

**Application are invited for the post of ASSISTANT ENGINEER purely on contract basis under Mahatma Gandhi National Rural Employment Guarantee Scheme in North & Middle Andaman District**

SNo.	Designation	No. of Post	Remuneration (Consolidated)	Age	Education Qualifications
1.	Assistant Engineer	01	Rs.16,000/-	Not above 40 years as on 31/08/2015	<b>I. Essential Qualification:</b> a. Diploma in Civil Engineering.  <b>II. Desirable:</b> a. Degree in Civil Engineering. b. One year Diploma in Computer Application. c. One year experience in the relevant line.

**1. JOB DESCRIPTION FOR ASSISTANT ENGINEER:**

The incumbent shall work under the direct supervision of concerned Programme Officer or District Programme Coordinator under whom he/she is posted. He/she will be provided Technical support and shall be responsible for:

- Preparation of Estimates for the works taken up under MGNREGA.
- Execution and supervision of MGNREGA works at site.
- Record of entry measurements of works in Measurement Book and its submission to the authorities as required.
- Maintenance of records at site.
- According technical sanction as per powers delegated to an Assistant Engineer in APWD.
- Any other works as assigned by the District Programme Coordinator, MGNREGA or Programme Officer, MGNREGA pertaining to MGNREGA work as and when required under N & M Andaman District.

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

- a. Self attested copies of mark sheets and certificate in support of Education Qualification, Employment Card, Local Certificate, Computer Certificate etc.,.
- b. Original experience certificate(s) specifying NATURE & PERIOD of experience should be produced.
- c. One recent photograph self-attested.
- d. The envelope containing the application should be superscripted as "APPLICATION FOR THE POST OF ASSISTANT ENGINEER" and should be addressed to the Addl.DPC, MGNREGA, (Assistant Commissioner (HQ)), N&MA and send the same on or before 31/08/2015 (05.00 PM).

**3. GENERAL INSTRUCTION:**

- a. 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 THE 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.
- b. 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.
- c. No accommodation facility will be provided to the selected persons.
- d. Leave rules: He/She shall be entitled to 2<sup>1/2</sup> 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 contact 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.
- e. Engagement of Assistant Engineer 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.
- f. 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 conduct of interview will be declared later through Official Website of A & N Administration i.e., [www.and.nic.in](http://www.and.nic.in) as well as the "The Daily Telegrams". For any other information, the applicants may also contact the MGNREGA Headquarter Unit over telephone No.273017.

6. Last date of receipt of application: 31/08/2015 up to 05.00PM.

Add. D/C, MGNREGA  
North & Middle 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		
			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> <p style="text-align: right;"><b><i>(Signature of the applicant)</i></b></p>		