



DIRECTORATE OF AGRICULTURE
Port Blair Dated, 28 SEPTEMBER, 2018
VACANCY NOTICE

Applications are invited from the eligible candidates for filling up the vacancies of the following posts in the Department of Agriculture, A&N Administration, Haddo, Port Blair on regular basis. The details are as under:-

I Name of post	Agriculture Officer (Soil)
1. No. of vacancy	02 (Un-Reserved)
2. Classification	General Central Services Group "B" Non-Gazetted (Non-Ministerial)
3. Pay Matrix	Level - 6 (Rs.35400-112400)
4. Age limit	Not exceeding 30 years (Relaxable for Govt. Servants up to 5 years in accordance with the instructions or orders issued by the Central Govt.)
5. Educational qualification required	Essential:- M.Sc (Soil Science) (OR) Master Degree in Agriculture with specialization in Soil Science of a recognized University. Desirable :- One year's Research/practical experience in Soil Survey.
II Name of post	Soil Conservation Assistant
1. No. of vacancy	02 (Un-Reserved)
2. Classification	General Central Services Group "C" Non-Gazetted (Non-Ministerial)
3. Pay Matrix	Level - 5 (Rs.29200-92300)
4. Age limit	18-32 years for Male & 18-37 years for female (Relaxable for Govt. Servants up to 5 years in accordance with the instructions or orders issued by the Central Govt.)
5. Educational qualification required	Essential:- (i) B.Sc. Agriculture/Horticulture from a recognized University or equivalent. (ii) Training in Soil Conservation course of duration not exceeding 1 (one) year from a recognized Institute of Central/State Govt.
III Name of post	Agriculture Field Assistant
1. No. of vacancy	25 (09-OBC, 02-ST and 14-Un-Reserved)
2. Classification	General Central Services Group "C" Non-Gazetted (Non-Ministerial)
3. Pay Matrix	Level - 2 (Rs. 19900-63200)
4. Age limit	18-33 years for Male & 18-38 years for Female. (Relaxable for Govt. Servants up to 5 years in accordance with the instructions or orders issued by the Central Govt.)
5. Educational qualification required	Essential:- (i) Pass in Senior Secondary School Certificate (10+2) in Science Stream with Biology as one of the subject from a recognized Board/University. (ii) Should qualify written test to be conducted by the Staff Selection Commission/ Administration.
IV Name of post	Soil Conservation Field Assistant
1. No. of vacancy	07 (02-OBC and 05-Un-Reserved)
2. Classification	General Central Services Group "C" Non-Gazetted (Non-Ministerial)
3. Pay Matrix	Level - 2 (Rs. 19900-63200)
4. Age limit	18-33 years for Male & 18-38 years for Female. (Relaxable for Govt. Servants up to 5 years in accordance with the instructions or orders issued by the Central Govt.)
5. Educational qualification required	Essential:- (i) Pass in Senior Secondary School Certificate (10+2) in Science Stream with Biology as one of the subject from a recognized Board/University. (ii) Matriculation or its equivalent with ITI Trade Certificate course in Survey or Draftsmanship.
V Name of post	Assistant Chageman
1. No. of vacancy	02 (02-Un-Reserved)
2. Classification	General Central Services Group "C" Non-Gazetted (Non-Ministerial)
3. Pay Matrix	Level-4 (Rs.25500-81100)
4. Age limit	18-33 years for Male & 18-38 years for Female candidates. (Relaxable for Govt. Servants up to 5 years in accordance with the instructions or orders issued by the Central Govt.)
5. Educational qualification required	Essential:- (i) Secondary School (X Std.) Pass from a recognized Board/University. (ii) Should possess Trade Certificate in Surveyor course of 02 years duration from any recognized Industrial Training Institute (iii) Should qualify in the competitive examination to be conducted by the department
VI Name of post	Operator-cum-Mechanic
1. No. of vacancy	02 (02-Un-Reserved)
2. Classification	General Central Services Group "C" Non-Gazetted (Non-Ministerial)
3. Pay Matrix	Level - 2 (Rs. 19900-63200)
4. Age limit	18-33 years for Male candidates. (Relaxable for Govt. Servants up to 5 years in accordance with the instructions or orders issued by the Central Govt.)
5. Educational qualification required	Essential:- (i) Passed in Senior School Certificate Examination (10+2) from a recognized Board/Institute. (ii) Diploma in IT or Computer Application from a recognized Institution. (iii) Should qualify the Trade Test.
VII Name of post	Laboratory Assistant
1. No. of vacancy	02 (02-Un-Reserved)
2. Classification	General Central Services Group "C" Non-Gazetted (Non-Ministerial)
3. Pay Matrix	Level - 3 (Rs.21700-69100)
4. Age limit	18-33 years for Male & 18-38 years for Female candidates. (Relaxable for Govt. Servants up to 5 years in accordance with the instructions or orders issued by the Central Govt.)
5. Educational qualification required	Essential:- (i) Passed Senior Secondary School Certificate Examination (10+2) in Science with Biology as one of the subject from a recognized Board/University. (ii) Diploma in Laboratory Technician Course from a recognized Institution. Desirable :- Bachelor's Degree in Science with Botany as one of the subject from a recognized University or equivalent. (ii) 02 years experience in the relevant field.
VIII Name of post	Draughtsman Grade-III
1. No. of vacancy	02 (02-Un-Reserved)
2. Classification	General Central Services Group "C" Non-Gazetted (Non-Ministerial)
3. Pay Matrix	Level - 4 (Rs.25500-81100)
4. Age limit	18-33 years for Male & 18-38 years for Female candidates. (Relaxable for Govt. Servants up to 5 years in accordance with the instructions or orders issued by the Central Govt.)
5. Educational qualification required	Essential:- (i) Secondary School Exam (X Std.) pass from a recognized Board/University or equivalent. (ii) Should possess 02 years Diploma Certificate in Draughtsman (Civil) from a recognized Institution. (iii) Should qualify in the competitive examination to be conducted by the department Desirable:- (i) 01 year professional experience in the field.
IX Name of post	Surveyor
1. No. of vacancy	02 (02-Un-Reserved)
2. Classification	General Central Services Group "C" Non-Gazetted (Non-Ministerial)
3. Pay Matrix	Level - 4 (Rs.25500-81100)
4. Age limit	18-33 years for Male & 18-38 years for Female candidates. (Relaxable for Govt. Servants up to 5 years in accordance with the instructions or orders issued by the Central Govt.)
5. Educational qualification required	Essential:- (i) Secondary School Exam pass (X Std.) from a recognized Board/University. (ii) Should possess Trade Certificate in Surveyor course of 02 years duration from any recognized Industrial Training Institute (iii) Should qualify in the competitive examination to be conducted by the department
X Name of post	Tractor Mate
1. No. of vacancy	04 (01-OBC and 03-Un-Reserved)
2. Classification	General Central Services Group "C" Non-Gazetted (Non-Ministerial)
3. Pay Matrix	Level - 1 (Rs. 18000-56900)
4. Age limit	18-33 years for Male candidates. (Relaxable for Govt. Servants up to 5 years in accordance with the instructions or orders issued by the Central Govt.)
5. Educational qualification required	Essential:- (i) Should possess Trade Certificate in Surveyor course of 02 years duration from any recognized Industrial Training Institute (ii) Should qualify in the competitive examination to be conducted by the department

Applications are invited for the post of Data Entry Operator on purely contractual basis under Mahatma Gandhi NREGA at Directorate of RD, PRIs & ULBs.

Designation	No. of Post	Remuneration (Fixed)	Age	Education Qualifications
DATA ENTRY OPERATOR	01	11,000- per month	Not Above 40 years	Essential Qualification: a. XII Pass b. Certificate/ Diploma/ Degree in computer application from recognized institute. c. One year working experience in the relevant field.

Job Description:
He/She shall be responsible for:
* Preparing the reporting formats received from the Government of India from the Districts.
* Compiling the detail/datta received from DPCs and furnishing the same to the supervisory authority.
* Uploading the details on the websites.
* Coordinate with all three Districts and NIC Port Blair in the preparation of MIS under MGNREGA and to tackle problems in uploading data on MIS at all levels of implementation of scheme.
* Any other work as specified by the superiors from time to time.
Administration Control:
* He/She shall report to the Director (RD, PRIs & ULBs)
* He/She shall work under the direct supervision of PROGRAMME OFFICER (State Level) and be providing support in respect of report preparation and responsible for general data entry work at the STATE LEVEL.
The terms and conditions for the appointment of the Data Entry Operator (DEO) are as follows:-
1. The engagement is purely on contract basis for a period of 11 months from the date mentioned in the order and will be reviewed every three months based on the performance.
2. He/She shall strictly follow the office timing. Absence without sanction of leave of any kind during working days shall be treated as an unauthorized absence from duty and payment on pro-rata basis shall be deducted from the consolidated amount.
3. The emoluments of the monthly salary is Rs. 11,000/- (Consolidated) which is payable at the end of each completed month of engagement.
4. No other allowances/claim by whatsoever including DP/DA is permissible.
5. No change in the place of posting is allowed during the contract period whatever the reason may be.
6. No extension or renewal of your appointment beyond this duration.
7. Any extension or renewal of the appointment beyond the period of completion of the contract appointment will be subject to a review on the performance and contribution of the work and an agreement on terms that must be mutually agreed upon.
8. The appointment is deemed to be terminated automatically, if it is not specifically extended on mutual consent.
9. Engagement on contract basis shall not confer any right for claiming regular engagement/appointment in any capacity in this office or any other office/department in A & N Administration.
10. He/She shall be entitled to 2 V days of leave for every completed month of duty, which can be accumulated but not encashed.
11. Maternity Leave will be granted for 12 consecutive weeks during the contract period with full pay (Consolidated). A certificate from a duly qualified physician indicating estimated time of confinement of fitness to work must be submitted to avail this leave.
12. Duties & responsibilities:-
* Preparing the reporting formats received from the Government of India from time to time as specified by the GOI.
* Uploading the details regarding MGNREGA on the concerned websites, as and when asked by the GOI.
* Compiling the detail/datta received from DPCs and furnishing the same as specified by GOI for any other reporting process.
* Coordinate with all three Districts and NIC Port Blair in the preparation of MIS under MGNREGA and to tackle problems in uploading data on MIS at all levels of implementation of scheme.
* Any other work as specified by the superiors from time to time.
13. Confidentiality of the records should be maintained and should not disclose any information without the approval of the competent authority.
14. She shall maintain proper discipline and decorum in the office.
15. Termination conditions are as follows:-
i. Director (RD) being Head of the Nodal Department of MGNREGA, Port Blair, reserves the right to terminate the engagement of contract without assigning any reason thereof after serving one month notice and/or paying one month salary without serving any notice or reason. Similarly, the incumbent shall have to give a Notice of one month before he/she may decide to resign from the post or deposit a month's salary in lieu of the same.
ii. Services can also be terminated in case of following condition:
i. Breach of obligation under the confidentiality clause.
ii. Failure to observe the terms of this agreement or the legitimate directions or orders for performing duties as assigned to you by the Director (RD).
iii. Obstructing the performance of the functions of the MGNREGA.
iv. Causing damage to the prestige or reputation of the functions under MGNREGA.
iii. Depending on the unsatisfactory performance.
16. 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 does not confer any right/privilege for regular appointment or continuity of service.
17. The emoluments of the respective post is fixed as given above and no other allowances/claims by whatsoever including DA is permissible to him/her.
18. Leave rules He/ She shall be entitled to 2 V 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 contract 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.
19. Since the engagement is for discharging an important function, he/ her service may be required on certain days beyond office hours for which no additional incentive/remuneration/compensation will be paid.
20. MGNREGA, Port Blair, reserves the right to terminate his/her contractual service without assigning any reason thereof after serving one month's advance notice, or by paying one month's salary without serving any notice or reason.
21. No accommodation facility will be provided to the selected persons.
22. No DA/DA shall be payable for appearing in the interview.
23. 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 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.
24. All aspirant candidates for the aforesaid posts should register their particulars of the Application through online at <http://nic.in> / <http://esrcruitment.andaman.gov.in> from 10.10.2018 onwards.
25. The eligible candidates will have to undergo a trade test to be conducted in the NIC Port Blair. The list of eligible candidates will be displayed on the Notice Board of the Directorate of RD, PRIs & ULBs and on website of this Directorate <http://www.andnic.in/archives/index.php> on 15/10/2018 for their trade test.
26. The date for the trade test will be declared along with the display of list of eligible candidate for trade test.
27. The top 5 shortlisted candidates based on the merit list of the trade test will be called for personal interview. The merit list of trade test will be displayed on the Notice Board of the Directorate and advertise on website of Directorate within a day after the conduct of the trade test.
28. The date and venue for personal interview will be informed to shortlisted candidates in person.
29. No separate call letters or press release will be issued in this regard.
30. Last date of receipt of online application is 12.10.2018 till 5:00 PM.
31. 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.
32. The selected candidates are requested to bring their original Mark Sheet and certificate in support of Educational Qualification, Employment Registration Card, Local Certificate, Computer certificate etc for verification during the personal interview.
33. Last date of receipt of application: 12/10/2018.
Assistant Director (RD)
Directorate of RD, PRIs & ULBs
Phone No: 03192-242417 (NREGA Cell)

The candidates may submit their applications in the prescribed application format duly filled-in along with self attested copies of required educational qualification certificates, proof of age, Category Certificates, Aadhaar Card (issued by A&N Admn J) and two recent pass post size photographs 01. (Self attested) to be pasted in the application form and one to be clipped along with the application to the office of the under signed on or before 25/10/2018 at 4:00 PM.
Departmental candidates should submit their applications, duly filled in all respect along with relevant documents as asked through proper channel only. Any application sent/submitted directly by the candidate will summarily be rejected without intimation.

Assistant Director (Admn)
Directorate of Agriculture

FORMAT
Application for the post of
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Haddo, Port Blair

1. Name in Block Letters (as recorded in SSC (20) Pass only)	Date		
2. Father's name	Date		
3. Sex	Male	Female	
4. Marital Status	Married	Unmarried	
5. Category	OBC	General	ST
6. (a) Date of birth (as recorded in SSC (20) Pass only)	Date	Month	Year
(b) Nationality (in Block Letters)	Year	Month	Day
7. Nationality (in Block Letters)			
8. Education: qualification/Other qualifications (beginning with SSE (X th Std.)			
Sr. No.	Name of Exam	University/Board	Year of passing
9. Past experience, if any			
10. Employment exchange Card No. (if any) enclosed attached copy of card			
11. Aadhar Number			
12. Permanent Address	Vill./Town: _____ Post: _____ P.O. No.: _____ Dist.: _____ State: _____		
13. Address for communication	Vill./Town: _____ Post: _____ P.O. No.: _____ Dist.: _____ State: _____		

I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge, information and belief. I understand that the event of any information being found false or incorrect or eligibility being detected before or after the examination, my candidature/appointment is liable to be cancelled. I am aware that if I contravene this declaration, my application will be rejected summarily by the Directorate of Agriculture, Haddo, Port Blair.
I have read the provisions in the Notice of the Directorate of Agriculture, Haddo, Port Blair carefully and hereby undertake to abide by them.
I further declare that I fulfil all the conditions of eligibility regarding age limits, educational qualification etc. prescribed for appointment to the post.
Place: _____
Date: _____ (Signature of the Applicant)
List of Enclosures: _____
1. _____
2. _____
3. _____
4. _____
5. _____

NOTE I Application received without signature of the candidate shall be rejected.
NOTE II The application duly filled as per instruction may be submitted to the Directorate of Agriculture, Horticulture Road, Haddo, Post Box No. 02, Pin code No.744102, South Andaman in an A4 size sealed envelope with the name of the post applied for written in bold letter on the top of the envelope.
NOTE III If a candidate is eligible to apply for more than 01 post he/she may submit separate application.
NOTE IV The applications in sealed cover may be submitted at the Directorate of Agriculture, Haddo, Post Box No. 02, Pin code No.744102, South Andaman or may be sent by Registered/Speeded post. Candidates are advised to submit their applications well before the closing date 25/10/2018 at 4:00 PM. No applications can be entertained after the closing date in any circumstances.
NOTE V Candidates may not attach any original certificate with their application. The original certificates i.e. educational qualifications and age proof as well as category certificates (OBC/ST) will be sought from the candidates when ever it's required.
NOTE VI Please write the name of candidate on back side of one additional photograph.

QUOTES
"If you have a job without any aggravations, you don't have a job." -Malcolm S. Forbes