



**F.No.3-249/DAY-NRLM/RD/2023-2024/ 2002**

अण्डमान तथा निकोबार प्रशासन

**ANDAMAN AND NICOBAR ADMINISTRATION**

ग्रामीण विकास, पंचायती राज संस्थान एवं शहरीस्थानीय निकाय निदेशालय


**DIRECTORATE OF RD, PRIS & URBAN LOCAL BODIES**

**MARINE HILL, SRI VIJAYA PURAM**

(Andaman & Nicobar Island's Rural Livelihood Mission)

Sri Vijaya Puram, dated <sup>h</sup>18 July, 2025

To

 The Chief Editor,  
Government Press,  
Sri Vijaya Puram,  
A&N Islands

**Subject: Vacancy Notice under DAY-NRLM -reg.**

Sir/ Madam,

Please find enclosed herewith a Vacancy Notice for publishing in the Daily Telegrams on **19.07.2025**.

Yours faithfully,

**Encl: A/A**

  
Assistant Director (RD/Panch)

**Copy to:**

1. The PA to Secretary (RD/P) for information of the Secretary (RD/P) please.
2. The PA to Director (RD/P) for information of the Director (RD/P) please.

  
Assistant Director (RD/Panch)



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**DIRECTORATE OF RD, PRIS & URBAN LOCAL BODIES**

**MARINE HILL, SRI VIJAYA PURAM**

(Andaman & Nicobar Island's Rural Livelihood Mission)

Sri Vijaya Puram, dated July, 2025

**Applications are invited for the post of State Programme Manager (Farm Livelihoods), State Programme Manager (MCLF) for ANIRLM and Data Entry Operator for C.D Block Car Nicobar, Nancowrie and Campbell Bay purely on Contractual Basis under DAY-NRLM at Directorate of RD, PRIs & ULBs.**

Sl. No.	Designation	No. of Posts	Remuneration (Fixed)	Age	Education Qualifications
1.	State Programme Manager (Farm Livelihoods)	01	Rs.30,000.00 per month along with Annual Increment @ 5% per annum will be provided on the basis of Performance Management System. All Allowances and Benefits approved by the Ministry as mentioned in the <i>Model Human Resource Manual for State Rural Livelihood Mission</i> shall also be provided	Not Above 55 years	<b>Essential Qualification:</b> <ul style="list-style-type: none"><li>Post Graduate Diploma or Degree in Rural Development/Management/ Agriculture and Allied sector from a recognized institute/university with at least 7 years of relevant work experience, out of which 3 years relevant experience should be of Middle/ Senior manager level. Should have worked in community driven development program/project specially for promotion of farm based livelihoods.</li><li>Candidate should possess sound understanding of Business knowledge and programme Management skills with experience counted in terms of ability to navigate procurement of partners, managing partnership with them and leading a dispersed team of experience professional/ experts along with the experience of working for developing market linkages.</li></ul>

Federations in layering activities like social					
Sl. No.	Designation	No. of Posts	Remuneration (Fixed)	Age	Education Qualifications
					<b>Desirable: -</b> <ul style="list-style-type: none"> <li>At least 3+ Years relevant post qualification work experience in livelihood promotion in poverty reduction programs in promoting On-Farm Interventions in Agriculture, Dairy Enterprise, aquaculture, etc promotion with farmers.</li> </ul>
2.	State Programme Manager (MCLF)	01	Rs.30,000.00 per month alongwith Annual Increment @ 5% per annum will be provided on the basis of Performance Management System. All Allowances and Benefits approved by the Ministry as mentioned in the <i>Model Human Resource Manual for State Rural Livelihood Mission</i> shall also be provided	Not Above 55 years	<b>Essential Qualification:-</b> <ul style="list-style-type: none"> <li>Post Graduation degree in Rural Development, Business Management, Social Work, Marketing, Finance, Human Resource Management of Law.</li> </ul> <b>Desirable:</b> <p>At least 3+ Years relevant post qualification experience in development projects focusing on women development/ Micro Finance/ Livelihoods</p>
3.	Data Entry Operator (Car Nicobar, Nancowrie and Campbell Bay)	03	Rs.15,000.00 per month and increment @ 5% per annum on the basis of Performance Management System along with all Allowances and Benefits approved by the Ministry as mentioned in the <i>Model Human Resource Manual for State Rural Livelihood Mission (SRLM)</i> .	Not Above 55 years	<b>1. Essential Qualification:</b> <ol style="list-style-type: none"> <li>Graduate</li> <li>Proficiency in data entry and Computer MS-Office Work</li> </ol> <b>2. Desirable:</b> <p>2+ year experience in related field.</p>

### JOB DESCRIPTION

#### ➤ **State Programme Manager (Farm Livelihoods):**

He/ She shall be responsible for:

- Undertake field visits proactively.
- Coordinate SHG Households and BMMU team for implementation of Mission Activities at Block Level and extend support to district as well as block team for executing livelihoods intervention in the project.
- Identify the scope of various farm livelihood activities for Self Help Groups and its federations based on locally available resources.
- Facilitate commoditization process under Farm Livelihood.



- v. Support Community Federations in layering activities like social security and development, convergence, livelihoods activities, partnership, etc.
- vi. Coordinate with different project partners, developing implementation strategies for livelihoods activities, staff capacity building, supervising field operations and troubleshooting as and where required at district and field level.
- vii. Represent at different forums and liaison with different line departments and NMMU to explore the scope of farm livelihood activities and the marketing facilities to be supported by the Mission.
- viii. Extend cooperation and support to external agencies in proper implementation of Baseline, Midterm and End Term surveys in respect of livelihood opportunities.
- ix. Coordinate with BMMU & NMMU for effective implementation of Mahila Kisan Sashakitkaran Pariyojana (MKSP).
- x. Document case studies of best practices, success stories and innovations of farm livelihood activities existing in the UT and share with NMMU.
- xi. Any other task assigned by reporting officer.

➤ **State Programme Manager (MCLF)**

He/ She shall be responsible for:

- i. Work/interact directly with the community-minimum 10 days fieldwork including upto 5 days of village night stay.
- ii. Anchor (as In-charge/Nodal Officer of) Model Cluster Level Federations (MCLF) formed in the Blocks.
- iii. Mentor/monitor/guide staff at State, District and Block team to ensure effective rollout of Mission activities through MCLF.
- iv. Facilitate planning, managing, governance and budgeting at MCLF levels.
- v. Provide support in programme, systems, data and fund management in MCLF.
- vi. Be a part of the State Management Team of MCLF and support the SMD/CEO in convening meeting State Level Committee of MCLF management and monitoring the functioning of MCLF.
- vii. Represent at different forums and liaison with different line departments and NMMU related to the mission activities and reports.
- viii. Saturation (reaching all targeted household into SHGs).
- ix. Social Inclusion (inclusion of vulnerable household).
- x. Governance (Systems of effective Governance in place at MCLF).

- xi. Sustainability (Federations able to meet the cost of operations and become independent).
- xii. Financial Management.
- xiii. Financial Inclusion (Increase outreach of financial services to members, digital services, financial literacy, pension products).
- xiv. Adequate Capitalization.
- xv. CIF and Loan Management at VO/ MCLF (Ensure timely credit to SHGs, efficient use of MCLF).
- xvi. Social Development initiative and convergence (MCLF implementing activities for Social Development of members and ensure access to entitlement based on the AAP targets of the MCLFs)
- xvii. Any other task assigned by reporting officer

➤ **Data Entry Operator:**

**He/ She shall be responsible for:**

- i) Ensure timely and accurate data entry of all MIS related data of the project as well as community level.
- ii) Provide support to external agencies in proper implementation of Baseline, Mid Term and End Term Surveys.
- iii) Ensure timely availability of data in order to generate required Progress Reports.
- iv) Undertake field visits for sample check of data through consultations with stakeholders.
- v) Maintain office registers e.g. stake/ asset register, tour register etc.
- vi) Take up any other task as allocated by competent authority.

**ADMINISTRATIVE CONTROL:**

- The **State Programme Manager (Farm Livelihoods)/ State Programme Manager (MCLF)** shall report to the State Mission Director, ANIRLM/ Director (RD/Panchayat) and work under his/her directions.
- The **Data Entry Operator** shall report to the Block Mission Managers i.e. Block Development Officers and work under his/her directions.

**GENERAL INFORMATION:**

- (i) Engagement of above posts are purely on contractual basis for a 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.
- (ii) The emoluments of the respective posts are fixed as given above.
- (iii) Leave rules:
  - Leave can be availed only on accrual of leave @ 2.5 days/working month. SMD may sanction advance leave.
  - No more than 15 days of leave can be carried forward to next year.
  - Leave is not encashable but can be surrendered in lieu of notice period.

- Any leave availed without the permission/approval/ ratification of the Reporting Officer (SMD) is treated as absence.
- (iv) Since the engagement is for discharging an important function, his/her service may be required on certain days beyond office hours for which no additional incentive/ remuneration/ compensation will be paid.
  - (v) Director (RD)(being State Mission Director, ANIRLM), A&N Administration, reserves the right to **terminate** the engagement of contract without assigning any reason thereof after serving one months notice or by paying one month salary without serving any notice or reason. Similarly, the incumbent shall have to give a Notice of one month before he may decide to resign from the post or deposit a month's salary in lieu of the same.
  - (vi) No accommodation facility will be provided to the selected persons.
  - (vii) No TA/DA shall be payable for appearing in the interview.
  - (viii) While applying, the applicant should ensure that he/she fulfils the eligibility and other norms and that the particulars furnished by him/her are correct in all respect.

**NOTE:** In case it is detected at any stage of selection that a person does not fulfil 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 is liable to be terminated without assigning any reason thereof.

#### HOW TO APPLY:

- (i) All aspirant candidates for the posts of **State Programme Manager (Farm Livelihoods)/ State Programme Manager (MCLF) and Data Entry Operator** should submit their application in the prescribed proforma addressed to **"The Assistant Director (RD/ Panch.), Directorate of RD, PRIs & ULBs, A&N Administration, Marine Hill, Sri Vijaya Puram - 744101"**.
- (ii) The candidates applied for the said posts shall be shortlisted on Merit-Basis and top 05 candidates shall be called for personal interview for selection of suitable candidate for the said posts.
- (iii) The merit list will be prepared on the basis of the weight-age/marks fixed as bellow:

Name of the posts	Essential Qualification	Desirable Qualification	Knowledge of Computer	Interview
State Programme Manager (Farm Livelihoods)	<b>Essential Qualification:</b> <ul style="list-style-type: none"> <li>• Post Graduate Diploma or Degree in Rural Development/Management/Agriculture and Allied sector from a recognized institute/university with at least 7 years of relevant work experience, out of which 3 years relevant experience should be of Middle/</li> </ul>	At least 3+ Years relevant post qualification work experience of SQL.  <b>Weightage- 30 Marks</b>	≥ 2 year computer course  <b>Weightage- 10 Marks</b>	<b>Weightage- 20 Marks</b>



Name of the posts	Essential Qualification	Desirable Qualification	Knowledge of Computer	Interview
	<p>Senior manager level. Should have worked in community driven development program/project specially for promotion of farm based livelihoods.</p> <ul style="list-style-type: none"> <li>• Candidate should possess sound understanding of Business knowledge and programme Management skills with experience counted in terms of ability to navigate procurement of partners, managing partnership with them and leading a dispersed team of experience professional/ experts along with the experience of working for developing market linkages.</li> </ul> <p><b>Desirable: -</b></p> <p>At least 3+ Years relevant post qualification work experience in livelihood promotion in poverty reduction programs in promoting On-Farm Interventions in Agriculture, Dairy Enterprise, aquaculture, etc promotion with farmers.</p> <p><b>Weightage- 40 Marks</b></p>			
State Programme Manager (MCLF)	<p><b>Essential Qualification:-</b></p> <ul style="list-style-type: none"> <li>• Post Graduation degree in Rural Development, Business Management, Social Work, Marketing, Finance, Human Resource Management of Law.</li> </ul>	<b>Weightage- 30 Marks</b>	<b>Weightage- 10 Marks</b>	<b>Weightage- 20 Marks</b>

Name of the posts	Essential Qualification	Desirable Qualification	Knowledge of Computer	Interview
	<b>Desirable:</b>  At least 3+ Years relevant post qualification experience in development projects focusing on women development/ Micro Finance/ Livelihoods  <b>Weightage- 40 Marks</b>			
Data Entry Operator (DEO)	<b>1. Essential Qualification:</b>  i. Graduate ii. Proficiency in data entry and Computer MS-Office Work  <b>2. Desirable:</b> 2+ year experience in related field. <b>Weightage - 30 Marks</b>	2+ year experience in related field.  <b>Weightage- 20 Marks</b>	≤ 1 year computer course  <b>Weightage- 10 Marks</b>	<b>Weightage- 40 Marks</b>

- (iv) To make the whole process thoroughly transparent, the candidates shall himself/herself do the self marking of Essential & Desirable qualifications and of computer knowledge as per following method and fill it in the online application form:

- *Essential qualification:* 
$$\frac{\text{Marks obtained} \times \text{Weightage mark}}{\text{Maximum Mark}}$$

- *Desirable qualification (Experience):*

**For SPM (Farm Livelihoods)/ SPM (MCLF)/**

$$\frac{\text{Experience of Number of Months} \times \text{Weightage mark}}{36}$$

**For Data Entry Operators:**

$$\frac{\text{Experience of Number of Months} \times \text{Weightage mark}}{24}$$

**The maximum marks for experience for SPM (FM)/ SPM (MCLF) shall be 30 and DEO Shall be 20. Marks for experience of more than desirable months of experience shall be 30 and 20 only for the respective posts.**

- *Knowledge of computer:*

$$\frac{\text{Duration of computer course (Number of Months)} \times \text{Weightage mark}}{12}$$

**The maximum marks for computer knowledge shall be 10.**

- (v) Last date of receipt of application is **31.07.2025 till 5.00PM.**



- (vi) The top 05 candidates applied for the said posts will be selected from the auto-generated merit list and the list of candidates will be displayed on the Notice Board of the Directorate of RD, PRIs & ULBs and in the official website of A&N Administration i.e. [www.andaman.gov.in](http://www.andaman.gov.in) on **11.08.2025**.
- (vii) No separate call letters will be issued in this regard and for any other information the candidates may contact the RD Section of this Directorate on 03192-242739/233397. **The personal interview will be held in the Office of the Director, Directorate of RD, PRIs and ULBs, A&N Administration Sri Vijaya Puram and the date of interview will be declared along with the list of shortlisted candidates.**
- (viii) The selected candidates are requested to bring their original Mark sheets and Certificate in support of Educational Qualification, Employment Registration Card, Local Certificate, Computer Certificate etc for verification during the Personal Interview.



**Assistant Director (RD/ Panch.)**

## Application Form

Application for the Post of _____ under DAY-NRLM (Last date of receipt of application : _____ )					Attested Photograph		
1. Name of the Applicant:							
2. Father's Name :							
3. Date of Birth:				4. Age:			
5. Gender:				6. Marital Status [ ] Married [ ] Unmarried			
7. Domicile :				8. Whether local or non-local:			
9. a) Permanent Contact Address:							
b) Present Contact Address: (alongwith telephone/mobile no./email ID)							
10. District:				11. State:			
12. Language spoken/written :							
13 (A). Education (Essential Qualification) (Data Entry Operator-DEO)							
Sl. No.	Name of Qualification	Institute/ Board University	Year	Marks			
				Full Marks	Marks Secured	Weightage Marks	Calculated Marks
Total of Marks Calculated							

**13 (B). Education (Essential Qualification) For SPM-Farm Livelihood/ SPM - MCLF**

Sl. No.	Name of Qualification	Institute/ Board University	Year	Marks			
				Full Marks	Marks Secured	Weightage Marks	Calculated Marks
Total of Marks Calculated							

**14. Computer Knowledge:**

Name of Computer Course	Duration (In Months)	Calculated Marks (Weightage Marks)

**15. Employment record (Desirable Qualification):**

Details of employment (Use separate sheets if required):

Starting with your present employment, list in reverse order all the Employments you have had.

Sl. No	Name of employer	Post	Nature of Duty	Duration (In Months)
Total Months of Experience				
Marks Calculated				

**Declaration**

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 :

**(Signature of the applicant)**



**Note:**

The candidates shall himself/herself do the self marking of Essential & Desirable qualifications and of computer knowledge as per following method and fill it in the online application form:

- *Essential qualification:* 
$$\frac{\text{Marks obtained} \times \text{Weightage mark}}{\text{Maximum Mark}}$$

- *Desirable qualification (Experience):*

**For SPM (Farm Livelihoods)/ SPM (MCLF)/**

$$\frac{\text{Experience of Number of Months} \times \text{Weightage mark}}{36}$$

**For Data Entry Operators:**

$$\frac{\text{Experience of Number of Months} \times \text{Weightage mark}}{24}$$

**The maximum marks for experience shall be 20. Marks for experience of more than desirable months of experience shall be 20 only.**

- *Knowledge of computer:*

$$\frac{\text{Duration of computer course (Number of Months)} \times \text{Weightage mark}}{12}$$

**The maximum marks for computer knowledge shall be 10.**