

PRESS NOTE

**RECRUITMENT NOTICE FOR THE POST OF DATA ENTRY
OPERATOR & GRAM ROZGAR SEWAK UNDER MGNREGA,
N&MA**

Applications are hereby invited from the local candidates for the post of **“Data Entry Operator and Gram Rozgar Sewak” under MGNREGA, N&MA** purely on contract basis. The Eligibility Criteria and other relevant information(s) along with format of application form for applying for the post has been posted on the Andaman & Nicobar Administration’s Website i.e., <https://www.andaman.gov.in> & <https://northmiddle.andaman.nic.in> The last date for the submission of application(s) is **18.08.2025 up to 05:00 PM**. Any clarification regarding the above mentioned recruitment can be obtained over telephone No. 9474203222.

Digitally signed by

Russel Rose D.

Date: 25-07-2025

**Joint DPC, MGNREGA
North & Middle Andaman**

No. 1-55/MGNREGA/Estt. (Posting & Transfer)/DPC/N&MA/2019-20/41 dated
25.07.2025

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

VACANCY NOTICE

Applications are invited for the post of Data Entry Operator & Gram Rozgar Sewak purely on contract basis under Mahatma Gandhi National Rural Employment Guarantee Scheme in North & Middle Andaman District.

S No	Name of the Post	No. of Post	Remuneration (Consolidated)	Age	Education Qualifications and other criteria.
1	Data Entry Operator	01	Rs. 14,000/- with EPF	Not above 40 years as on 18/08/2025	Essential Qualification: 1. XII th Pass. 2. Diploma/certificate in computer application from a recognized institute. 3. Data entry speed of minimum 8000 key depressions. 4. Knowledge of office application.
2	Gram Rozgar Sewak	02	Rs. 14,000/- with EPF		I. Essential Qualification: 1. XII th Pass. 2. Diploma/Certificate in computer application from recognized institute. II.Desirable:- 1. Graduate with computer knowledge. 2. One year experience in the relevant field.

I. Job description of Data Entry Operator & Gram Rozgar Sewak under MGNREGA, N&MA:

SNo.	Name of the Post	Job Description
1.	Data Entry Operator	<p>The incumbent shall work under the direct supervision of concerned PROGRAMME OFFICER and will be providing support in respect of report preparation and be responsible for general data entry work at the HEADQUARTER/BLOCK LEVEL. He/She shall also report to the District Programme Coordinator. He/she shall be responsible for:-</p> <ol style="list-style-type: none">Preparing the reporting formats received from the Government of India from time to time as specified by the GoI.Day to day data entry work of progress in implementation of the programme at the Dist. Headquarter/Block Level.Furnishing the details as specified by GoI for any other reporting process.Assisting the Programme Officer in the preparation of MIS under MGNREGA.Any other work as specified from State/District Programme Coordinator from time to time.

2.	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: Data Entry Operator	
Skill/Computer Test, Educational Merit, and Personal Interview basis:- <ol style="list-style-type: none">1. Skill/Computer test on MS-Word.2. Percentage of Marks obtained in Class XIIth.3. PG Diploma/Diploma/Certificate Course in Computer application.4. Personal Interview.	<ul style="list-style-type: none">• Skill/trade test consisting of a minimum of 8000 key depressions on MS Word. Only candidates who qualify the skill/trade test will be considered for the merit list. Final selection shall be based on educational qualifications and performance in the interview.• Xth Pass: 20 Marks. The percentage marks shall be computed as % of marks obtained in Xth x Total allocated for Xth ÷ 100• XIIth Pass: 30 Marks. The percentage marks shall be computed as % of marks obtained in XIIth x 30 (allocated for XIIth) ÷ 100.• PG Diploma in Computer Application (01 year): 20 Marks, Diploma in Computer Application (06 Months): 15 Marks & Certificate Course in Computer Application (03 Months): 10 Marks• Personal Interview: 30 Marks.
Post:- GRAM ROZGAR SEWAK	
Educational Merit & Personal Interview basis:- <ol style="list-style-type: none">1. Percentage of Marks in XIIth, DCA/Certificate Course in	<ol style="list-style-type: none">1. Xth Pass: 15 Marks. The percentage marks shall be computed as % of marks obtained in Xth x Total allocated for Xth ÷ 100.2. XIIth Pass: 30 Marks. The percentage marks

Computer and Graduation post Graduation. 2. Personal Interview.	shall be computed as % of marks obtained in XII th x Total allocated for XII th ÷ 100. 3. Trade/Computer test on Data Entry speed with a minimum of 4000 key depression: 25 Marks. (Candidates who qualify the skill/trade test will be shortlisted for the personal interview. Final selection shall be based on the candidates' scores in the trade test, educational qualifications, and performance in the interview). 4. Personal Interview: 30 Marks.
The date of conduct of Skill/Trade Test and Personal Interview for the post of Data Enry Operator & Gram Rozgar Sewak will be declared through Official Website of A & N Administration i.e., www.andaman.gov.in & https://northmiddle.andaman.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.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 local 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 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 **18.08.2025**. 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 18.08.2025 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> & <https://northmiddle.andaman.nic.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 **Data Enry Operator 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.**

Digitally signed by
Russel Rose D.
Joint DPC, MGNREGA
(Account Officer., DC's Office)
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						
Graduation						
DCA/PGDCA						
Additional qualification if any.,						
7. Details of employment experience(Use separate sheets if required):						
From month/year		To month/year		Designation		
<p style="text-align: center;"><u>Declaration</u></p> <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> <p style="text-align: right;">(Signature of the applicant)</p>						