

VACANCY NOTICE

Applications in the prescribed format are invited from eligible local candidates whose names are registered in Employment Exchange and who possess the requisite qualification for filling up of the following regular vacancies in the Directorate of RD, PRIs & ULB, Andaman and Nicobar Administration, Port Blair. The details of posts are as under.

1	Name of post	Peon
2	No. of vacancy	04 posts (UR)
3	Pay Band	PB-1 Rs 5200+20200+GP 1800/-
4	Age Limit	18-33 years for Male 18-38 years for Female Note: 1. Relaxable for Govt. Servants upto 5 years in accordance with the instructions/orders issued by Govt. of India from time to time. 2. Relaxable for ST Candidates upto 05 years and OBC candidates upto 03 years in accordance with the instructions/orders issued by the Govt. of India from time to time.
5	Educational Qualification and Other Qualification	Essential: (i) Must possess a Secondary School Certificate Examination (X Std) pass certificate from a recognized Board /Institution. Desirable (i) Ability to ride bicycle. (ii) Training in basic and refresher course in Home Guard and Civil Defence.
6	Duties and Responsibility	1. A peon is for general purpose, an attendant and will work as directed by the Officer Office in which works. 2. Should come to office not later than 08.00 am 3. As soon as he comes to office, he should open the doors and window, unless there are instructions to the contrary. He should dust the office tables, chairs, almirahs. Windows, bookshelves, file cabinets and other furniture and keep the office rooms clean and tidy. 4. Should remove all wastes papers etc, for disposal as directed by the officer or the Section Officer or the Branch concerned; 5. IF he is attached to an officer:- i. He should keep the pencils sharpened, put other articles like pin-cushion, pen scissors, eraser, clips desk calendar etc in their proper places. ii. He should keep slips of paper within easy reach inside the rook for use of his officer. 6. Should not leave office without permission of the Section Officer under whom he works. If he is attached to an officer, he should not leave office before the officer has left or until he is permitted by the officer, concerned to leave early, 7. Before leaving office he should switch off, all lights and close the doors and windows;

		<p>8. Should fill up the water jug buckets etc, every morning and supply water to the officer or staff, whenever required;</p> <p>9. Should know the description of stationary articles and various kinds of forms used in the office;</p> <p>10. Should be very courteous and helpful towards members of the public visiting the office;</p> <p>11. Should be polite and respectful towards all officers and staff;</p> <p>12. Should attend to any other office work as may be required of him.</p> <p>If he entrusted with DAK duties;</p> <p>13. Should have a general idea about the arrangement for receipt of local and postal dak;</p> <p>14. Should know the priority involved in the movement of papers marked 'Immediately' and 'Priority' and act accordingly.</p> <p>15. Should know the location of :- (i) All important offices such as offices of Heads of Departments Offices, Central Government Offices etc. (ii) residence of officers and carry dak to the offices/ officials concerned whenever required;</p> <p>16. Should know the working hours of local post and Telegraph offices and Banks, for attending to the business there, as and when required;</p>
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Application in the prescribed format duly filled in along with attested copy of certificate/testimonials of Educational and other Qualifications, proof of age, Employment Registration Card, Local Certificate, Caste/category Certificate and recent passport size photograph duly attested by a Gazette Officer with one unattested photograph should reach the office of the undersigned on or before **31/12/2010**. Application received after the closing date of receipt of application will not be accepted under any circumstances.

Departmental candidates should send their application through proper channel to this Directorate within the due date.

Candidates may note that they should not attach original certificate along with their application. Original certificates will be called from them at the time of interview.

After scrutiny of their application, a list of eligible / in-eligible candidates will be displayed in the notice board of this Directorate on the next working day after closing date of receipt of application for information of the candidates.

Eligible candidate shall have to complete in a written exam conducted by the Department/Administration in the first instance and qualified candidates in the written examination shall be short-listed as per ratio and allowed for personal interview.

Director (RD, PRIs & ULB)
A & N Administration
Marine (P.O), Marine Hill
Port Blair, South Andaman
Pin Code No.-744101

FORMAT

**APPLICATION FOR THE POST OF IN THE
DIRECTORATE OF RD, PRIs & ULB, PORT BLAIR**

Paste passport size
photograph duly attested
by a Gazetted Officer

1	Name in block letter (as recorded in educational certificate)	
2	Father / Husband name	
3	a. Date of Birth (as recorded in educational certificate) (enclose attested copy of certificate). b. Present age as on 31/12/2010	_____ Years & _____ Month
4	a. Educational qualification (enclose attested copy of certificate). b. Other qualification (enclose attested copy of certificate).	
5	Past experience, if any (enclose copy)	
6	Employment Exchange Card No. if any (enclose copy)	
6	Category to which applied for (General/OBC/ST) (enclose attested copy of caste/category certificate).	
7	Postal address for communication.	
8	Personal Contact Number	
9	Whether local or not (enclose attested copy of local certificate).	

I hereby declare that all statements made in the application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being false or incorrect or ineligibility being detected before or after my selection, my selection, my candidature/ appointment is liable to be cancelled.

I have read the provisions in the employment notice of the IP Division, Directorate of IP & T, Port Blair carefully and I hereby undertaken to abide by them.

I further declare that I fulfil all the eligibility regarding age limit, educational qualification etc. prescribed for admission to the examination.

(Signature of the applicant)
(application not signed by the candidate will be rejected)

Place:

Date:

VACANCY NOTICE

Applications in the prescribed format are invited from eligible local candidates whose names are registered in Employment Exchange and who possess the requisite qualification for filling up of the following regular vacancies in the Directorate of RD, PRIs & ULB, Andaman and Nicobar Administration, Port Blair. The details of posts are as under.

1	Name of post	Village Level Worker (Male) Gram Sevika (Female)
2	No. of vacancy	VLW - 05 posts (Reserved) - ST Gram Sevika - 01 post (Reserved) - ST 01 post (Reserved) - OBC
3	Pay Band	PB-1 Rs 5200+20200+GP 2000/-
4	Age Limit	18-33 years for Male 18-38 years for Female Note: 1. Relaxable for Govt. Servants upto 5 years in accordance with the instructions/orders issued by Govt. of India from time to time. 2. Relaxable for ST Candidates upto 05 years and OBC candidates upto 03 years in accordance with the instructions/orders issued by the Govt. of India from time to time.
5	Educational Qualification and Other Qualification	Essential: (i) Senior School Certificate examination (12 th Std) or its equivalent from a recognized Board or University. (ii) Should qualify the written examination Desirable (i) Certificate course in Rural Development from a recognised Institute (ii) One year experience in the field of Rural Development. (iii) Computer Knowledge.
6	Duties and Responsibility	Village Level Worker 1. They are attached to the Gram Panchayat. They will assist the Panchayat Secretary in filling up of application forms, identification of beneficiaries for various welfare programmes and preparing the reports. 2. To introduce / implement the Rural Development and welfare schemes at village level. 3. To organise awareness campaign in the villages regarding MNREGA, SGSY, IAY, Rural Sanitation and other schemes. 4. To motivate and courage people to select viable and feasible joint venture economic activity under Swarnajayanti Gram Swarozgaar Yojana (SGSY). 5. To organise credit camps in consultation with Bank Officials in the Village/Panchayat Head Quarter for regular re-payment of loan by the beneficiaries under the loan / subsidy schemes. 6. Updating of Village Directory and Vikas Patrikas of every household. 7. Any other works as assigned by the

		authorities from time to time.
		<p><u>Gram Sevika</u></p> <ol style="list-style-type: none"> 1. To Educate the rural women folk to take active part in the implementation of Rural Development / Poverty Alleviation and welfare Programmes. 2. To encourage womenfolk them to form SHGs for the financial assistance under SGSY. 3. To guide Self Help Groups to open accounts and to maintain records for their activities. 4. To visit Balwadis/Anganwadis and educate pregnant women, Children for their better health. 5. To motivate and guide the womenfolk to avail the benefit under Small Family Norms/Old Age/Widow Pension Scheme (NSAP). 6. To organise baby shows in the Balwadi centres under sector "Health & Sanitation" (Keeping a provision in the scheme) of the Block Schemes. 7. To motivate rural women to have trainings on Tailoring and Embroidery etc. 8. To visit beneficiaries of MGNREGA, IAY, SGSY and other schemes to get feedback and to take remedial measures. 9. Any other works as assigned by the authorities from time to time.

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