



F. No. 5-28/RD/DDU-GKY/2020(Vol-I)/3141

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



To

Dated 7th December, 2021

1. The Chief Editor
The Daily Telegram
Govt. Press, Port Blair
2. The Station Director
All India Radio, Port Blair
3. The Station Director
Doordarshan, Port Blair

Subject: - Request to publish/broadcast the recruitment advertisement-reg.

Madam/Sir,

Kindly find enclosed a vacancy notice for recruitment to the various post on contractual basis under DDU-GKY scheme in the Directorate of RD, PRIs & ULBs, A&N Administration, Port Blair for information with the request to publicize/broadcast the same through your media network.

Encl: A/A

Yours faithfully


Assistant Director (RD/Panchayat)

Copy to:

1. The PA to Secretary (RD/Panchayat) for kind information of the Secretary (RD/Panchayat) please.
2. The PA to Director (RD/Panchayat) for kind information of the Director (RD/Panchayat) please.
3. The State Informatics Officer (SIO), NIC, Port Blair for information with the request to host the vacancy notice in the official website of the Department www.and.nic.in/rdpri.
4. The OSD (IT), Department of Information Technology for information with the request to host the vacancy notice in the official website of Andaman & Nicobar Administration www.andaman.gov.in.


Assistant Director (RD/Panchayat)



F. No. 5-28/RD/DDU-GKY/2020(Vol-I)/3/41

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 7th December, 2021

VACANCY NOTICE

Applications are invited for the following post of Mission Managers, Mission Executive, Young professional, Sr. Assistant (MIS) at State level for ANIRLM purely on contractual basis under DDU-GKY at Directorate of RD, PRIs & ULBs.

Sl. No.	Name of Post	No. of Post	Remuneration (Fixed)	Age	Eligibility Criteria
1.	Mission Manager (Mobilization, Counseling & Job Fairs)	01	Rs. 46,000/- per month along with Annual Increment @ 5%/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: i) Post-Graduation MBA/ PGDM/ Rural Management/ Social Work/ Development Studies/ Human Resource Management OR PG Diploma in above disciplines. ii) 04+ Years post qualification relevant experience. Knowledge in computer application.
2.	Mission Manager (PIAs Coordination & Development, Alumni, Migration support, placement, retention tracking & carrier progression tracking)	01	Rs. 46,000/- per month along with Annual Increment @ 5%/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: i) Post-Graduation MBA/PGDM/ Rural Management/ Social Work/ Development Studies/ Human Resource Management OR PG Diploma in above disciplines. ii) 04+ Years post qualification relevant experience. Knowledge in computer application.
3.	Mission Executive (Finance, Accounts & Proposal Examination)	01	Rs. 37,500/- per month along with Annual Increment @ 5%/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: i) M.Com/ MBA (Finance)/ CA(Inter) /CS(Inter) from recognized University with Computer Knowledge. ii) 03+ Years relevant post qualification work experience in the field of Accounting and Finance and knowledge of Tally.

हस्ताक्षर

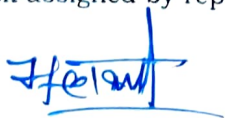
4.	Young Professional	01	Rs. 32,500/- per month along with Annual Increment @ 5%/annum will be provided on the basis of Performance Management System. All Allowances and Benefits as approved by the Ministry shall also be provided.	Not above 30 years	Essential Qualifications: Post-graduate degree or Diploma with 0-2 years post qualification experience from reputed academic and training institutes.
5.	Sr. Assistant (MIS)	01	Rs. 20,000/- per month along with Annual Increment @ 5%/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: i) Graduate, proficiency in data entry, computer MS-office work from recognized University. ii) At least 03+ Years relevant post qualification work experience in operation of MIS Software, experience in database management and GIS systems.

JOB DESCRIPTION

1. Mission Manager (Mobilization, Counseling & Job Fairs):

He/She shall be responsible for:

- i) Undertaking field visits proactively to various Districts, Blocks & Gram Panchayats/Tribal areas.
- ii) Developing effective mobilization and counseling strategies for project beneficiaries i.e the rural youths and also to support them in identifying the viable trades in which skill training and placement is to be provided to them.
- iii) Registration of interested eligible rural youths (as per the guidelines) in Kaushal Panjee of the DDU-GKY's website and also to monitor and maintain the database.
- iv) Coordination with Project Implementing Agencies (PIAs) in counseling and selection of candidates
- v) Preparing formats (both qualitative and quantitative for monthly, half yearly and yearly reports
- vi) Undertaking key activities to facilitate student placement through Job Fairs at relevant Gram Panchayat/Block/ District/State level and building industry partnerships.
- vii) Representing at different forums and liaison with Project Implementing agencies (PIAs), different line departments (as the condition) and NMMU to explore the scope of identifying and selection of rural youths and also the various trades to be trained by the PIAs.
- viii) Any other task assigned by reporting officer



2. Mission Manager (PIAs Coordination & Development, Alumni, Migration support, placement, retention tracking & carrier progression tracking):

He/She shall be responsible for:

- i) Supporting and coordinating with PIAs and resolving PIAs issues.
- ii) Preparing PIAs report (both qualitative and quantitative for monthly, half yearly and yearly reports.
- iii) Identify classs and define possible and new PIA engagement with DDU-GKY programme.
- iv) Manage, monitor, plan and organize meetings/knowledge sharing activities, learning outcomes.
- v) Assess learning and training quality, methodology, curriculum of PIAs as per the standards and skill assessment frameworks.
- vi) Build a knowledge base of learning and results.
- vii) Assess learning pedagogy and provide inputs on the improvements.
- viii) Support to State team in terms of standards, curriculum for TVET, certifications, assessments, performance etc.
- ix) Monitoring the operation of Migration Support Centres.
- x) Facilitate the overseas placements.
- xi) Any other task assigned by reporting officer.

3. Mission Executive (Finance, Accounts & Proposal Examination):

He/She shall be responsible for:

- i) Responsible for overall management and release of fund related to DDU-GKY & State Skill programme as per the desired schedule and standards in State.
- ii) Responsible for developing system for financial examination and appraisal of proposals and relevant financial documents and accordingly ensure the operations on time.
- iii) Developing, fund release mechanism, ensuring appropriate documentation, developing system to track fund utilization, conduct timely review, prepare programme budget analysis and ensure financial planning accordingly.
- iv) Undertaking performance management of grantees receiving funds from programme and conduct assessments of physical and financial targets.
- v) Ensure all finance due diligence in fund release and utilization, lead audit of accounts, preparing financial reports and submission of the same.
- vi) Responsible for designing and ensuring financial due diligence systems for PIAs an building their capacity accordingly.
- vii) Be responsible for required liaison, interface, review and knowledge/information sharing with different stakeholders.
- viii) Take up any other task as allocated by competent authority.



4. Young Professional: -

He/She shall be responsible for:

- i) Developing programme support system with in DDU-GKY.
- ii) Designing and extending technical assistance products to states.
- iii) Supporting knowledge management and strategic communication.
- iv) Review and monitoring activities, including key performance indicators
- v) Capacity building programme
- vi) Conducting impact assessment and other studies
- vii) Conducting pilots, special and innovative interventions
- viii) Any other task assigned by reporting officer.

5. Sr. Assistant (MIS):

He/She shall be responsible for:


- i) Offer handholding support to Block on M&E component and ensuring timely flow of data in order to generate required Progress reports.
- ii) Undertake field visits proactively for sample Check of data through consultations with stakeholders.
- iii) Resolve all MIS issues of SMMU and BMMU with the support and coordination of NMMU.
- iv) Monitoring 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.
- v) Ensuring timely and accurate data entry of all MIS related data for the project.
- vi) Ensuring timely data entry of State Level activities in MIS.
- vii) Preparing report and Permutations as and when required.
- viii) Take up any other task as allocated by competent authority.

ADMINISTRATIVE CONTROL:

The **Mission Manager/Mission Executive/Young Professional/Sr. Assistant (MIS)** shall report to the State Mission Director, ANIRLM/Director (RD/Panchayat) and work under his/her directions.

GENERAL INFORMATION:

- (i) Engagement of above posts are purely on contractual basis for a period of 11 months.
- (ii) The emoluments of the respective posts are fixed as given above.
- (iii) Leave rules:
 - Leave can be availed only on accrual of leave @ 2½ days/working month. SMD 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 (SMD) is treated as absence.



- (iv) 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.
- (v) 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.
- (vi) No accommodation facility will be provided to the selected persons.
- (vii) No TA/DA shall be payable for appearing in the interview.
- (viii) 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 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:

1. All aspirant candidates for the posts of Mission Manager 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 candidates applied for the said posts shall be shortlisted on merit-basis and call top 10 candidates for personal interview for selection of suitable candidate for the said posts.
3. The merit list will be prepared on the basis of the weight-age/marks fixed as below:

Name of the post	Essential Qualifications		Knowledge of Computer	Interview
	Academic	Experience		
Mission Manager (All category)	As per the qualification specified for designated Mission Manager Weightage- 25 Marks	05+ year post qualification relevant experience Weightage- 35 Marks	≥ 1year computer course Weightage- 10 Marks < 1 year=Nil	Weightage- 30 Marks
Mission Executive (Finance, Accounts & Proposal Examination)	As per the qualification specified for designated Mission Executive Weightage- 25 Marks	03+ year post qualification relevant experience Weightage- 35 Marks	≥ 1year computer course Weightage- 10 Marks < 1 year=Nil	Weightage- 30 Marks

Young Professional	As per the qualification specified for designated Young Professional Weightage- 25 Marks	02+ year post qualification relevant experience Weightage- 35 Marks	≥ 1 year computer course Weightage- 10 Marks < 1 year=Nil	Weightage- 30 Marks
Sr. Assistant (MIS)	As per the qualification specified for designated Sr. Assistant (MIS) Weightage- 25 Marks	03+ year post qualification relevant experience Weightage- 35 Marks	-	Weightage- 30 Marks

4. 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):**

$$\frac{\text{Marks obtained} \times \text{Weightage mark (25)}}{\text{Maximum Mark}}$$

• **Essential qualification (Experience):**

For Mission Manager: $\frac{\text{Experience of No. of Months} \times \text{Weightage mark (35)}}{48}$

For Mission Executive: $\frac{\text{Experience of No. of Months} \times \text{Weightage mark (35)}}{36}$

For Young Professional: $\frac{\text{Experience of No. of Months} \times \text{Weightage mark (35)}}{24}$

For Sr. Assistant (MIS): $\frac{\text{Experience of No. of Months} \times \text{Weightage mark (35)}}{36}$

The maximum marks for experience shall be 35. Marks for experiences of more than essential months shall be 35 only.

• **Knowledge of computer:**

$$\frac{\text{Duration of computer course (Number of Months)} \times \text{Weightage mark (10)}}{12}$$

The maximum marks for computer knowledge shall be 15. Marks for computer course of more than desirable months shall be 15 only.

- (i) Last date of receipt of application is **24-12-2021** before **5.00 pm**.
- (ii) The top 10 candidates applied for each said post will be selected from the merit list prepared on the basis of above weightage system.
- (iii) 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 **28-12-2021**.



- (iv) 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)/Mission Director (ANIRLM), Port Blair, on 30-12-2021 at 10.00 AM.**
- (v) The shortlisted candidates are 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 on **30-12-2021**.



Assistant Director (RD)
Directorate of RD, PRIs & ULBs
Phone No: 03192-242739

APPLICATION FORM

Application for the Post of Mission Manager (Mobilization, Counseling & Job Fairs under DDU-GKY)					Attested Photograph		
(Last date of receipt of application: 24-12-2021)							
1. Name of the Applicant:							
2. Father's Name:							
3. Date of Birth:				4. Age:			
5. Gender:				6. Marital Status [] Married [] 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			
				Full Marks	Marks Secured	Weightage	Calculated Marks
1	Graduation					10	
2	Post-graduation					15	
Total of Marks Calculated (Max. Marks 25)							
14. Computer Knowledge:							
Name of Computer Course			Duration (In Months)		Calculated Marks (Weightage 10)		

15. 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 35				

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)

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 35				

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 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: | $\frac{\text{Marks obtained} \times \text{Weightage (25)}}{\text{Maximum Mark}}$ |
| • Essential qualification (Experience): | |

Experience of Number of Months x Weightage (35)

The maximum marks for experience shall be 35. Marks for experience of more than desirable months of experience shall be 35 only.

- *Knowledge of computer:*
Duration of computer course (Number of Months) x Weightage (10)
 12

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

APPLICATION FORM

Application for the Post of Mission Manager (PIAs Coordination & Development, Alumni, Migration support, placement, retention tracking & carrier progression tracking) under DDU-GKY (Last date of receipt of application: 24-12-2021)					<i>Attested Photograph</i>		
1. Name of the Applicant:							
2. Father's Name :							
3. Date of Birth:			4. Age:				
5. Gender:			6. Marital Status [] Married [] 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			
				Full Marks	Marks Secured	Weightage	Calculated Marks
1	Graduation					10	
2	Post-graduation					15	
Total of Marks Calculated (Max. Marks 25)							
14. Computer Knowledge:							
Name of Computer Course			Duration (In Months)		Calculated Marks (Weightage 10)		

15. 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 35)				
<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:*
$$\frac{\text{Marks obtained} \times \text{Weightage (25)}}{\text{Maximum Mark}}$$

- *Essential qualification (Experience):*

$$\frac{\text{Experience of Number of Months} \times \text{Weightage (35)}}{48}$$

The maximum marks for experience shall be 35. Marks for experience of more than desirable months of experience shall be 35 only.

- *Knowledge of computer:*

$$\frac{\text{Duration of computer course (Number of Months)} \times \text{Weightage (10)}}{12}$$

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

APPLICATION FORM

Application for the Post of Mission Executive (Finance, Accounts & Proposal Examination) under DDU-GKY (Last date of receipt of application: 24-12-2021)		Attested Photograph					
1. Name of the Applicant:							
2. Father's Name :							
3. Date of Birth:	4. Age:						
5. Gender:	6. Marital Status [] Married [] 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			
				Full Marks	Marks Secured	Weightage	Calculated Marks
1	Graduation					10	
2	Post-graduation					15	
Total of Marks Calculated (Max. Marks 25)							
14. Computer Knowledge:							
Name of Computer Course			Duration (In Months)	Calculated Marks (Weightage 10)			

15. 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 35)				

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 : _____

(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:

- | | <u>Marks obtained x Weightage (25)</u> |
|---|--|
| | Maximum Mark |
| • Essential qualification: | |
| • Essential qualification (Experience): | |

Experience of Number of Months x Weightage (35)

The maximum marks for experience shall be 35. Marks for experience of more than desirable months of experience shall be 35 only.

- *Knowledge of computer:*
Duration of computer course (Number of Months) x Weightage (10)

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

APPLICATION FORM

Application for the Post of Young Professional under DDU-GKY					Attested Photograph		
(Last date of receipt of application: 24-12-2021)							
1. Name of the Applicant:							
2. Father's Name :							
3. Date of Birth:				4. Age:			
5. Gender:				6. Marital Status [] Married [] 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			
				Full Marks	Marks Secured	Weightage	Calculated Marks
1	Graduation					10	
2	Post-graduation					15	
Total of Marks Calculated (Max. Marks 25)							
14. Computer Knowledge:							
Name of Computer Course			Duration (In Months)		Calculated Marks (Weightage 10)		

15. 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 35)				
<p align="center"><u>Declaration</u></p> <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:</p> <p>Place : Date :</p> <p align="right">(Signature of the applicant)</p>				

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:*
$$\frac{\text{Marks obtained} \times \text{Weightage (25)}}{\text{Maximum Mark}}$$
- *Essential qualification (Experience):*

$$\frac{\text{Experience of Number of Months} \times \text{Weightage (35)}}{24}$$

The maximum marks for experience shall be 35. Marks for experience of more than desirable months of experience shall be 35 only.

- *Knowledge of computer:*
$$\frac{\text{Duration of computer course (Number of Months)} \times \text{Weightage (10)}}{12}$$

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

APPLICATION FORM

Application for the Post of Sr. Assistant (MIS) under DDU-GKY (Last date of receipt of application: 24-12-2021)					Attested Photograph		
1. Name of the Applicant:							
2. Father's Name:							
3. Date of Birth:			4. Age:				
5. Gender:			6. Marital Status [] Married [] 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			
				Full Marks	Marks Secured	Weightage	Calculated Marks
1	Graduation in related subject/ Graduate with DCA					25	
Total of Marks Calculated (Max. Marks 25)							

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 35)				
<p align="center"><u>Declaration</u></p> <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:</p> <p>Place :</p> <p>Date :</p> <p align="right">(Signature of the applicant)</p>				

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:*

Marks obtained x Weightage (25)
Maximum Mark
- *Essential qualification (Experience):*

Experience of Number of Months x Weightage (35)

36

The maximum marks for experience shall be 35. Marks for experience of more than desirable months of experience shall be 35 only.