



F. No. 5-28/RD/DDU-GKY/2020(Vol-I)/ 3814

अंडमान तथा निकोबार प्रशासन

A&N Administration

ग्रामीण विकास, पंचायती राज संस्थान तथा शहरी

स्थानीय निकाय निदेशालय

Directorate of RD, PRIs & ULBs

मरीन हिल /Marine Hill, पोर्ट ब्लेयर/ Port Blair



Dated 21st November, 2022

VACANCY NOTICE

Applications are invited for the post of Data Entry Operator at Block level for ANIRLM purely on contractual basis under DDU-GKY Scheme.

Sl. No.	Name of Post & place of posting	No. of Post	Remuneration (Fixed)	Age	Eligibility Criteria
1.	Data Entry Operators for C.D. Block Car Nicobar, Campbell Bay, Nancowrie and Little Andaman	04 Nos. (01 at each Block)	Rs. 15,000/- per month along with Annual Increment @ 5% per annum will be provided on the basis of Performance Management System. All Allowances and Benefits as approved by the Ministry shall also be provided.	Not above 55 years	Essential Qualifications: 1. Graduate, proficiency in data entry, computer MS-office work from recognized University. 2. At least 2+Years post qualification relevant experience.

JOB DESCRIPTION

1. Data Entry Operator:

He/She shall be responsible for:

- Preparing the reporting formats received from the GoI.
- Ensure timely and accurate data entry of all MIS related data for the project.
- Compiling the data pertaining to the scheme and furnishing to the District/State.
- Resolve all MIS issues of SMMU and BMMU with the support and coordination of NMMU.
- Monitor the Management Information System (MIS) of the Project and streamlining information flow through periodic analysis of data based on project health indicators and documenting the same.
- Any other task assigned by reporting officer.

सहायक निदेशक (प्र. नि.)
Assistant Director (RD)
निदेशालय (प्र. नि.) पं. राज सं. स. स्था. स.
Directorate RD, PRIs & ULBs
जिला निवास कॉम्प्लेक्स, वी. आई. पी. रोड
Zila Niwas Complex, VIP Road
पोर्ट ब्लेयर / Port Blair

ADMINISTRATIVE CONTROL:

- The Data Entry Operator shall report to the respective Block Mission Manager/Block Development Officer and work under his/her directions.

GENERAL INFORMATION:

- Engagement of above posts is purely on contractual basis for a period of 11 months.
- The emoluments of the respective posts are fixed as given above.
- Leave rules:
 - Leave can be availed only on accrual of leave @ 2½ days/working month. State Mission Director (SMD)/ Director (RD/P) may sanction advance leave.
 - 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 (BDO/SMD) is treated as absence.
- 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.
- 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 month's 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.
- No accommodation facility will be provided to the selected persons.
- No TA/DA shall be payable for appearing in the interview.
- 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 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. If any of these shortcomings


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is/are detected even after selection, his/her engagement is liable to be terminated without assigning any reason thereof.

HOW TO APPLY:

1. All aspirant candidates for the posts of Data Entry Operator should submit their application in the prescribed proforma addressed to **The Assistant Director (RD), Directorate of RD, PRIs & ULBs, A&N Administration, Marine Hill, Port Blair-744101.**
2. The vacancy for the post of Data Entry Operator has to be filled from the Community/Block concerned. Hence, candidates may carefully apply for the interested Block and should be resident of the concerned Block.
3. The candidates applied for the said posts shall be shortlisted on merit-basis and top 05 candidates will be called for personal interview for selection of suitable candidate for the said posts.
4. The merit list will be prepared on the basis of the weight-age/marks fixed as below:

Name of the post	Essential Qualifications		Personal Interview
	Academic	Experience	
Data Entry Operator	<ul style="list-style-type: none">Graduate, Proficiency in data entry and Computer MS-Office Work	2+ year experience in related field.	
	Weightage – 30 Marks	Weightage- 35 Marks	Weightage- 35 Marks

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

- **Essential qualification (Academic):**

$$\frac{\text{Marks obtained} \times \text{Weightage mark (30)}}{\text{Maximum Mark}}$$

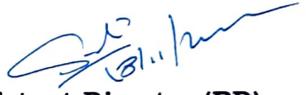
- **Essential qualification (Experience):**

$$\text{Data Entry Operator: } \frac{\text{Experience of No. of Months} \times \text{Weightage mark (35)}}{24}$$

6. Last date of receipt of application is **02-12-2022** before **5.00 pm.**


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7. The top 05 candidates applied for said post will be selected from the merit list prepared on the basis of above weightage system.
8. The list of shortlisted 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 **07-12-2022**.
9. 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 (03192-242739/233397). **The personal interview will be held in the Office of the Director (RD, PRIs & ULBs)/State Mission Director (ANIRLM), Directorate of RD, PRIs & ULBs, Marine Hill, Port Blair. The date for personal interview will be declared along with the list of shortlisted candidates.**
10. The shortlisted/selected candidates are requested to bring their original Mark sheets and Certificate in support of Educational Qualification, Experience Certificate, Employment Registration Card, Local Certificate etc, for verification during the personal interview.
11. A Trade test will be conducted prior to the personal interview in the Directorate of RD, PRIs & ULBs, Marine Hill, Port Blair.


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Directorate of RD, PRIs & ULBs
Phone No. 08192242739
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APPLICATION FORM

Application for the Post of DATA ENTRY OPERATOR at CD Block (mention Block name in capital letters) under DDU-GKY Scheme (Last date of receipt of application: 14-11-2022 before 5.00 pm)				<i>Attested Photograph</i>			
1. Name of the Applicant:							
2. Father's Name:							
3. Date of Birth:				4. Age:			
5. Gender:				6. Marital Status [<input type="checkbox"/>] Married [<input type="checkbox"/>] 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 (Essential Qualification)							
Sl. No.	Name of Qualification	Institute/ Board University	Year	Marks			Calculated Marks
				Full Marks	Marks Secured	Weightage	
1	Graduate						
Total of Marks Calculated (Max. Marks 35)							

14. Employment record (Essential 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 (Weightage Marks 30)				
<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 :				
(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 (Academic):**

$$\frac{\text{Marks obtained} \times \text{Weightage mark (35)}}{\text{Maximum Mark}}$$

- **Essential qualification (Experience):**

Data Entry Operator: $\frac{\text{Experience of No. of Months} \times \text{Weightage mark (30)}}{\text{Maximum Mark}}$