

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

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

Designation	No of Post	Remuneration (Fixed)	Age	Educational Qualification
Data Entry Operator	02	₹8000/-	Not above 40 years.	<u>Essential qualification:</u> 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.

Last date of receipt of application: - On or before **9th May 2011, 04:00 PM.**

Date & Time of Trade test :- **10/05/2011 at 10.00 AM.**

Venue: - **NIC, District Office South Andaman.**

Date & Time of Interview: - **11th May , 2011 at 10.00 AM.**

Venue: - **In the Chamber of Deputy Commissioner, South Andaman.**

Attested Documents to be enclosed with the application form:

1. Application may be downloaded from “vacancies” under www.and.nic.in
2. Mark sheets and Certificate in support of Educational Qualification, Employment Registration card, local certificate, computer certificate etc.
3. Experience certificate(s) specifying nature & period of experience should be enclosed.
4. Application should be superscripted “APPLICATION FOR Data Entry Operator” and should addressed to the District Programme Coordinator, MGNREGA (Deputy Commissioner) South Andaman District.
5. One recent photograph.

GENERAL INFORMATION:

1. 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.
2. **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.**
3. Interested persons 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.
4. No accommodation facility will be provided to the selected persons.
5. Engagement of above posts are purely contract based for the period of 11 months. They have no any rights for claiming any employment under the Act or under the Administration.
6. No individual call letters will be issued for appearing in the 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)						
Addl. 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:		

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)