

**Applications are invited for the post of GRAM ROZGAR SEWAK purely on contract basis under Mahatma Gandhi National Rural Employment Guarantee Scheme in North & Middle Andaman District.**

Designation	No. of Post	Remuneration (Consolidated)	Age	Education Qualifications
<b>GRAM ROZGAR SEWAK</b>	<b>01</b>	Rs. 11,000/- Per Month	Not above 40 years as on 10/12/2014	<p><b><u>Essential Qualification:</u></b></p> <ol style="list-style-type: none"> <li>1. XII<sup>th</sup> Pass</li> <li>2. Diploma/Certificate in computer application from recognized institute.</li> </ol> <p><b><u>Desirable:-</u></b></p> <ol style="list-style-type: none"> <li>1. Graduate with computer knowledge.</li> <li>2. One year experience in the relevant field.</li> </ol>

**1. Job Description:-**

The incumbent shall work under the direct supervision of concerned PROGRAMME OFFICER and will be providing support to Gram Panchayat in implementation of the scheme at the Panchayat Level. He/She shall also report to the District Programme Coordinator and perform the following duties at the Panchayat level:

1. Preparation and approval of Annual Development Plan, flowing from the District Perspective Plan.
2. Preparation of prioritized list of works with likely cost/estimate.
3. Preparation of calendar of programme for their own works.
4. Identification and categorization of number and nature of employment opportunities.
5. Matching of opportunities with those who demand for labour.
6. Receipt of applications for registration.
7. Identification and verification of Applications and registration of job seekers.
8. Issue of Job Cards.
9. Intimation to applicants allotting dates of work and work site.
10. Publication of list of works, calendar of programmes and list of job seekers etc.
11. Supervision and monitoring.
12. Disbursement of wages.
13. Maintenance of Records/Muster roll/Household Job Card/individual employment details etc.
14. Payment of unemployment allowances.

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

- a. Self attested copies of mark sheets and certificate in support of Educational Qualification, Employment Card, Local certificate, Computer Certificate etc.,...

- b. One recent photograph self- attested.
- c. The envelope containing the application should be superscripted as “APPLICATION FOR THE POST OF GRAM ROZGAR SEWAK” and should be addressed to the Addl. District Programme Coordinator, MGNREGA, (Assistant Director, Admn.), DC Office, North & Middle Andaman District, Mayabunder and send the same on or before 10/12/2014 (5:00 PM).

**3. GENERAL INFORMATION:**

- (i) While applying, the applicant should ensure that he/she fulfills the eligibility and other norms and that the particulars furnished by him/her are correct in all respects.

IN CASE IT IS DETECTED AT ANY STAGE OF SELECTION THAT THE APPLICANT DOES NOT FULFILL ANY ELIGIBILITY NORMS AND/OR THAT HE/SHE HAS FURNISHED ANY INCORRECT/FALSE INFORMATION OR HAS SUPPRESSED ANY MATERIAL FACT(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.

- (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) 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 GRAM ROZGAR SEWAK is purely on contractual basis 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 TA/DA shall be payable for appearing in the interview.

- 4. No individual call letters will be issued for appearing in the interview.

**5. INTERVIEW DETAILS:**

The date of interview will be declared later though Official Website of A & N Administration i.e., [www.and.nic.in](http://www.and.nic.in) as well as through “The Daily Telegrams”. For any other information the applicants may also contact the MGNREGA **Headquarter** Unit through Phone No.273017.

- 6. **Last Date of receipt of application: 10/12/2014**

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

<b>Post Applied for</b>	<i>Self-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						
Certificate/ Diploma/ Degree	Institute/ Board University	Year of passing	Marks			Main Subject in the Diploma/ Degree
			Full Marks	Marks Secured	%	
Matriculation						
Plus Two						
Diploma						
Degree (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 duties :		
12. B) Previous Employment :		
From month/year	To month/year	Designation
Location of Employment :		
Description of 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 :</p> <p>Place :</p> <p>Date :</p>		
<b><i>(Signature of the applicant)</i></b>		