

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

VACANCY NOTICE

Applications are invited for the selection and empanelment of general waiting list of Technical Assistant(s) detailed below purely on contract basis under Mahatma Gandhi National Rural Employment Guarantee Scheme in North & Middle Andaman District.

SNo	Name of the Post	No. of Post	Remuneration (Consolidated)	Age	Education Qualifications and other criteria.
1.	Technical Assistant	01	Rs. 14,000/- including EPF	Not above 40 years as on 12.03.2025	I. Essential Qualification: a. Matriculation or its equivalent. b. Two years/One 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.

I. Job description of Technical Assistant under MGNREGA, N&MA:		
SNo.	Name of the Post	Job Description
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 and shall be responsible for:- 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.

II. The details of selection criteria are as under:-

Method of selection	Description of selection
Post:- Technical Assistant	
Educational Skill/Computer Test and Personal Interview basis:- 1. Percentage of Marks obtained in Class X th and Certificate Course in Surveying. 2. Skill/Computer test on MS-Excel/MS-Word. 3. Personal Interview.	1. (Essential Qualification) is: 30 Marks . The percentage marks shall be computed as % of marks obtained in X th x Total allocated for X th ÷ 100. 2. Total allocation of marks for 02year/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

The date of conduct of Skill/Trade Test and Personal Interview for the post of Technical Assistant will be declared through Official Website of A & N Administration i.e., www.andaman.gov.in as well as the "The Daily Telegrams". For any other information, the applicants may also contact the MGNREGA Headquarter Unit over telephone No.9474203222.

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 along with 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 (Accounts Officer), office of the District Programme Coordinator (Deputy Commissioner), MGNREGA, N&MA District, Mayabunder-744204 through surface mail or email pohqmgnrega.nma@gmail.com.

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 **12.03.2025 up to 5.00 PM**.

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. 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.
5. The merit list of empanelled candidates for the post of Technical Assistant will be kept as per requirement and appointed as per vacancy from the empanelled/waiting merit list. The merit list will be valid for 01 year from the date of preparation and publication of the result for the said posts.
6. **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, and liable to be terminated without assigning any reason thereof:**
7. **Any clarification regarding the above mentioned recruitment can be obtained over telephone No.9474203222.**

Rajeshwar
12/02/25
Joint DPC, MGNREGA,
DC's Office, N & M Andaman,
Mayabunder

APPLICATION FORM

Post Applied for Technical Assistant under MGNREGA,N&MA					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:						
c) Employment Exchange Card No.						
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						
Certificate course in Surveyor						
DCA/PGDCA						
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 :						
<i>(Signature of the applicant)</i>						

