

खंड विकास अधिकारी का कार्यालय
OFFICE OF THE BLOCK DEVELOPMENT OFFICER
 सामुदायिक विकास खंड कैम्पबेल बे
COMMUNITY DEVELOPMENT BLOCK CAMPBELL BAY
 जिला निकोबार / NICOBARS DISTRICT

Dated the 02nd June, 2025

VACANCY NOTICE

Applications are invited for the engagement of Block Programme Manager on Contract basis for Block Programme Management Unit under Rashtriya Gram Swaraj Abhiyan in the Office of the Block Development Officer, CD Block, Campbell Bay.

Sl. No.	Name of Post	Remuneration	Age	Educational Qualification and others
1.	Block Programme Manager	25000/- PM	Not more than 35 years on the closing date of application.	Essential: Bachelor Degree in Computer Science /IT /Electronics from a recognized University/Institute with minimum 60% of marks or equivalent. Desirable: 01-year experience of government sector/PSUs

Job description of Block Programme Manager (BPM)

The incumbent shall:

1. Work under the direct supervision and monitoring of the Block Development Officer.
2. Provide support with respect to e-GramSwaraj and other MoPR linked portals and state-specific applications in the block and coordinate with District and State for operational issues and their resolution.
3. Monitor the progress of works undertaken by the Gram Panchayat, collect and compile monthly report and submit to the Block, District and State authorities.
4. Visit GPs (Gram Panchayats) periodically to find out issues in rollout of e-GramSwaraj and State specific applications and resolve them in a time bound manner.
5. Attend Gram Sabhas and undertake mobilization activities at GP

- level for sensitization and awareness generation.
6. Organize trainings, providing handholding support in all local bodies under their Blocks.
 7. Enable the Gram Panchayats towards functioning digitally and provide necessary support.
 8. Any other task as assigned by Superior Authority from time to time.
 9. Shall have to be stationed and posted at the Block for which engaged.

Term and Conditions

1. The engagement shall purely be on contract basis for a period of 11 months from the date of appointment.
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 as stated above as monthly salary shall be paid at the end of each completed month of engagement. All other allowances and claims as approved by Ministry shall also be provided.
4. No change in the place of posting is allowed during the contract period whatever the reason may be.
5. Any extension or renewal of the appointment beyond the contract period will be subject to a review based on the performance/continuation of work and an agreement on terms that must be mutually agreed upon.
6. The appointment shall be deemed to be automatically terminated, if it is not specifically extended by the competent authority.
7. 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.
8. He/She shall be entitled to 2 ½ days of leave for every completed month of duty, which can be accumulated but not en-cashed. Leave in credit, if any shall be lapsed on expiry of the contract period.
9. Maternity Leave (For female employee) will be granted for 12 consecutive weeks during the contract period with full pay (Consolidated). A medical certificate from an Authorised Medical Attendants/Govt. Hospital must be produced, indicating estimated time of confinement before availing the leave and necessary fitness certificate shall also be required to submit at time of joining of duty.

HOW TO APPLY:

- i. The interested eligible candidates for the above post may submit

their application form, either in person or by post, in the prescribed proforma along with self-attested supporting documents and certificates, addressed to: **"The Block Development Officer, CD Block, Campbell Bay – 744302."**

- ii. The application will be accepted on all working days from 08:30 AM to 05:00 PM from date of publication of the notice till the date as decided by the BDO. Incomplete applications or applications received after due date by any means will not be entertained and summarily be rejected.
- iii. The application format can be downloaded for the A & N website: <http://www.andaman.gov.in>, <https://rdpri.andaman.gov.in> or can be collected from the Office of the Block Development Officer, CD Block Campbell Bay.
- iv. The last date for submissions of application is **16th June 2025 up to 05:00 PM**. The application received after the due dates shall not be entertained / considered.
- v. The 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.
- vi. The merit list of empaneled candidates for the post of Block Programme Manager will be maintained as per requirement and appointment will be made from the empaneled/waiting merit list as vacancies arise. The merit list will remain valid for (01) one year from the date of preparation and publication of the result for the said post.

Preparation of Merit List

- i. The merit list will be prepared on the basis of the weight-age/marks fixed as below:

Essential Qualification	Desirable Qualification	Interview
Bachelor Degree in Computer Science /IT/Electronics from a recognized University/Institute with minimum 60% of marks or equivalent. Weightage – 50	01-year experience of government sector/PSUs Weightage - 20	Weightage - 30

Note: In case of same merit of two or more candidates, preference will be given to the candidate with higher age of higher qualification as the case may be.

- ii. To make the whole process thoroughly transparent, the candidates can themselves/himself/herself do the self-marking of Essential & Desirable

qualifications as per following method and fill it in the application form.

- iii. The candidates applied for the said post shall be shortlisted on merit-basis and top 05 candidates shall be called for personal interview for selection of suitable candidate for the said post.

**Block Development Officer,
CD Block, Campbell Bay**

Copy to:

1. The PA to Director (RD/Panch), Marine Hill, Sri Vijaya Puram for kind information of Director (RD/Panch) please.
2. The Assistant Commissioner, (Chairman RGSA), Campbell Bay for kind information.
3. The Assistant Accounts Officer, (Member RGSA), PS, Campbell Bay for information please.
4. The Pradhans, Gram Panchayat Campbell Bay, Govind Nagar and Lamxi Nagar for information please.
5. The State Nodal Officer (RGSA), Dte. of RD, PRIs & ULBs, Marine Hill, Sri Vijaya Puram for information please.
6. Notice Board at all conspicuous places within the Block.

Copy also forwarded to:

1. The Officer-on-special Duty (OSD), SOVTECH for information with the request to host the vacancy in the Administration Portal www.andaman.gov.in.
2. The State Informatics Officer, NIC Sri Vijaya Puram for information with the request to host the vacancy in the official website.
3. The Extension Officer (IT), Directorate of RD, PRIs & ULBs for information with the request to host the vacancy in the Department Portal <http://rdpri.andaman.gov.in>.

-s/d-

**Block Development Officer,
CD Block, Campbell Bay**