



F.No.3-245/RD/SBM-G/Engagement/2020/ 1236

अण्डमान तथा निकोबार प्रशासन

ANDAMAN & NICOBAR ADMINISTRATION

ग्रामीण विकास, पंचायती राज संस्थान एवं शहरी स्थानीय निकाय निदेशालय

DIRECTORATE OF RD, PRIs & URBAN LOCAL BODIES

पोर्टब्लेयर/Port Blair

पोर्टब्लेयर/Port Blair, दिनांक/dated the 4th May, 2023

Applications are invited for the post of Consultant (IEC & MIS) and Data Entry Operator purely on contract basis for the State Swachh Bharat Mission -Grameen (SSBM-G) at Directorate of RD, PRIs & ULBs

Designation	No. of Posts	Remuneration (Fixed)	Age	Educational Qualifications
Consultant (IEC & MIS)	01	Rs. 30,000/- 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 more than 40 years on the closing date of receipt of application.	1. Essential: Post-Graduate Degree in Computer Applications (MCA)/ B.Tech (Computer Science) from recognized university. 2. Desirable: (i) At least 3+ years relevant post qualification work experience in operation of MIS software, experience in database management and GIS systems. (ii) Knowledge of SQL
Data Entry Operator	01	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 more than 40 years on the closing date of receipt of application.	1. Essential: (i) Graduate (ii) Proficiency in data entry Computer MS office work 2. Desirable: 02 + years experience in relevant field.

JOB DESCRIPTION

1. Consultant (IEC & MIS):

He/ She shall be responsible for:

- Preparation of IEC plan for State and District in consultation with the District Implementing Agencies.
- Coordinate with the Ministry, NIC Port Blair, State Swachh Bharat Mission (Grameen) and District Swachh Bharat Mission (Grameen) in connection with MIS entry of data in the Ministry website.

- iii. Ensure timely entry of data in MIS of the Ministry's website on regular basis.
- iv. Ensure timely entry of details of fund received Implementing agencies in the MIS of the Ministry.
- v. Ensure timely uploading of photographs of toilets being constructed in MIS of the Ministry.
- vi. Assist to prepare AIP under SBM-G and uploading of the same to the website of the department after getting approval of State Level Scheme Sanctioning Committee.
- vii. Offer handholding support to District and Blocks in updation of MIS data.
- viii. Prepare IEC materials, Stickers, posters, Audio-Videos for wider dissemination of information.
- ix. Resolve all MIS issues with the support and guidance of SSBM-G and Ministry.
- x. Any other works as assigned by the superior from time to time.

2. Data Entry Operator:

He/ She shall be responsible for:

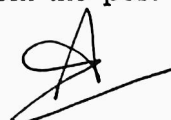
- i. Ensure timely and accurate data entry of all MIS related data of the scheme as well as community level.
- ii. Preparing the reporting formats to receive or submit various reports.
- iii. Compiling the details/ data received from Districts/Blocks/GPs.
- iv. Ensure timely availability of data in order to generate progress reports.
- v. Any other works as directed by the Superior from time to time.

ADMINISTRATIVE CONTROL:

All the staffs engaged under Swachh Bharat Mission (SSBM) shall report to the Mission Director (SBM-G)/Director (RD/Panchayat) through the State Nodal Officer (SBM-G) and shall work closely under their direction.

GENERAL INFORMATION:

- i. Engagement of above posts are purely on contractual basis for a 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 service.
- ii. The emoluments of the respective posts are fixed as given above.
- iii. Leave rules:
 - Leave can be availed only on accrual of leave @ 2.5 days/working month. SMD may sanction advance leave.
 - No more than 15 days of leave can be carried forward to next year.
 - 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/Panchayat) being the Mission Director, SBM-G, A & N Administration, reserves the right to terminate the engagement of contract without assigning any reason thereof after serving on months 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 fulfill the eligibility norms/ 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 posts should submit their application in the prescribed proforma along with self-attested supporting documents and certificates addressed to **"The Director (RD/Panchayat), Directorate of RD, PRIs & ULBs, A&N Administration, Marine Hill, Port Blair - 744101"**.
- ii. 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.
- iii. 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
Consultant (IEC & MIS)	Post-Graduate Degree in Computer Applications (MCA)/ B.Tech (Computer Science) from recognized university. Weightage - 50	At least 3+ years relevant post qualification work experience in operation of MIS software, experience in database management and GIS systems. Knowledge of SQL Weightage- 20	NA	Weightage- 30
Data Entry Operator	• Graduate • Proficiency in data entry Computer MS office work Weightage - 50	2+ years experience in related field. Weightage- 20	≤ 1 year computer Weightage- 10	Weightage- 20

- iv. 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 online application form:

- *Essential qualification:*

Marks obtained x Weightage
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:*

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

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

v. Last date of receipt of application is 25.05.2023 till 5.00 PM.

vi. 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 the Directorate of RD, PRIs & ULBs and in the official website of A&N Administration i.e. www.andaman.gov.in on 31.05.2023.

vii. 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 on 03192-242739/233397.

The personal interview for each post shall be held as per the schedule given below:

S. No.	Name of the Post	Date of Interview	Time of Interview	Venue
1.	Consultant (IEC & MS)	12.06.2023	09:30 AM	Conference Hall, Directorate of RD, PRIs and ULBS, Marine Hill, Port Blair
2.	Data Entry Operator			

viii. The shortlisted candidates shall be 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.


Director (RD/Panchayat)/Mission Director (SBM-G)
Directorate of RD, PRIs & ULBs
Phone No.: 03192-242739