

VACANCY NOTICE

Department of Agriculture, Andaman and Nicobar Administration, Haddo, Port Blair proposes to fill up the following post purely on contractual basis under centrally sponsored scheme "NeGP-A":

1. **Name of the post** : COMPUTER OPERATOR.
2. **No. of posts** : 04 (four) (may increase as per requirement).
3. **Consolidated pay** : ₹20,000/- per month.
4. **Age limit** : 18 - 33 for Male.
18 - 38 for Female.
(Relaxable as per GoI / A & N Administration's instruction / rule)

5. Educational Qualification:

- a) Graduate with at least one year Diploma in Computer Applications or an equivalent qualification from a recognized or reputed institution.
 - b) Good knowledge of computers (data processing, office automation, Email).
 - c) Operation of large and small scale electronic data processing systems.
 - d) Quick and accurate data entry operations in English & language of the State; full command over office automation packages such as MS Office / Open Office; Should be able to handle basic hardware issues (including Operating System, Anti-virus, PDF etc.) relating to PCs, printers and switches.
- e) At least 1 year of experience is necessary.
6. **Centre of Examination:** The Centre for written Examination and Trade Test will be informed later after receipt of applications & scrutiny there upon.
7. **Scheme of the Examination:** The detailed Scheme of the Examination is written exam followed by trade test as detailed below:

Method of selection	Max Marks	Minimum Qualifying Marks	Syllabus
Written examination	50	25	Basic Computer, General Knowledge, English.
Trade Test	30	As per merit	Basic Software, Hardware & Internet.

8. General instructions to the Candidates:

- a) The appointment will be purely on contractual basis, initially for a period of one year and may be extended upto two years, based on performance and requirement.
- b) The merit list will be based on the marks obtained in written examination plus trade test.
- c) The application must be submitted **ONLINE** by visiting the URL <https://erecruitment.andaman.gov.in>. (Neither hard copy of application form, nor any copy of certificate is needed. The verification of certificates of shortlisted successful candidates shall be done at later stage).
- d) The last date of submission of application (online) is **22/03/2019 at 05.00 pm**.
- e) Application received after the due date shall not be entertained / considered.
- f) Date of Examination/Time/Hall Tickets for the eligible Candidate shall be intimated later through Online/SMS/Print media.
- g) Incomplete applications in any form **or** non fulfillment of prescribed criteria are liable to be rejected. No further correspondence will be entertained in this regard and no Admit Card will be issued to such candidates.



Nodal Officer (IT)

Member Secretary (SEC), NeGP-A

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