



Society for Promotion of Vocational & Technical Education [SOVTECH] ANDAMAN & NICOBAR ISLANDS

(Society under A & N Administration registered under the Societies Registration Act, 1860)

Regn. No. 1257 dated 21.03.2006

Dr. B.R. Ambedkar Govt. Polytechnic Campus, Pahargaon, Port Blair – 744103.

Phone: 03192- 253801 Fax: 03192- 250587 E-Mail: sovtech@and.nic.in

Recruitment Notice (Contract Basis)

The Society for Promotion of Vocational and Technical Education (**SOVTECH**), Andaman & Nicobar Islands, Port Blair, a registered Society and the State designated Nodal Agency for implementation of the various project under National e-Governance Plan (NeGP), invites applications from Indian Nationals for filling up the following posts under State e-Governance Mission Team (SeMT), **purely on contract basis**.

- Name of the Post** : Senior Accounts / Administrative Officer
Number of Post : 01 (One)
Educational Qualification : M.Com/MBA (Finance) /CA /ICWA / ICWA (Inter)/ CA (Inter)
Essential Experience : 10 years of experience in the requisite field
Age Limit : 45 years
Fixed Monthly Compensation : Rs. 56,000/- per month
Yearly Benefit Plan : **a.** Fixed Annual Increment @ Rs. 1500 per year.
b. Medical Reimbursement in terms of payment of Yearly Premium of Group Medical Insurance for Self and up to 3 dependents (spouse, dependent children & dependent parents) but restricted to Rs. 24000/- per annum

Roles & Responsibilities

- Conceptualizing / Preparing PPP models / user charges model
- Project appraisals (financial) & Financial audit
- Management of overall financial and administrative functions.
- Viability, costing, accounting, budgeting & monitoring.
- Cost benefit analysis amongst various technological and policy options.
- Maintenance of statutory records
- Audit of accounts and compliance with Auditors.

- Name of the Post** : Senior System Administrator
Number of Post : 01 (One)
Educational Qualification : B.E./B.Tech in Computer Science & Engg/
Electronics & Communication Engg/
Information Technology
OR
MCA
Essential Experience : 10 years of experience in the requisite field
Age Limit : 45 years
Fixed Monthly Compensation : Rs. 56000/- per month
Yearly Benefit Plan : **a.** Fixed Annual Increment @ Rs. 1500 per year.
b. Medical Reimbursement in terms of payment of Yearly Premium of Group Medical Insurance for Self and up to 3 dependents (spouse, dependent children & dependent parents) but restricted to Rs. 24000/- per annum

Roles & Responsibilities

- Coordinating with agencies for preparation of DPRs
- Assist departments in preparing RFPs, selecting vendors etc.
- Project feasibility / sustainability / Roll out
- Initiation of e-governance projects
- Assist in release of funds & Project closure
- Post –implementation Audit

3. **Name of the Post** : Technical Assistant
Number of Post : 02 (Two)
Educational Qualification : Bachelor Degree in Computer Application
OR
Bachelor Degree in Science with minimum one year Diploma in Computer Application
Age Limit : 35 years
Fixed Monthly Compensation : Rs. 18,500/- per month
Yearly Benefit Plan : **a.** Fixed Annual Increment @ Rs. 500 per year.
b. Medical Reimbursement in terms of payment of Yearly Premium of Group Medical Insurance for Self and up to 3 dependents (spouse, dependent children & dependent parents) but restricted to Rs. 20000/- per annum

Roles & Responsibilities

- o All correspondence works pertaining to IT projects and Establishment/Accounts matters
- o Technical Assistance in IT activities.

4. **Name of the Post** : Data Entry Operator
Number of Post : 01 (One)
Educational Qualification : **A.** 12th Pass with minimum one year Diploma in Computer Application from any recognized Institute
OR
10th Pass with 3 yrs Diploma in Computer Engineering
AND
B. Should have a speed of not less than 8000 key depression per hour
Age Limit : 35 years
Fixed Monthly Compensation : Rs. 16,000/- per month
Yearly Benefit Plan : **a.** Fixed Annual Increment @ Rs. 400 per year.
b. Medical Reimbursement in terms of payment of Yearly Premium of Group Medical Insurance for Self and up to 3 dependents (spouse, dependent children & dependent parents) but restricted to Rs. 20000/- per annum

Roles & Responsibilities

- o Assisting in the works of Establishment/Accounts matters
- o Data Entry Work in the Application Software
- o Data manipulation and generation of reports

Note:

The initial period of appointment will be for one year but likely to be extended up to 3 years. Mere fulfillment of the eligibility does not vest any right in the candidate for being called for interview. Age limit restriction for each post will be calculated as on 15th February, 2010.

How to Apply :

Filled in Application Form (Separate Applications for each post) in prescribed proforma given below along with three recent passport size color photographs (One to be affixed in the Application form and others to be enclosed), attested copies of the certificates with respect to date of birth, educational qualification, experience and No objection certificate in case candidates working in Govt./Public Sector, may be sent to the Member Secretary, SOVTECH, Dr. B.R. Ambedkar Govt. Polytechnic Campus, Pahargaon, Port Blair – 744013 latest by 22nd February, 2010.

Note: Recruitment Notice published in the Vacancies Section on 05th January, 2010 may be treated as withdrawn.

Member Secretary
(SOVTECH)
Andaman & Nicobar Islands
Port Blair

Application Form for Contract Posts
(SOVTECH, A&N Islands, Port Blair)

Affix Passport
size Color
photograph

Advt. No. SOV/1-12/SeMT/2010

1	Name of the Post Applying for					
2	Name in Block Letters					
3	Father's/Husband's Name					
4	Gender (Male/Female)					
5	Date of Birth	DD	MM	YYYY		
6	Age as on 15/02/2010	Years	Month	Days		
7	Nationality					
8	Marital Status					
9	Postal Address for Correspondence	Address				
		Pin No.				
10	Contact No		STD Code	Ph No.		
		Off.				
		Res.				
		Mobile				
11	Email Id					
12	Permanent Address	Address				
		Pin No.				
13	Educational Qualification (From XII standard onwards)					
	Examination Passed	Year of Passing	Name of the Board/College/University	Duration of Study	Subjects/Specialization	Aggregate %age of Marks/Grade
						Class/Division

14 Experience						
Name of the Employer/ Company	Post Held	Nature of Work	Period (Start-to-End)	Monthly Salary Drawn	Major Achievements during the period	
15 Brief description of your experience in handling any major IT projects, if any						
16 Enclosures (Please (✓) mark your enclosures)						
<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Proof of Date of Birth <input type="checkbox"/> Proof of Educational Qualification <input type="checkbox"/> Proof of Experience <input type="checkbox"/> No objection certificate in case candidates working in Govt./Public Sector Organizations <input type="checkbox"/> Passport size color photographs (3 Nos)						

Declaration

I hereby declare that I fulfill the eligibility conditions as per the advertisement and that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility conditions according to the requirements mentioned in the advertisement, my candidature/appointment is liable to be cancelled/terminated.

Date:

Place:

Name and Signature