

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 of Data Entry Operator detailed under 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.	Data Entry Operator	01	Rs. 14,000/- including EPF	Not above 40 years as on 11.08.2022	Essential Qualification: a) XII th Pass. b) Diploma/Certificate in computer application from a recognized institute. c) Data Entry speed of minimum 8000 key depressions. d) Knowledge of office application.

II. Job description of Data Entry Operator under MGNREGA, N&MA:		
SNo.	Name of the Post	Job Description
2.	Data Entry Operator	The incumbent shall work under the direct supervision of concerned PROGRAMME OFFICER and will be providing support in respect of report preparation and be responsible for general data entry work at the HEADQUARTER/BLOCK LEVEL. He/She shall also report to the District Programme Coordinator. He/she shall be responsible for: <ul style="list-style-type: none"> • Preparing the reporting formats received from the Government of India from time to time as specified by the GOI. • Day to day data entry work of progress in implementation of the programme at the Dist. Headquarter/Block Level. • Furnishing the details as specified by GOI for any other reporting process. • Assisting the Programme Officer in the preparation of MIS under MGNREGA. • Any other work as specified from State/District Programme Coordinator from time to time.

III. The details of selection criteria are as under:-	
Method of selection	Description of selection
Post:- Data Entry Operator Skill/Computer Test, Educational Merit, and Personal Interview basis:- <ol style="list-style-type: none"> 1. Skill/Computer test on MS-Word. 2. Percentage of Marks obtained in Class XIIth. 3. PG Diploma/Diploma/ Certificate Course in Computer application. 4. Personal Interview. 	<ol style="list-style-type: none"> 1. Skill/trade test Test of minimum 8000 key depressions on MS Word. The merit of the candidates will only be prepared for the candidates who have qualified the trade/skill test of minimum 8000 key depressions on MS Word and later shall be selected on the basis of their merit in their educational qualification(s) and performance in the interview. 2. XIIth Pass: 30 Marks. The percentage marks shall be computed as % of marks obtained in XIIth x 30 (allocated for XIIth) ÷ 100. 3. PG Diploma in Computer Application (01 year): 30 Marks, Diploma in Computer Application (06 Months): 20 Marks & Certificate Course in Computer Application (03 Months): 10 Marks 4. Personal Interview: 40 Marks.
The date of conduct of Skill/Trade test and personal interview for the post of Data Entry Operator will be declared through Official Website of A & N Administration i.e., www.andaman.gov.in as well as the "The Daily Telegrams". The short-listed candidates will only be called for the personal interview on the basis of their merit in the skill /trade test and educational qualifications. For any other information, the applicants may also contact the MGNREGA Headquarter Unit over telephone No.273017 during office hours.	

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

IV. How to Apply:-


Interested eligible local 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, Proof of Age.

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 **11.08.2022**. Incomplete applications or applications received after due date by any means will not be entertained, and summarily be rejected.

V. General information for all candidates:

1. 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 respects
2. The appointment will be purely on contract basis, initially for a period of 11 months and may be extended based on performance and requirement.
3. The selection of the candidates for the above mentioned post will be made purely as per the above mentioned criteria of selection.
4. The application format can be downloaded from the A & N website: <http://www.andaman.gov.in>.
5. Engagement of Data Entry Operator is purely on contractual basis for the 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.
6. The candidates applying for the post of Data Entry Operator will have to undergo a trade test and on the basis of merit in the skill/trade test (Data Entry speed of minimum 8000 key depressions) and 05 Nos. of candidates only as per merit will be called for the personal interview.
7. No TA/DA shall be payable for appearing in the trade test as well as interview.
8. No individual call letters will be issued for appearing in the trade test and interview.
9. The last date for submission of application is 11.08.2022 up to 05:00 PM. The application received after the due dates shall not be entertained/considered.
10. Candidates are required to produce all original documents in support of their educational qualification, age proof etc., only at the time of Personal Interview.
11. The merit list of empanelled candidates for the post of Data Entry Operator 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.
12. 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:
13. 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

Post Applied for.....					Self-attested Photograph	
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 th						
12 th						
Graduation						
DCA/PGDCA						
Additional qualification if any.,						
7. Details of employment experience(Use separate sheets if required):						
From month/year		To month/year		Designation		
<u>Declaration</u>						
<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 : Place : Date :</p>						
						<i>(Signature of the applicant</i>