



**“सखी” वन स्टॉप सेंटर / ‘SAKHI’-ONE STOP CENTRE**  
**उपायुक्त का कार्यालय / OFFICE OF THE DEPUTY COMMISSIONER**  
**उत्तरी तथा मध्य अंडमान जिला / NORTH & MIDDLE ANDAMAN DISTRICT**  
**मायाबन्दर /MAYABUNDER**

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Dated the 10<sup>th</sup> May, 2023

**VACANCY NOTICE**

Applications are invited from eligible local candidates for the following posts (Purely on Contract basis) for “SAKHI”-One Stop Centre, North & Middle Andaman District, Mayabunder.

Sl. No.	Name of the Post	No. of Post	Remuneration (consolidated)	Age	Education Qualification and other criteria
1.	Central Administrator	01	Rs. 40,000/- per month	Not above 40 years	<ul style="list-style-type: none"> <li>Any woman having a Masters in Law/ Social Work/ Sociology/ Social Science/Psychology with at least 5 years" experience of working on women related relevant domains in an administrative set-up with a Government or Non-Government project/ Programme and preferably with at least 1 year experience of counseling either within or outside the same set-up.</li> <li>She should be preferably a resident of the local community so that local human resource and expertise is utilized for effective functioning of the Centre.</li> </ul>
2.	Para Legal Personnel/ Lawyer	01	Rs. 35,000/- Per month	Not above 40 years	<ul style="list-style-type: none"> <li>Degree in Law/ with legal training or knowledge of laws with at least 3 years" experience of working within a Government or Non-Government women related project/Programme at the district level or to any practicing Lawyer with at least 2 years" experience of litigation in any court of law.</li> </ul>
3.	Case Worker	01	Rs. 30,000/- per month	Not above 40 years	<ul style="list-style-type: none"> <li>Any woman having a Bachelor in Law/ Social Work/Sociology/Social science/ Psychology with at least 3 years" experience of working on women related relevant domains in a Government or Non-Government project/programme.</li> </ul>

					<ul style="list-style-type: none"> <li>• She should be a resident of the local community so that local human resource and expertise is utilised for effective functioning of the centre.</li> </ul>
4.	Psycho-Social Counselor	01	Rs. 20,000/- Per month	Not above 40 years	<ul style="list-style-type: none"> <li>• Degree/diploma in psychology/ psychiatry / neurosciences with a background in health sector and preferably with at least 3 years" experience of working within a Government or Non-Government health project/programme at the district level.</li> </ul>
5.	Multi-Purpose Staff/Cook	02	Rs. 10,000/ per month	Not above 40 years	<ul style="list-style-type: none"> <li>• Matriculation pass/10<sup>th</sup> std. (Secondary school examination) from recognized board/Institute.</li> <li>• Experience of working in the relevant domain.</li> <li>• Capable communicating in local language.</li> </ul>
6.	Security Guard/ Night Guard	03	Rs. 10,000/ per month	Not above 40 years	<ul style="list-style-type: none"> <li>• Matriculation pass/10<sup>th</sup> std. (Secondary school examination) from recognized board/Institute.</li> <li>• He/She should be a resident of the local community so that local human resource and at least 2 years" experience of working as security personnel. He/She should be preferably be retired military/para-military personnel.</li> </ul>

Last date of receipt of application:

**25<sup>th</sup> May, 2023 by 05.00 pm** (application received beyond the date & time shall not be accepted in any circumstances)

**(All the applicants are advised to submit their application form in separate for each post)**

**Documents to be enclosed with the application:**

Self-attested photocopies of Marks Sheets, Certificates in support of Education Qualification & other certificates, e.g. Degree, Post-Graduation, Diploma, Professional Qualification etc. (as the case may be), Birth Certificate, Local Certificate & Employment Registration Card, Experience Certificate(s), specifying NATURE & PERIOD of experience should be enclosed (**No order copies are considered as experience**).

Application should be sent in a cover superscripted "APPLICATION FOR THE POST OF "....." and should be addressed to **The Centre Administrator (i/c), "SAKHI"-One Stop Centre, O/o the Deputy Commissioner, Near Old Zonal Library, North & Middle Andaman District, Mayabunder-744204 Telephone No. 03192-273009** directly or



through post or to the official Email ID of One Stop Centre, North & Middle Andaman at **oscnma2019@gmail**.

**GENERAL INFORMATION:**

1. Preferably resident of the same district.
2. While applying, the applicant should ensure that he /she fulfills all the eligibility criteria and other norms and that the particulars furnished by him/her are correct in all respects.
3. The appointment will be purely on contractual basis which is likely to be extended on mutual consent and this does not confer any right/privilege for regular appointment or continuity of service.
4. The unsigned/incomplete application and application without photograph of the candidates shall summarily be rejected. Application received after the last date shall not be entertained even if received by post.
5. Selected candidates shall be liable to serve anywhere in North & Middle Andaman District. The Candidates shall be ready to work in remote/hard area as and when directed.
6. No accommodation facility will be provided for Candidates who are appearing for Interview.
7. No TA/DA will be paid for attending the interview.
8. Interested candidates are requested to contact **Centre Administrator (i/c), "SAKHI"-One Stop Centre, Near Old Zonal Library, North & Middle Andaman District, Mayabunder, Contact No. 03192-273009** in case of any queries during the office hours **(09.00 AM To 05.00 PM)**.
9. No individual call letter will be issued for appearing in the interview. However, after verification of the applications, a list of eligible candidates will be displayed in the notice board of Deputy Commissioner's Office & One Stop Centre, North & Middle Andaman and also in the website of A&N Administration i.e. [www.andaman.nic.in](http://www.andaman.nic.in) & District Administration i.e. <http://northmiddle.andaman.nic.in>
10. **IN CASE IF IT IS DETECTED AT ANY STAGE OF SELECTION THAT A CANDIDATE 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. IF ANY OF THESE SHORTCOMINGS IS/ARE DETECTED EVEN AFTER SELECTION, HIS/HER SERVICES ARE LIABLE TO BE TERMINATED WITHOUT ANY NOTICE.**

**Assistant Commissioner (HQ)**

North & Middle Andaman

Mayabunder

सहायक आयोगी (ह.क.)

Assistant Commissioner (HQ)

उत्तर तथा मध्य अण्डमान जिला

North & Middle Andaman District

मायाबुन्दर / Mayabunder

**APPLICATION FOR THE POST OF.....**

**ONE STOP CENTRE**  
**Office of the Deputy Commissioner,**  
**North & Middle Andaman District**

Self- attested  
Photograph

1. Name of the Candidate in Block Letters :
2. Father's/ Husband name in Block Letters :
3. Date of Birth :
4. Sex :
5. Age as on (22/05/2023) :
6. Permanent Address with Contact No. :
7. Communication Address with Phone No. :
8. Employment Reg. No. (copy to be enclosed):
9. Education Qualification (Copy of Certificates should be attached)

<b>Educational Qualification</b>	<b>Name of University/ Board</b>	<b>Maximum Marks</b>	<b>Marks obtained</b>	<b>Marks obtained in percentage</b>

10. Work Experience: (Copy of Certificates should be attached)

<b>Name of Institution/ Company Where Worked</b>	<b>Designation &amp; Responsibilities</b>	<b>Period for which worked</b>

**Declaration**

I do hereby declare that, all the statements made in this application are true, completed and correct to the best of my knowledge and belief. I understand that if any of the information is found or incorrect before or after the selection, my candidature is liable for cancellation.

Place:

(Signature of the Candidate)

Name: