

PRESS NOTE

RECRUITMENT AND EMPANELMENT OF GENERAL WAITING LIST FOR THE POST OF ASSISTANT ENGINEER, GRAM ROZGAR SEWAKS AND TECHNICAL ASSISTANT UNDER MGNREGA, N&MA

Applications are hereby invited from the eligible candidates for the post of **“Assistant Engineer, Gram Rozgar Sewaks & Technical Assistants”** under MGNREGA, N&MA purely on contract basis. The Eligibility Criteria and other relevant information(s) along with the format of application form for applying for the said post(s) has been posted on the Andaman & Nicobar Administration’s website i.e., [http://: www.andaman.gov.in](http://www.andaman.gov.in). The last date for the submission of application(s) for the said posts is **17.11.2023 upto 05:00 PM**. Any clarification regarding the above mentioned recruitment can be obtained over telephone No.9474203222/9434264222.

संयुक्त जिला कार्यक्रम समन्वयक, मनरेगा/Joint DPC, MGNREGA
उत्तर एवं मध्य अंडमान जिला/North & Middle Andaman
No. 1-55/MGNREGA/Estt. (Posting & Transfer)/DPC/N&MA/2020-21/116 dated 27.10.2023

R. 27/10/23

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OFFICE OF THE DISTRICT PROGRAMME COORDINATOR (DEPUTY COMMISSIONER), MGNREGA, NORTH & MIDDLE ANDAMAN, MAYABUNDER

VACANCY NOTICE

Applications are invited for selection & empanelment of general waiting list for the post of Assistant Engineer, Technical Assistants & Gram Rozgar Sewaks purely on contract basis under Mahatma Gandhi National Rural Employment Guarantee Scheme in North & Middle Andaman District.

SNo	Post	No. of Post	Remuneration (Consolidated)	Age	Education Qualifications and other criteria.
1	Assistant Engineer	01	Rs.20,000/-	Not above 40 years as on 17.11.2023	I. Essential Qualification: a. Diploma in Civil Engineering. II. Desirable: a. Degree in Civil Engineering. b. One year Diploma in Computer Application. c. One year experience in the relevant line.
2	Technical Assistant	02	Rs. 14,000/- including EPF		I. Essential Qualification: a. Matriculation or its equivalent. b. Two year certificate course in survey from a recognized institution. c. Knowledge in the field of traversing and leveling. II. Desirable: a. One year experience in the concerned line.
3	Gram Rozgar Sewak	03	Rs. 14,000/- including EPF		I. Essential Qualification: a. XIIth Pass. b. Diploma/Certificate in computer application from recognized institute. II. Desirable:- b. Graduate with computer knowledge. c. One year experience in the relevant field.

I. Job description of Assistant Engineer, Technical Assistant & Gram Rozgar Sewak under MGNREGA, N&MA:

SNo.	Post	Job Description
1.	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: <ul style="list-style-type: none"> • 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.	Technical Assistant	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: <ol style="list-style-type: none"> 1. Survey of area as per the work requirement for preparation of estimate for MGNREA works. 2. Entries in the initial level book, final level book. 3. Authenticated survey details and measurement sheet to be entered in measurement book. 4. Any other work assigned by the District Programme Coordinator, MGNREGA or Programme Officer, MGNREGA pertaining to MGNREGA work as and when required under North & Middle Andaman District.

3.	Gram Rozgar Sewak	<p>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:</p> <ol style="list-style-type: none"> 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.
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II. The details of selection criteria are as under:

Method of selection	Description of selection
Post:- ASSISTANT ENGINEER	
Educational Merit and Personal Interview basis.	<ol style="list-style-type: none"> 1. Essential Qualification: <ol style="list-style-type: none"> a. Diploma/Degree in Civil Engineering = 30 Marks (80% and above = 30 Marks, 60% to 79% = 25 Marks, 50% to 59% = 15 Marks, 40% to 49% = 10 Marks, 40% and below = 5 Marks). 2. Desirable Qualifications = 15 Marks <ol style="list-style-type: none"> a) Degree in Civil Engineering (Degree in addition to diploma in Civil Engineering only) = 10 Marks, b) Diploma in Computer Application = 5 Marks, 3. 01 year Experience = 15 Marks 4. Performance in the interview = 40 Marks
Post:- TECHNICAL ASSISTANT	
Educational Merit, Skill/Computer Test and Personal Interview basis:-	<ol style="list-style-type: none"> 1. Total allocation of marks for Class Xth Pass is: 30 Marks. The percentage marks shall be computed as % of marks obtained in Xth x Total allocated for Xth ÷ 100. 2. Total allocation of marks for 02 year/01 year surveyor course (Essential Qualification) is: 30 Marks. The percentage marks shall be computed as % of marks obtained in Surveyor course x total allocated marks for surveyor course ÷ 100. 3. Skill/Computer test on MS Excel/MS Word: 15 Marks. 4. Personal Interview: 25 Marks
Post:- GRAM ROZGAR SEWAK	
Educational Merit, Skill/Computer Test and Personal Interview basis:-	<ol style="list-style-type: none"> 1. Total allocation of marks for Xth Pass (Essential Qualification) is: 30 Marks. The percentage marks shall be computed as % of marks obtained in Xth x Total allocated for Xth ÷ 100. 2. Total allocation of marks for XIIth Pass (Essential Qualification) is: 30 Marks. The percentage marks shall be computed as % of marks obtained in XIIth x Total allocated for XIIth ÷ 100. 3. Trade/Computer test of Data Entry speed of minimum 4000 key depression: 25 Marks. 4. Personal Interview: 15 Marks.

The date of conduct of personal interview for the post of Assistant Engineer and Skill/Computer test and personal interview for the post of Gram Rozgar Sewak(s) & Technical Assistant(s) will be declared through Official Website of A & N Administration i.e., www.andaman.gov.in as well as the "The Daily Telegrams". The candidates who qualifies the minimum 4000 key depression speed test will be short-listed for the personal interview. For any other information, the applicants may also contact the MGNREGA Headquarter Unit over Mobile No.9474203222/9434264222.

Note: in case of same merit of two or more candidates, preference will be given to the candidate with higher age or higher qualification as the case may be.

III. How to Apply:-


The interested eligible candidates may submit their filled in application form as per the prescribed proforma alongwith self attested copies of the certificates and other testimonials in support of Educational Qualification, Experience, Proof of Age and Employment Exchange registration number.

The duly filled in applications may be addressed/submitted to the Joint District Programme Coordinator, MGNREGA, office of the District Programme Coordinator (Deputy Commissioner), N&MA District, Mayabunder-744204.

The application will be accepted on all working days from **08:30 AM to 05:00 PM** from date of publication of this notice **till 17.11.2023**. Incomplete applications or applications received after due date by any means will not be entertained, and summarily be rejected.

IV. General information for all candidates:

1. The appointment will be purely on contract basis, initially for a period of 11 months and may be extended based on performance and requirement.
2. The selection of the candidates for the above mentioned post will be made purely as per the above mentioned criteria of selection.
3. The application format can be downloaded from the A & N website: <http://www.andaman.gov.in>.
4. The **last date for submission of application is 17.11.2023 up to 05:00 PM**. The application received after the due dates shall not be entertained/considered.
5. The eligible list of the shortlisted candidates for the above mentioned posts will be posted on the the A & N website: <http://www.andaman.gov.in> within a week from the closure date of submission of applications.
6. Candidates are required to produce all original documents in support of their educational qualification, experience, age proof etc., only at the time of Personal Interview.
7. The merit list of candidates for the post of **Assistant Engineer, Technical Assistant and Gram Rozgar Sewak** will be kept as per requirement and appointed as per vacancy. The merit list will be valid for 01 year from the date of preparation and publication of the result.
8. 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(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:
9. Any clarification regarding the above mentioned recruitment can be obtained over telephone No.9474203222/9434264222.


संयुक्त जि.कार्य.स.मनरेगा/Joint DPC, MGNREGA
उत्तर एवं मध्य अंडमान जिला/North & Middle Andaman

APPLICATION FORM

Post Applied for.....					Self-attested Photograph	
1. Name of the Applicant:						
2. S/o, D/o, W/o :						
3. Date of Birth :				4. Sex :		
5. a) Present Address with contact No:						
b) Permanent Address:						
6. Education : Secondary school onwards, please list all your qualifications						
Certificate/ Diploma/ Degree	Institute/ Board/ University	Year of passing	Marks			Self-marking as per criteria
			Full Marks	Marks Secured	%	
10 th						
12 th						
Certificate course in Surveyor						
Diploma in Civil Engineering						
Graduation/B.Tech /B.E(Civil)						
DCA/PGDCA						
Employment Exchange No.						
Additional qualification if any.,						
7. Details of employment experience(Use separate sheets if required):						
From month/year		To month/year		Designation		
<u>Declaration</u>						
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 :						