

No.3-249/DAY-NRLM/RD/2021-22/ 3788

अण्डमानतथानिकोबारप्रशासन

ANDAMAN AND NICOBAR ADMINISTRATION

गामीणविकासपंचायती राज संस्थान एवं शहरीस्थानीय निकाय निदेशालय

Directorate of RD, PRIs and Urban Local Bodies

पोर्टब्लेयर/Port Blair

Dated/दिनांक 8th November, 2022

Applications are invited for the post of State Project Manager (MIS) for ANIRLM, Cluster Coordinators and Data Entry Operator for C.D Blocks purely on contractual basis under DAY-NRLM at Directorate of RD, PRIs & ULBs.

Designation	No. of Posts	Remuneration (Fixed)	Age	Education Qualifications
State Programme Manager (MIS)	01	Rs.30,000.00 per month alongwith Annual Increment @ 5% per annum will be provided on the basis of Performance Management System. All Allowances and Benefits approved by the Ministry as mentioned in the <i>Model Human Resource Manual for State Rural Livelihood Mission</i> shall also be provided	Not Above 55 years	<p>1. Essential Qualification Post Graduate Degree in Computer Application (MCA)/B.Tech (Computer Science/IT) from recognized University</p> <p>2. Desirable:</p> <ol style="list-style-type: none"> At least 3+Years relevant post qualification work experience in operation of MIS Software, experience in database management and GIS systems. Knowledge of SQL.
State Programme Manager (Financial Management)	01	Rs.30,000.00 per month alongwith Annual Increment @ 5% per annum will be provided on the basis of Performance Management System. All Allowances and Benefits approved by the Ministry as mentioned in the <i>Model Human Resource Manual for State Rural Livelihood Mission</i> shall also be provided	Not Above 55 years	<p>1. Essential Qualification M.Com/ MBA (Finance)/ CA(Inter)/ CS (Inter) from recognized University with Computer Knowledge.</p> <p>2. Desirable:-</p> <ol style="list-style-type: none"> At least 3+Years relevant post qualification work experience in the field of Accounting and Finance. Knowledge of Tally
Cluster Coordinator (Little Andaman/ Car Nicobar and Nancowrie)	03	Rs.18,000.00 per month and increment @ 5% per annum on the basis of Performance Management System along with all Allowances and Benefits approved by the Ministry as mentioned in the <i>Model Human Resource Manual for State Rural Livelihood Mission (SRLM)</i> .	Not Above 55 years	<p>1. Essential Qualification: Graduate or +2</p> <p>2. Desirable: ≤ 1year experience in social work. Knowledge in computer application.</p>

Smt. [Signature] / 2022
 सहायक निदेशक (प्र. वि.)
 Assistant Director (RD)
 निदेशालय (प्र. वि.) पं. राज सं. श. स्था. सं.
 Directorate RD, PRIs & ULBs
 जिला निवास कॉम्प्लेक्स, वी. आई. पी. रोड
 Jila Niwas Complex, VIP Road
 पोर्ट ब्लेयर / Port Blair

Data Entry Operator (Little Andaman and Diglipur)	02	Rs. 15,000.00 per month and increment @ 5% per annum on the basis of Performance Management System along with all Allowances and Benefits approved by the Ministry as mentioned in the <i>Model Human Resource Manual for State Rural Livelihood Mission (SRLM)</i> .	Not Above 55 years	<p>1. Essential Qualification:</p> <p>i. Graduate</p> <p>ii. Proficiency in data entry and Computer MS-Office Work</p> <p>2. Desirable:</p> <p>2+ years experience in related field.</p>
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JOB DESCRIPTION

➤ **State Project Manager (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 stakeholder
- iii) Resolve all MIS issues of BMMU and SMMU with the support and coordination of NMMU.
- iv) Monitor the Management Information System of the Project and streamlining information flow through periodic analysis of data based on project health indicators and documenting the same.
- v) Ensure timely and accurate data entry of all MIS related data for the project as well as community level.
- vi) Ensure timely data entry of State Level activities in MIS.
- vii) Prepare report and Permutations as and when required.
- viii) Take up any other task as allocated by competent authority.

➤ **State Project Manager (Financial Management)**

He/ She shall be responsible for:

- i) Establish Fund Management System and update regularity.
- ii) Undertake field visits proactively for sample check of accounts of BMMU.
- iii) Facilitate Procurement of Goods and services.
- iv) Ensure timely availability and disbursement of project funds.
- v) Ensure timeliness of Tally entry and finance related information.
- vi) Ensure Timely disbursement of Community Support Fund (Like- Start-up fund, RF, CIF, VRF, etc)
- vii) Ensure Timely disbursement of Salary, TA/DA and other allowances.
- viii) Extend cooperation and support in internal and external audit.
- ix) Ensure achievement of financial target as per plan.
- x) Take up any other task as allocated by competent authority

Smt. 18/11/18

सहायक निदेशक (प्र. वि.)
Assistant Director (RD)
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Directorate RD, PRIs & ULBs
बिना निवास कॉम्प्लेक्स, वी. आर्. रोड
Bina Niwas Complex, VIP Road
100001 / Port Blair

➤ **Cluster Coordinator:**

He/ She shall be responsible for:

- i) Undertake field visits proactively
- ii) Work in close coordination with BMM to implement planned activities in the cluster/(Sub Block).
- iii) Identify and facilitate the progress of organizing and inclusion of women, vulnerable communities and strengthening them into functional Community Level Institution.
- iv) Facilitate activities relating to livelihoods planning, micro-credit meetings, micro credit plan development, CIF utilization among communities.
- v) Liaison for Service delivery of government entitlement and social safety net schemes in the cluster.
- vi) Enhance access to entitlements and schemes to community level institutions through convergence.
- vii) Ensure clean data entered into the MIS at BMMU level in a timely manner.
- viii) Ensure the scope of livelihood activities and its implementation.
- ix) Submit MPR's, QPR's and other relevant reports.
- x) Liaison with PRI institution, line departments and non-governments organization.
- xi) Take up any other task as allocated by competent authority at BMMU.

➤ **Data Entry Operator:**

He/ She shall be responsible for:

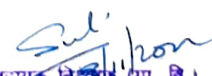
- i) Ensure timely and accurate data entry of all MIS related data of the project as well as community level.
- ii) Provide support to external agencies in proper implementation of Baseline, Mid Term and End Term Surveys.
- iii) Ensure timely availability of data in order to generate required Progress Reports.
- iv) Undertake field visits for sample check of data through consultations with stakeholders.
- v) Maintain office registers e.g. stock/ asset register, tour register etc.
- vi) Take up any other task as allocated by competent authority.

ADMINISTRATIVE CONTROL:

- The **State Project Manager (MIS and Financial Management)** shall report to the State Mission Director, ANIRLM/ Director (RD/Panchayat) and work under his/her directions.
- The **Cluster Coordinator** and **Data Entry Operator** shall report to the Block Mission Manager i.e. Block Development Officer and work under his/her directions.

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 of service.
- (ii) The emoluments of the respective posts are fixed as given above.



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Assistant Director (RD)
निदेशालय (प्र. नि.) / पं. राज सं. श. स्था. सं.
Directorate RD, PRIs & ULBs
ग्राम विकास कॉम्प्लेक्स, वी. आर्. पी. रोड
Vijaya Niwas Complex, VIP Road
पिन कोड - 401 001, पोस्ट बूक

- (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)(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 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 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:

- (i) All aspirant candidates for the posts of State Project Manager (MIS), State Project Manager (Financial Management), Cluster Coordinators and Data Entry Operator 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”**.
- (ii) The candidates who had applied for the posts of State Programme Manager (MIS), Cluster Coordinator (Little Andaman, Car Nicobar and Nancowrie) and Data Entry Operator (Little Andaman and Diglipur) earlier in response to the Vacancy Notice No.3-249/DAY-NRLM/RD/2021-22/15 dated 05.01.2022 need not to apply again.
- (iii) The vacancy for the Post of Cluster Coordinator has to be filled from the Community/Block concerned. Hence, the candidates may carefully apply for the interested Block and should be resident of the concerned block.
- (iv) The candidates applied for the said posts shall be shortlisted on merit-basis and top 5 candidates shall be called for personal interview for selection of suitable candidate for the said posts.


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 Assistant Director (RD)
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- (v) 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
State Project Manager (MIS)	Post Graduate Degree in Computer Application (MCA)/B.Tech (Computer Science/IT) from recognized University Weightage- 50 Marks	At least 3+ Years relevant post qualification work experience of Knowledge of SQL. Weightage- 20 Marks	Trade test will be done Weightage- 10 Marks	Weightage- 20 Marks
State Project Manager (Financial Management)	M.Com/ MBA (Finance)/ CA(Inter)/ CS (Inter) from recognized University with Computer Knowledge. Weightage- 50 Marks	At least 3+Years relevant post qualification work experience. Knowledge of Tally Weightage- 20 Marks	≥1 year computer course Weightage- 10 Marks	Weightage- 20 Marks
Cluster Coordinator (CC)	Graduate or +2 Weightage for +2 - 20 Marks Weightage for graduation - 30 Marks	≤ 1 year experience in Social Weightage- 20 Marks	≥1 year computer course Weightage- 10 Marks	Weightage- 20 Marks
Data Entry Operator (DEO)	• Graduate • Proficiency in data entry and Computer MS-Office Work Weightage - 50 Marks	2+ year experience in related field. Weightage- 20 Marks	Trade test will be done Weightage- 10 Marks	Weightage- 20 Marks

- (vi) 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:*
$$\frac{\text{Marks obtained} \times \text{Weightage mark}}{\text{Maximum Mark}}$$

• *Desirable qualification (Experience):*
For SPM (MIS)/ SPM (Financial Management):
$$\frac{\text{Experience of Number of Months} \times \text{Weightage mark}}{36}$$

For Cluster Coordinators:
$$\frac{\text{Experience of Number of Months} \times \text{Weightage mark}}{12}$$


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 निदेशालय (पा. वि.) / व. राज गं. रा. स्था. सं.
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For Data Entry Operators:

Experience of Number of Months x Weightage mark

24

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.*

(SPM (Financial Management) & Cluster Coordinators)

Duration of computer course (Number of Months) x Weightage mark

12

The maximum marks for computer knowledge shall be 20. Marks for computer course of more than desirable months shall be 20 only. Trade test will be conducted for SPM (MIS) and Data Entry Operators of maximum 20 marks.

- (vii) Last date of receipt of application is **02.12.2022 till 5.00PM.**
- (viii) The top 5 candidates applied for the said 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 **07.12.2022.**
- (ix) 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 will be held in the Directorate of RD, PRIs and ULBs, A&N Administration, Port Blair and the date of interview will be declared along with list of shortlisted candidates.**
- (x) The selected 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.

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

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Assistant Director (RD)
निदेशालय (प्र. वि. / प्र. राज. मं. ज. स्वा. सं.)
Directorate RD, PRIs & ULBs
एन.ए. निवास कॉम्प्लेक्स, वी.पी. रोड, पो. सेड
N.A. Niwas Complex, VIP Road
Port Blair, Andaman & Nicobar Islands

Application Form

Application for the Post of _____ under DAY-NRLM (Last date of receipt of application :-----)					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: (alongwith telephone/mobile no./email ID)							
10. District:				11. State:			
12. Language spoken/written :							
13 (A). Education (Essential Qualification) (Cluster Coordinators-CC)/ Data Entry Operator-DEO)							
Sl. No.	Name of Qualification	Institute/ Board University	Year	Marks			
				Full Marks	Marks Secured	Weightage Marks	Calculated Marks
1	12 Class (+2) <i>(Only for post of CC)</i>					20	
2	Graduation <i>(For post of CC & DEO)</i>					30 (For CC)/ 50 (For DEO)	
Total of Marks Calculated (Max. Marks 50)							
13 (B). Education (Essential Qualification) For SPM- MIS/ Financial Management							
Sl. No.	Name of Qualification	Institute/ Board University	Year	Marks			
				Full Marks	Marks Secured	Weightage Marks	Calculated Marks

1	Post Graduation/ Diploma					50	
Total of Marks Calculated (Max. Marks 50)							

14. Computer Knowledge (For the Post of SPM –Financial Management & Cluster Coordinators only):

Name of Computer Course	Duration (In Months)	Calculated Marks (Weightage Marks 10)

15. Employment record (Desirable 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 20)				

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:

- *Essential qualification:*
$$\frac{\text{Marks obtained} \times \text{Weightage mark}}{\text{Maximum Mark}}$$
- *Desirable qualification (Experience):*
For SPM (MIS)/ SPM (Financial Management):
$$\frac{\text{Experience of Number of Months} \times \text{Weightage mark}}{36}$$

For Cluster Coordinators:
$$\frac{\text{Experience of Number of Months} \times \text{Weightage mark}}{12}$$

For Data Entry Operators:
$$\frac{\text{Experience of Number of Months} \times \text{Weightage mark}}{24}$$

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:*
(SPM (Financial Management) & Cluster Coordinators)
$$\frac{\text{Duration of computer course (Number of Months)} \times \text{Weightage mark}}{12}$$

The maximum marks for computer knowledge shall be 20. Marks for computer course of more than desirable months shall be 20 only. Trade test will be conducted for SPM (MIS) and Data Entry Operators of maximum 20 marks.