

**Walk in interview for appointment of PROGRAMME OFFICER under Mahatma Gandhi  
National Rural Employment Guarantee Scheme in  
North & Middle Andaman District.**

Designation	No. of Post	Remuneration (Consolidated)	Age	Education Qualifications
Programme Officer	01	Rs. 20,000/- Per Month	Not above 40years	<p><b><u>Essential Qualification:</u></b></p> <p>a) MBA/MSW/BE/B.Sc.(Ag)</p> <p>b) Degree in Economics, Mathematics, Statistics, or any other equivalent degree.</p> <p><b><u>Desirable:-</u></b></p> <p>a) Diploma in Rural Development.</p> <p>b) Two years experience in the relevant field.</p> <p>c) Knowledge in computer application.</p>

**1. Job Description:-**

He/she shall be responsible for:

- Dealing all the correspondence related to the MGNREGA at Block/District Level.
- Ensure prompt compilation/preparation of physical and Financial Report of MGNREGA for submission to the Directorate of RD, A & N Administration/MoRD whenever asked to furnish.
- 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.
- Dealing promptly with all complaints that may arise in connection with the implementation of the Scheme within the Block.

**2. DOCUMENTS TO BE PRODUCED AT THE TIME OF INTERVIEW:**

- a. Original mark sheets and certificate in support of Educational Qualification, Employment Card, Local certificate, Computer Certificate etc.
- b. Original experience certificate(s) specifying NATURE & PERIOD of experience should be enclosed.
- c. One recent photograph duly attested by a Gazetted Officer.
- d. Attested copies of Educational Qualification(s) and experience certificate(s) is to be submitted at MGNREGA HQ Unit.

**3. GENERAL INFORMATION:**

- (i) While applying, the application should ensure that he/she fulfills the eligibility and other norms and that the particulars furnished by him/her are correct in all respects.
- (ii) 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.
- (iii) No accommodation facility will be provided to the selected persons.
- (iv) Leave rules He/She shall be entitled to 2 ½ days of leave for every completed month of duty, which can be accumulated but not encashed. Maternity Leave will be granted for 12 consecutive weeks during the contract period with full pay. A certificate from a duly qualified physician indicating estimated time of confinement of fitness to work must be submitted to avail this leave.
- (v) Engagement of Programme Officer is purely contract based for the period of 11 months which is likely to be extended on mutual consent and this does not confer any right/privilege for regular appointment or continuity of service.
- (vi) No Individual call letters will be issued for appearing the Interview.
- (vii) No TA/DA shall be payable for appearing in the interview.
- (viii) 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 FACTS(S), HIS/HER CANDIDATURE WILL STAND CANCELLED. IF ANY OF THESE SHORTCOMINGS IS/ARE DETECTED EVEN AFTER SELECTION, HIS/HER ENGAGEMENT ARE LIABLE TO BE TERMINATED WITHOUT ASSIGNING ANY REASON THEREOF.

**4. INTERVIEW DETAILS:**

**The walk in interview will be held on 05.11.2013 from 10:30 am in the Chamber of Deputy Commissioner of North & Middle Andaman District.**

**Additional DPC, MGNREGA  
N & M Andaman**

## APPLICATION FORM

<b>Post Applied for</b>		<i>Attested Photograph</i>
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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. Employment record :

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:		
<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> <p>List of enclosures:  Place :  Date :</p>		
<b><i>(Signature of the applicant</i></b>		