

**OFFICE OF THE DISTRICT PROGRAMME COORDINATOR,  
MGNREGA, SOUTH ANDAMAN DISTRICT.**

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Applications are invited for the following post on purely contractual basis for the period of eleven months under MGNREGA South Andaman District.

<b>Designation</b>	<b>No of Post</b>	<b>Remuneration (Fixed)</b>	<b>Age</b>	<b>Educational Qualification</b>
Data Entry Operator	02	₹8000/-	Not above 40 years.	<b><u>Essential qualification:</u></b> 1. XII Pass 2. Diploma/ Certificate in computer application from a recognized institute. 3. Data Entry Speed of minimum 8000 key depressions. 4. Knowledge of office application.
Accountant	01	₹9000/-	Not above 40 years	<b><u>Essential qualification:</u></b> 1. B.com from a recognized university with computer knowledge. <b><u>Desirable qualification:</u></b> 1. M.Com from recognized university. 2. One year working experience in the relevant field.

Applications should be submitted to MGNREGA (HQ) South Andaman District on or before 08/02/2011 at 4.30 PM.

**Selection Procedure:**

**Accountant:**

Walk-in interview on 11/02/2011 at 3.00 PM in the Chamber of Deputy Commissioner, South Andaman.

**Data Entry Operators:**

Trade test on 12/02/2011 at 10.00 AM followed by Walk-in interview on 15/02/2011 at 10.30 AM for qualified candidates of Trade Test at Deputy Commissioners Office, South Andaman.

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

- a) Mark sheets and Certificate in support of Educational Qualifications, employment Registration card, local certificate, computer certificate etc.
- b) Experience certificate(s) specifying NATURE & PERIOD of experience should be enclosed.
- c) Application should be superscripted "APPLICATION FOR THE POST OF ACCOUNTANT & APPLICATION FOR THE POST OF DATA ENTRY OPERATOR" individually and should be addressed to the District Programme Coordinator, MGNREGA (Deputy Commissioner) South Andaman District.
- d) One recent photograph.

## **GENERAL INFORMATION:**

i) 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.

**IN CASE IT IS DETECTED AT ANY STAGE OF SELECTION THAT A PERSON DOES NOT FULFILL THE ELIGIBILITY NORMS AND/OR THAT HE/SHE HAS FURNISHED ANY INCORRECT/FALSE INFORMATION OR HAS SUPPRESSED ANY MATERIAL FACT (SO, HIS/HER CANDIDATURE WILL STAND CANCELLED. IF ANY OF THESE SHORT COMINGS IS/ARE LIABLE TO BE TERMINATED WITHOUT ASSIGNING ANY REASON THEREOF.**

ii) Interested candidates shall be ready to work in remote/hard areas as and when directed and also may have to travel to remote/hard areas as required at their own cost.

iii) No accommodation facility will be provided to the selected persons.

iv) Engagement of above post is purely on contract based for the period of 11 months. They have no rights for claiming any employment under the Act or under the Administration.

v) No individual call letters will be issued for appearing for the trade test and interview.

## APPLICATION FORM

Post Applied for		Attested Photograph				
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)						
Add. Qualification, if any						
10. Details of employment (Use separate sheets if required): Starting with your present employment, list in reverse order all the employments you have had.						
10. (a) Current Employments						
From Month/year	To Month/year	Designation				

Location of Employment:		
Description of your duties:		
10.(b) Previous Employment		
From Month/year	To Month/year	Designation
Location of Employment:		
Description of your duties:		
<b><u>Declaration</u></b>		
<p>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.</p>		
List of enclosures:		
Place :		
Date :		
<i>(Signature of the applicant)</i>		