

WALK-IN INTERVIEW

i) Name of the Post : PROGRAMME OFFICER

ii) Job Description:

The incumbent shall work under the direct supervision of concerned DISTRICT PROGRAMME COORDINATOR and will be playing a critical role in coordinating the implementation process at the block level and has the following responsibilities

General Administration

Responsible for matching the demand for employment with the employment opportunities arising from projects in the area under his jurisdiction.

Overall supervision and coordination of registration, issue of job cards and providing time bound employment in accordance with the provisions of the Act and the Scheme notified by the State.

Maintain proper accounts of the resources received, released and utilized.

Monitoring of projects taken up by the Gram Panchayats and other implementing/executing agencies within his jurisdiction;

Ensuring prompt and fair payment of wages to all labourers employed under the Scheme;

Sanctioning and ensuring payment of unemployment allowance to the eligible households;

Ensuring that regular social audits of all works within the jurisdiction of the Gram, Block, District Panchayat are carried out by the Gram Sabha and that prompt action is taken on the objections raised in the social audit; and

Dealing promptly with all complaints that may arise in connection with the implementation of the Scheme within the Block;

Planning:

Prepare a Plan for the Block under his jurisdiction by consolidating the project proposals prepared by the Gram Panchayats and the proposals received from Block Panchayat.

Ensure compilation, analysis and presentation of relevant information in meaningful formats and assist the DPC in making informed decisions (MIS).

Develop strategies/plans to improve the quality of services and present to the DPC for approval.

Issue of Muster rolls for all REGS works.

Monitoring and Evaluation:

Undertake regular monitoring of initiatives being implemented in the block and provide regular report and feedback to the DPC.

Documenting the process, approach and outcomes of the programmes on regular basis.

Undertake any such assignment, which may be given from time to time.

Providing technical support to the staffs at the Block Level in mapping of their service delivery outlets through developing a Geographical Information System (GIS).

Preparing monthly progress reports of the Block level implementation of the scheme both of physical & the financial progress as per defined formats from Gol.

Assisting the DPC in tracking both the administrative & financial progress on a regular basis.

(iii) Educational Qualification:

Essential qualification:

1. MBA/MSW/BE/B.Sc (Agriculture) from a recognized university

Or

1. Degree in Economics/Mathematics/Statistics or any other equivalent degree from a recognized University.

Desirable Qualification:

1. Diploma in Rural Development from recognized Institute/University.
2. 2 years experience in the relevant field.
3. Knowledge in Computer Applications.

iv) No. of Posts: 01

v) Remuneration: Rs. 15,000 per month

vi) Date and time: 27/09/2010 at 04.00 P.M in the chamber of Deputy Commissioner's Office, South Andaman.

vii) Last Date for Submission of Application: 25/09/2010 before 5.00 PM

vii) Terms & Conditions:

1. The appointment is purely contractual & for a period of 11 months initially which is likely to be extended on mutual consent and this appointment is deemed to be terminated automatically if it is not specifically extended on mutual consent.
2. Emoluments of the respective Post(s) are fixed as per details given above and no other allowance/claim by whatsoever name including D.A. is permissible to any of the posts.
3. You shall be entitled to 2 ½ days of leave for every completed month of duty, which can be accumulated but not encashed and any other leave will be permissible.
4. Your place of joining shall be the respective Block HQ for which who have selected. Further posting can be anywhere in Andaman & Nicobar Islands as assigned to you by the SEGC.
5. Timings for the duties shall be according to your place of duty. Since you are discharging an important function your services may be required on certain days beyond office hours for which no additional incentive/compensation will be provided.
6. The staffs of block level will be under day to day Supervision of the Programme Officer. Concerned Supervisors at the place of your posting will send your performance report & Monthly Attendance Certificate to the District Programme Coordinator based on which your salary will be released.
7. The selection committee reserves the right to terminate the contract to the post without assigning any reason after giving a month's advance notice. Similarly, you shall have to give a Notice of one month before you may decide to resign from the post or deposit a month's salary in lieu of the same.
8. If it is discovered at a later stage that you have furnished wrong information or documents, based on which your selection has been made, the selection committee reserves the right to terminate your services forthwith besides taking recourse to other legal proceedings.

*******End of Document*******

Application Form

<i>Post Applied for</i>		<i>Attested Photograph</i>				
1. Name of the Applicant:						
2. Father's Name :						
3. Date of Birth	4. Sex					
5. Domicile :	6. Whether local or non-local:					
7. a) Present Contact Address :						
b) Permanent Contact Address:						
8. Language spoken/written :						
9. Education : High school onwards, please list all your qualifications						
Degree	Institute/ Board University	Year	Marks			Main Subject in the Graduation /Post Graduation
			Full Marks	Marks Secured	%	
Matriculation						
Plus Two						
Degree (Graduation)						
Master's Degree (Post Graduation)						
Addl. Qualification, if any						

11. Details of employment (Use separate sheets if required):
 Starting with your present employment, list in reverse order all the
 Employments you have had.

12. A Current Employments

From Month/year	To Month/year	Designation

Location of Employment:

Description of your duties:

12. B) Previous Employment

From Month/year	To Month/year	Designation

Location of Employment:

Description of your duties:

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)