

WALK –IN INTERVIEW

Andaman & Nicobar Islands Building and Other Construction Workers Welfare Board proposes to engage eligible candidates for filling up of the following post purely on contract basis for a period of 11 months. The details of posts are as follows. The number of post may vary as per the requirement.

Sl. No.	Name of the Post	No. of Post	Eligibility Criteria & Consolidated monthly remuneration	Job Location	Date of Interview
1	Administrative Officer	01 No.	Essential Qualification: Retired Director/Asst. Secretary/Administrative Officer from any Govt. Department or autonomous body. Desirable: Knowledge of MS Office • Consolidated monthly remuneration = Rs.28,000/-	ANBOCW Office Port Blair	23-12-2021 Time : 10 AM To 12 PM
2	Accountant	01 No.	Minimum qualification: (a) Graduation in B.Com. (b) Must be having knowledge of Tally.ERP9, (c) Diploma in Computer Application. (d) Minimum 03 years post qualification Work experience in any govt. or any other organization in the field of accounting & finance • Consolidated monthly remuneration =Rs. 28,000/-	ANBOCW Office Port Blair	23-12-2021 Time: 10 AM To 12 PM
3	Field Assistant	06 Nos.	(a) Eligibility : Should be 12th Pass with previous experience of field duties in any Govt/ Pvt Organization (b) Desirable with 02 years field work experience under any Statuary Organizations (d) Preference shall be given to any previous work experience under any Autonomous body or any Govt. Organizations • Consolidated monthly remuneration = Rs. 14,000	➤ Port Blair, Swaraj Dweep & Shaheed Dweep – 02 ➤ Ferrargunj Tehsil – 01 ➤ Mayabunder Tehsil (N&M Andaman) - 01 ➤ Nancowry Group of Islands – 01 ➤ Little Andaman & Car Nicobar - 01	23-12-2021 Time : 10 AM To 12 PM
4	IT Solution & Developer	01 No.	(a) Graduate in BCA or BSC (IT), BSC(CS) (b) Minimum 02 years work experience under any Statuary Organizations (c) Preference shall be given to any previous work experience under any Autonomous body or any Govt. Organizations • Consolidated monthly remuneration = Rs. 24,000/-	ANBOCW Office Port Blair	24-12-2021 Time : 10 AM To 12 PM
5	Computer Assistant	01 No.	(a) Graduate in any stream with 02 years experience or 12th pass with 05 years or more experience (b) 01 Year Diploma in Computer Application (c) Minimum 02 years Previous work Experience (Data entry, Typing skill, well versed with Microsoft Office package mainly Word & Excel) (d) Preference shall be given to any previous work experience under any Autonomous body or any Govt. Organizations • Consolidated monthly remuneration = Rs. 20,000/-	ANBOCW Office Port Blair	24-12-2021 Time : 10 AM To 12 PM
6	Office Assistant	06 Nos.	(a) Graduate in any stream from recognized University with One year work experience or 12 th pass with two years work experience in any Govt. Organization (b) 01 Year Diploma in Computer Application (c) Minimum 02 years Previous work Experience (Data entry, Typing skill, diary & Dispatch, Office documentation work, must be well versed in Microsoft Office, mainly Word & Excel & with good communication skills (d) Preference shall be given to any previous work experience under any Autonomous body or any Govt. Organizations • Consolidated monthly remuneration = Rs. 17,000/-	➤ ANBOCW Office Port Blair – 04 ➤ Diglipur Facilitation Center – 01 ➤ Rangat Facilitation Center - 01	24-12-2021 Time : 10 AM To 12 PM

The candidates engaged on contract basis shall be paid remuneration amount as mentioned against each post. Interested and eligible candidates may attend the “**WALK-IN-INTERVIEW**” scheduled to be held at the office of Labour Commissioner & Director of Employment and Training, Supply Line, Port Blair on the date and time mentioned above. The candidates are requested to attend the interview with their Bio-Data and Original testimonials.

I.D. No. 8265

**Chief Executive Officer /Secretary I/C
A&N Islands Building and Other Construction
Workers’ Welfare Board**