

OFFICE OF THE BLOCK DEVELOPMENT OFFICER

सामुदायिक विकास खंड, रंगत
CD BLOCK RANGAT *****

दिनांक / Dated 05th July, 2024

Applications are invited for the post of Block Programme Management Unit (BPMU) under the Block Development Officer, CD Block, Rangat under Directorate of RD, PRIs & ULBs, Marine Hill, Port Blair.

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

JOB DESCRIPTION: No. of Posts Remuneration (Fixed) Age Education Qualification

S. No.	Name of the Post	Job Description
8.	BLOCK PROGRAMME MANAGER 01 (One) (Rangat)	<p>He/she shall:</p> <ol style="list-style-type: none"> 1. Work under the direct supervision and monitoring of the Block Development Officer. 2. 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. 3. Monitor the progress of works undertaken by the Gram Panchayat, collect and compile monthly report and submit to the Block, District and State authorities. 4. 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. 5. Attend Gram Sabhas and undertake mobilization activities at GP level for sensitization and awareness generation. 6. Organize trainings, providing handholding support in all local bodies under their Blocks. 7. Enable the Gram Panchayats towards functioning digitally and provide necessary support. 8. Any other task as assigned by Superior Authority from time to time.

ADMINISTRATIVE CONTROL:

The staff engaged under BPMU shall report to the Block Development Officer, Rangat 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 post should submit their application in the prescribed proforma along with self-attested supporting documents and certificates addressed to "**Block Development Officer, CD Block, Rangat**".
- ii. The candidates selected for the posts of **Block Programme Manager** shall have to be stationed and posted in Rangat Block for which they are engaged and shall be under the overall supervision and control of the Block Development Officer.
- iii. The candidates applying for the post of **Block Programme Manager** should submit their application as per the below mentioned address:

Name of the Post	Address
1. Block Programme Manager	The Block Development Officer, Community Development Block, Rangat

- 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 below:

Name of the post	Essential Qualification	Desirable Qualification	Knowledge of Computer	Interview
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

- 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):** $\frac{\text{Experience of Number of Months} \times \text{Weightage}}{\text{No. of months Experience sought}}$

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

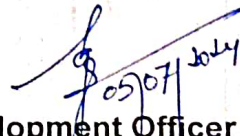
- **Knowledge of computer:** $\frac{\text{Duration of computer course (Number of Months)} \times \text{Weightage mark}}{\text{No. of months of experience sought}}$

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 **31.07.2024 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 Block Development Officer and also in the official website of A&N Administration i.e. www.andaman.gov.in.
- ix. No separate call letters will be issued in this regard and for any other information the candidates may contact this Block on **8900936944** or email at **cdbrgt@gmail.com**.
- x. The schedule of the personal interview of shortlisted candidates for each post will be informed separately.

vii. Last date of receipt of application is **31.07.2024 till 5.00 PM.**

- xi. The shortlisted candidates shall be required 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.
- xii. The personal interview and list of shortlisted candidates shall be carried at Rangat, Block.


Block Development Officer
CD Block, Rangat

खण्ड, मध्य अण्डमान
Block Development Officer
रगत, मध्य अण्डमान
Rangat, Middle Andaman

Copy to:-

1. The PA to Director for kind information of Director (RD, PRIs & ULBs), Marine Hill, Port Blair.
2. The State Nodal Officer (RGSA) for information.


Block Development Officer
CD Block, Rangat

खण्ड, मध्य अण्डमान
Block Development Officer
रगत, मध्य अण्डमान
Rangat, Middle Andaman

1. The PA to Director for kind information of Director (RD, PRIs & ULBs), Marine Hill, Port Blair.
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Block Development Officer
CD Block, Rangat

Application Form

Application for the Post of _____ Under (BPMU) (Last date of receipt of application : 31.07.2024)	Attested Photograph
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1. Name of the Applicant: _____

2. Father's Name : _____

3. Date of Birth: _____	4. Age: _____
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5. Gender: _____	6. Marital Status [] Married [] Unmarried
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7. Domicile : _____	8. Whether local or non-local: _____
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9. a) Permanent Contact Address: (Last date of receipt of application : 31.07.2024)	Attested Photograph
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1. Name of the Applicant: _____
 2. b) Present Contact Address: _____
 (along with telephone/mobile no./email ID)

3. Date of Birth: _____	4. Age: _____
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5. Gender: _____	6. Marital Status [] Married [] Unmarried
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7. Domicile _____	8. Whether local or non-local: _____
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10. District: _____	11. State: _____
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12. Language spoken/written : _____

13 Education (Essential Qualification)

Sl. No.	Name of Qualification (Fill only the highest qualification sought for the post)	Institute/ Board University	Year	Marks			
				Full Marks	Marks Secured	Weightage (As applicable for the post)	Calculated Marks

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)	
Sl. No.	Name of Qualification (Fill only the highest qualification sought for the post)	Institute/ Board University	Year	Marks

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				
Weightage (As applicable for the post)				

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)

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:

The candidate shall 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.

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

List of enclosures: $\frac{\text{Experience of Number of Months} \times \text{Weightage}}{\text{No. of months Experience sought}}$

Place
Date

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 :**

The candidate shall $\frac{\text{Duration of computer course (Number of Months)} \times \text{Weightage mark}}{\text{No. of months of experience sought}}$

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

- **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 :**

$\frac{\text{Duration of computer course (Number of Months)} \times \text{Weightage mark}}{\text{No. of months of experience sought}}$