Block Programme Manager	07	Rs. 25,000/- per month	Not more than 35 years on the closing date of receipt of application.	<p>Essential: Bachelor Degree in Computer Science/IT/Electronics from a recognized University/Institute with minimum 60% of marks or equivalent.</p> <p>Desirable: 01 year experience of government sector/PSUs.</p>

MIS Assistant	07	Rs. 15,000/- per month	Not more than 35 years on the closing date of receipt of application.	<u>Essential:</u> 12th Pass and Certificate course of 01 Year in Computer. <u>Desirable:</u> 01 year experience of government sector/PSUs.
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JOB DESCRIPTION:

S. No.	Name of the Post	Job Description
1	Domain Expert (Panchayat)	He/She shall be responsible for:- <ul style="list-style-type: none"> a) Provide highly quality inputs in discipline area like SDGs, IEC and Training with reference to Panchayati Raj Institution functioning. b) Networking/ liasioning with Line departments and related stake holders etc. c) To assist in the functional and technical requirement of the RGSA. Conduct meetings, preparation of Minutes, reports writing presentation any other work within scope of engagement. d) Developing concept notes on research paper on specific themes and processes. e) Preparation of Annual Training Calendar for continuous CB&T activities. f) Preparation of Training materials, modules and journals for UT specific programmes. g) Implementation of Annual Action Plan under RGSA. h) Designing of Training curriculum on the basis of Training Need Analysis (TNA) for PRIs and functionaries. i) Designing of session plan for orientation programmes. j) Conducting State, District and Block Level CB&T Training programme. k) Conducting of ToT programmes on thematic areas relevant to Panchayati Raj. l) Any other works as assigned by the superiors from time to time.
2	Domain Expert (Communication & Development)	He/She shall be responsible for:- <ul style="list-style-type: none"> a) Plan and manage press/media articles, events, scripts for IEC, success stories, etc. b) Preparation of Annual Training Calendar for continuous CB&T activities. c) Preparation of Training materials, modules and journals for UT specific programmes. d) Implementation of Annual Action Plan under RGSA. e) Designing of Training curriculum on the basis of Training Need Analysis (TNA) for PRIs and functionaries. f) Designing of session plan for orientation programmes. g) Conducting State, District and Block Level CB&T Training programme.

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		<p>h) Conducting of ToT programmes on thematic areas relevant to Panchayati Raj.</p> <p>i) Any other works as assigned by the superiors from time to time.</p>
3	Domain Expert (Software Developer)	<p>He/She shall be responsible for:-</p> <p>a) Development and designing of IEC Materials.</p> <p>b) Responsible for analysis, design, development, testing, maintenance and documentation of applications.</p> <p>c) Development of web-based application and APIs as per requirement.</p> <p>d) Preparation of Annual Training Calendar for continuous CB&T activities.</p> <p>e) Preparation of Training materials, modules and journals for UT specific programmes.</p> <p>f) Implementation of Annual Action Plan under RGSA.</p> <p>g) Designing of Training curriculum on the basis of Training Need Analysis (TNA) for PRIs and functionaries.</p> <p>h) Designing of session plan for orientation programmes.</p> <p>i) Conducting State, District and Block Level CB&T Training programme.</p> <p>j) Conducting of ToT programmes on thematic areas relevant to Panchayati Raj.</p> <p>k) Any other works as assigned by the superiors from time to time.</p>
4	Domain Expert (Financial Management)	<p>He/She shall be responsible for:-</p> <p>a) Preparation of Annual Training Calendar for continuous CB&T activities.</p> <p>b) Preparation of Training materials, modules and journals for UT specific programmes related to accounts and budget, procurement procedures.</p> <p>c) Implementation of Annual Action Plan under RGSA.</p> <p>d) Designing of Training curriculum on the basis of Training Need Analysis (TNA) for PRIs and functionaries.</p> <p>e) Designing of session plan for orientation programmes.</p> <p>f) Conducting State, District and Block Level CB&T Training programme.</p> <p>g) Conducting of ToT programmes on thematic areas relevant to Panchayati Raj.</p> <p>h) Any other works as assigned by the superiors from time to time.</p>
5	Domain Expert (Livelihood)	<p>He/She shall be responsible for:-</p> <p>a) Provide high quality inputs in discipline area like SDGs, IEC and Training with reference to Panchayati Raj Institution functioning.</p> <p>b) Networking/ liasioning with Line departments and related stake holders etc.</p> <p>c) To assist in the functional and technical requirement of the RGSA. Conduct meetings, preparation of Minutes, reports writing presentation any other work within scope of engagement.</p> <p>d) Developing concept notes on research paper on specific themes and processes.</p> <p>e) Preparation of Annual Training Calendar for continuous CB&T activities.</p>

		<ul style="list-style-type: none"> f) Preparation of Training materials, modules and journals for UT specific programmes. g) Implementation of Annual Action Plan under RGSA. h) Designing of Training curriculum on the basis of Training Need Analysis (TNA) for PRIs and functionaries. i) Designing of session plan for orientation programmes.
6	State Programme Coordinator (IEC)	<p>He/ She shall be responsible for:</p> <ul style="list-style-type: none"> a) All the matters relating to IEC/BCC and advocacy activities under RGSA. b) Design and develop IEC materials. c) Participate in planning and monitoring of IEC/BCC activities. d) Organize operational research and survey activities related to mass communication and behavioral change communication. e) Coordinate all activities related to mass and interpersonal communication. f) Carry out need assessment for IEC/BCC training, and plan training activities in collaboration with training institutes. g) Organize technical support for production of mass media and mass communication material. h) Monitor supply of mass communication material to districts and other facilities.
7	Data Entry Operator	<p>He/She shall be responsible for:-</p> <ul style="list-style-type: none"> a) Ensure timely and accurate data entry of all MIS related data of the scheme as well as community level. b) Preparing the reporting formats to receive or submit various reports. c) Compiling the details/data received from the Districts/Blocks/GPs. d) Ensure timely availability of data in order to generate progress reports. e) Any other works as directed by the superiors from time to time.
8	Block Programme Manager	<p>He/she shall:</p> <ul style="list-style-type: none"> a) Work under the direct supervision and monitoring of the Block Development Officer. b) Provide support with respect to e-GramSwaraj, other MoPR linked portals and state-specific applications in the block and coordinate with District and State for operational issues and their resolution. c) Monitor the progress of works undertaken by the Gram Panchayat, collect and compile monthly report and submit to the Block, District and State authorities. d) Visit GPs (Gram Panchayats) periodically to find out issues in rollout of e-GramSwaraj and State-specific applications and resolve them in a time bound manner. e) Attend Gram Sabhas and undertake mobilization activities at GP level for sensitization and awareness generation. f) Organize trainings, providing handholding support in all local bodies under their Blocks. g) Enable the Gram Panchayats towards functioning digitally and provide necessary support. h) Shall have to be stationed and posted at the respective Block for which engaged.

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		i) Any other task as assigned by Superior Authority from time to time.
9	MIS Assistant	<p>He/She shall be responsible for:</p> <p>a) Work under the direct supervision and monitoring of the Block Development Officer.</p> <p>a) File Management.</p> <p>b) Maintenance of Record.</p> <p>c) Providing secretarial assistance.</p> <p>d) General Cleanliness.</p> <p>b) Shall have to be stationed and posted at the respective Block for which engaged.</p> <p>e) Any other works as directed by the superiors from time to time.</p>

ADMINISTRATIVE CONTROL:

All the staffs engaged under SPRC and PMU shall report to the Director (RD/Panchayat) through the State Nodal Officer (RGSA) and shall work closely under their direction.

GENERAL INFORMATION:

1. The engagement shall purely on contract basis for a period of 11 months from the date of appointment.
2. He/She shall strictly follow the office timing. Absence without sanction of leave of any kind during working days shall be treated as an un-authorized absence from duty and payment on pro-rata basis shall be deducted from the consolidated amount.
3. The emoluments as stated above as monthly salary shall be paid at the end of each completed month of engagement.
4. All other allowances and claims as approved by Ministry shall also be provided.
5. No change in the place of posting is allowed during the contract period whatever the reason may be.
6. Any extension or renewal of the appointment beyond the contract period will be subject to a review based on the performance/contribution of work and an agreement on terms that must be mutually agreed upon.
7. The appointment shall deemed to be automatically terminated, if it is not specifically extended by the competent authority.
8. Engagement on contract basis shall not confer any right for claiming regular engagement/appointment in any capacity in this office or any other office/department in A & N Administration.
9. He/She shall be entitled to 2 ½ days of leave for every completed month of duty, which can be accumulated but not encashed. Leave in credit, if any shall be lapsed on expiry of the contract period.
10. Maternity Leave will be granted for 12 consecutive weeks during the contract period with full pay (Consolidated). A medical certificate from an Authorised Medical Attendants/Govt. Hospital must be produced, indicating estimated time of confinement before availing the leave and necessary fitness certificate shall also be required to submit at time of joining of duty.

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 aspiring candidates for the above posts should submit their application in the prescribed proforma along with self-attested supporting documents and certificates addressed to “**The Director (RD/Panchayat), Directorate of RD, PRIs & ULBs, A&N Administration, Marine Hill, Port Blair - 744101**”.
- ii. The candidates selected for the posts of Block Programme Manager and MIS Assistant shall have to be stationed and posted in the respective Blocks for which they are engaged and shall be under the overall supervision and control of the Block Development Officers.
- iii. The candidates applying for the post of **Block Programme Manager and MIS Assistant** should submit their application as per the below mentioned address.

Name of the Post	Address
1. Block Programme Manager 2. MIS Assistant Candidates applying for Diglipur/ Mayabunder/ Rangat/ Campbell Bay Block.	The Block Development Officer, Community Development Block, Diglipur/Mayabunder/Rangat/ Campbell Bay (As the case may be)
1. Block Programme Manager 2. MIS Assistant Candidates applying for Prothrapur/ Ferrargunj/Little Andaman Block.	The Director (RD/Panchayat), Directorate of RD, PRIs & ULBs, A&N Administration, Marine Hill, Port Blair - 744101

- iv. The candidates applied for the said posts shall be shortlisted on merit-basis and top 15 candidates shall be called for personal interview for selection of suitable candidate for the said posts.
- v. 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	Interview
State Panchayat Resource Centre (SPRC)				
Domain Expert (Panchayat)	1. Masters in Rural Development/Public Policy & Governance/Public Administration/Social Work from a recognized University/Institute with minimum 60% of marks or equivalent. OR	02 years experience in the relevant field Weightage- 20	NA	Weightage- 30


सहायक निदेशक (प्र./पंचायत)
Assistant Director (Admn./Panch)
ग्रा. वि. पंचा राज सं एवं श.स्थानि
DIRECTORATE OF RD, PRIs AND URBAN LOCAL BODIES
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	<p>Post Graduate Diploma in Rural Development from a recognized University/Institute.</p> <p>OR</p> <p>Doctorate with a Research subject as 'Functioning of Panchayati Raj Institutions' may be given preference.</p> <p>2. Having proficiency in MS Office, Presentation and Project Management Skills.</p> <p>3. Excellent documentation, communication and interpersonal skills.</p> <p>Weightage - 50</p>			
Domain Expert (Communication & Development)	<p>1. Masters in Mass & Media Communication /Journalism & Mass Communication from a recognized University/Institute with minimum 60% of marks or equivalent.</p> <p>OR</p> <p>Post Graduate Diploma in Journalism and Mass Communication from a recognized University/Institute.</p>	<p>02 years experience in the relevant field</p> <p>Weightage- 20</p>	NA	Weightage- 30

	<p style="text-align: center;">OR</p> <p>B.E/B.Tech (in any stream) from a recognized University/Institute with minimum 60% of marks or equivalent.</p> <p>2. Having proficiency in MS Office, Presentation and Project Management Skills.</p> <p>3. Excellent documentation, communication and interpersonal skills.</p> <p>Weightage- 50</p>			
Domain Expert (Software Developer)	<p>1. B.E/B.Tech (Computer Science Engineering/Information Technology) from a recognized University/Institute with minimum 60% of marks or equivalent.</p> <p style="text-align: center;">OR</p> <p>Master of Computer Application/ M.Sc. in Computer Science from a recognized University/Institute with minimum 60% of marks or equivalent.</p> <p>2. 03 years experience in</p>	NA	NA	Weightage- 50

Handwritten mark

	<p>web development.</p> <p>3. Demonstrated knowledge of web technologies, such as Microsoft .Net, PHP, Java, HTML, CSS, and JavaScript. Proficient Knowledge in database management system such as SQL Server, MySQL Server, Oracle.</p> <p>4. Ability to work independently and multi-task effectively.</p> <p>Weightage – 50</p>			
Domain Expert (Financial Management)	<p>1. Masters in Finance & Accounting/Business Administration/Commerce Stream from a recognized University/Institute with minimum 60% of marks or equivalent.</p> <p>2. Knowledge in Public Financial Management System (PFMS), Government e-Marketplace (GeM), e-Procurement.</p> <p>Weightage – 50</p>	<p>02 years experience in the relevant field.</p> <p>Weightage- 20</p>	NA	Weightage- 30

Domain Expert (Livelihood)	<p>1. Masters in Rural Development/Agriculture/ Fisheries/Forestry/Veterinary/Industrial Technology and Management/Tourism/Entrepreneurship/Dairy Technology/ Business Development/Marketing from a recognized University/Institute with minimum 60% of marks or equivalent.</p> <p style="text-align: center;">OR</p> <p>Doctorate with a Research subject as 'Functioning of Livelihood Schemes' may be given preference.</p> <p>2. Having proficiency in MS Office, Presentation and Project Management Skills.</p> <p>3. Excellent documentation, communication and interpersonal skills.</p> <p>Weightage – 50</p>	<p>02 years experience in the relevant field</p> <p>Weightage- 20</p>	<p>NA</p>	<p>Weightage- 30</p>
State Programme Management Unit (SPMU)				
State Programme Coordinator (IEC)	<p>B.E/B.Tech (in any stream) from a recognized University/Institute with minimum 60%</p>	<p>02 years experience in the relevant field.</p> <p>Weightage- 20</p>	<p>NA</p>	<p>Weightage – 30</p>

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	of marks or equivalent. Weightage – 50			
District Programme Management Unit (DPMU)				
Additional District Project Manager	Graduate in IT (BCA, B.Sc. in Computer Science or IT) with min. 60% marks or equivalent. Weightage – 50	01 year experience in the relevant field. Weightage – 20		Weightage – 30
Data Entry Operator	Degree in any discipline from a recognized University/Institute with minimum 60% of marks or equivalent. 01 year diploma in computer science. Weightage – 50	01 year experience in the relevant field. Weightage – 20	One year diploma in computer science Weightage – 10	Weightage – 20
Block Programme Management Unit (BPMU)				
Block Programme Manager	Bachelor Degree in Computer Science/IT/Electronics from a recognized University/Institute with minimum 60% of marks or equivalent. Weightage – 50	01 year experience of government sector/PSUs Weightage – 20	NA	Weightage – 30
MIS Assistant	12th Pass and Certificate course of 01 Year in Computer Weightage – 50	01 year experience of government sector/PSUs Weightage – 20	01 Year Certificate Course Weightage – 10	Weightage – 20

- vi. 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 application form:



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

- *Desirable qualification (Experience):*

Experience of Number of Months x Weightage

No. of months Experience sought

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:*


Duration of computer course (Number of Months) x Weightage mark

No. of months of experience sought

The maximum marks for computer knowledge shall be 10. Marks for computer course of more than desirable months shall be 10 only.

- vii. Last date of receipt of application is **30.12.2022 till 5.00 PM.**
- viii. The top 15 candidates applied for the posts will be selected from the auto-generated merit list and the list of candidates will be displayed on the Notice Board of the Directorate of RD, PRIs & ULBs and respective Blocks and also in the official website of A&N Administration i.e. www.andaman.gov.in on **10.01.2023**. **For the posts of Block Programme Manager and MIS Assistant for CD Block, Prothrapur and Ferrargunj, 15 candidates will be cumulatively shortlisted.**
- ix. No separate call letters will be issued in this regard and for any other information the candidates may contact this Directorate on **03192-242739/233397** or email at **sprcandaman@gmail.com**.
- x. **The personal interview for each posts shall be held as per the schedule given below:**

S. No.	Name of the Post	Date of Interview	Time of Interview	Venue
1.	Domain Expert (Panchayat)	14-01-2023	8.30 AM	Conference Hall, Directorate of RD, PRIs and ULBs, Marine Hill, Port Blair.
2.	Domain Expert (Communication and Development)			
3.	Domain Expert (Software Developer)			
4.	Domain Expert (Financial Management)		2.00 PM	
5.	Domain Expert (Livelihood)			


 सहायक निदेशक (प्र./पंचायत)
 Assistant Director (Admn./Panch)
 ग्र. वि. पंचायत सं एन श.स्थानि
 DIRECTORATE OF RD, PRIs AND URBAN LOCAL BODIES
 पोर्ट ब्लेयर/Port Blair

6.	State Programme Coordinator (IEC)	17-01-2023	8.30 AM	
7.	Additional District Programme Manager			
8.	Data Entry Operator	18-01-2023	8.30 AM	
9.	Block Programme Manager (For CD Block – Prothrapur, Little Andaman & Ferrargunj)			
10.	MIS Assistant (For CD Block – Prothrapur, Little Andaman & Ferrargunj)			
11.	Block Programme Manager (For CD Block, Diglipur/Mayabunder/Rangat/Campbell Bay)	14.01.2023	8.30 AM	<u>Diglipur</u> Office of the Asst. Commissioner, Diglipur.
				<u>Mayabunder</u> Office of the Asst. Commissioner, DC Office, Mayabunder.
12.	MIS Assistant (For CD Block, Diglipur/Mayabunder/Rangat/Campbell Bay)			<u>Rangat</u> Office of the Asst. Commissioner, Rangat.
			<u>Campbell Bay</u> Office of the Asst. Commissioner, Campbell Bay.	

- xi. The shortlisted candidates shall be 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/Panchayat)
Directorate of RD, PRIs & ULBs
Phone No: 03192-242739
 सहायक निदेशक (प्र./पंचायत)
 Assistant Director (Admn./Panch)
 प्रा. वि. पंचा राज सं एच रा.स्थानि
 DIRECTORATE OF RD, PRIs AND URBAN LOCAL BO
 पोर्ट ब्लेयर/Port Blair

14. Computer Knowledge (if applicable for the post)				
Name of Computer Course (Fill only if sought for the post applied)		Duration (In Months)	Calculated Marks (As applicable for the post)	
15. Experience (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				
<i>Weightage (As applicable for the post)</i>				
<u>Declaration</u>				
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 :				
<i>(Signature of the applicant)</i>				

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* :
$$\frac{\text{Marks obtained} \times \text{Weightage}}{\text{Maximum Mark}}$$
- *Desirable qualification (Experience)* :
$$\frac{\text{Experience of Number of Months} \times \text{Weightage}}{\text{No. of months Experience sought}}$$

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 :*

Duration of computer course (Number of Months) x Weightage mark
No. of months of experience sought

The maximum marks for computer knowledge shall be 10. Marks for computer course of more than desirable months shall be 10 only.