

अंडमान तथा निकोबार प्रशासन
ANDAMAN AND NICOBAR ADMINISTRATION
ग्रामीण विकास, पंचायती राज संस्थान तथा शहरी स्थानीय निकाय निदेशालय
Directorate of RD, PRIs and ULBs
मरीन हिल / Marine Hill
Sri Vijaya Puram / श्री विजयपुरम

Dated 01st September, 2026

Applications are invited for the post of Assistant Engineer (AE) purely on contract basis under VB-G RAM G at the Office of Block Development Officer, Nancowry, Nicobar District.

Designation	No. of Posts	Remuneration (Fixed)	Age	Education Qualifications
Assistant Engineer	01	*Rs 22,000/- consolidated pay per month (Including Hard Area allowance Rs 1000)	Not above 40 Years as on last date of receipt of application.	<u>Essential Qualifications-</u> a) Diploma in Civil Engineering from a recognized University with computer knowledge. <u>Desirable Qualifications:</u> a) Degree in Civil Engineering from a recognized University. b) One year working experience in the respective field.

JOB DESCRIPTION

He/She shall be responsible for:

1. Technical Planning & Estimation
 - Preparation of technical estimates, designs and drawings for VB-G RAM G permissible works (roads, CC paths, drains, water conservation, land development, etc.).
 - Preparation of Detailed Project Reports (DPRS) as per VB-G RAM G norms and SOR of A&N Administration.
 - Ensuring cost norms, labour-material ratio, and technical feasibility of proposed works.
2. Execution & Supervision of Works
 - Field supervision of VB-G RAM G works at various stages to ensure quality and adherence to approved estimates.
 - Ensuring works are executed as per sanctioned plan, technical specifications and timelines.
 - Providing technical guidance to Mate/Worksite Supervisors and Panchayat functionaries.
3. Measurement & Quality Control
 - Recording measurements in Measurement Books (MBS) accurately and timely.
 - Ensuring quality control of materials and workmanship.
 - Certifying completed quantities for wage and material payments.
4. Monitoring & Reporting
 - Regular monitoring of ongoing works and submission of progress

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- reports to the Block Development Office.
- Assisting in updating VB-G RAM G MIS (VB-G RAM G Soft) with technical data related to works.
- Ensuring geo-tagging and photographic documentation of assets.
- 5. Financial & Administrative Support
 - Technical scrutiny of bills and vouchers related to VB-G RAM G works.
 - Assisting BDO/Programme Officer in fund utilization, audits and inspections.
 - Supporting compliance with social audit observations and vigilance requirements.
- 6. Asset Creation & Maintenance
 - Ensuring creation of durable and productive assets as per VB-G RAM G objectives.
 - Providing technical inputs for maintenance of completed assets, wherever applicable.
- 7. Coordination & Capacity Building
 - Coordinating with Gram Panchayats, PRI members, Village-level functionaries and line departments.
 - Participating in Gram Sabha meetings for technical clarification of works.
 - Assisting in capacity building and awareness of VB-G RAM G technical aspects.
- 8. Inspection & Special Duties
 - Conducting joint inspections with senior officers.
 - Any other technical or administrative duty assigned by the Block Development Officer / Programme Officer / District Programme Coordinator.
- 9. Any other work assigned by superiors.

ADMINISTRATIVE CONTROL:

- The Assistant Engineer shall report to the Office of Block Development Officer (Senior Programme Officer, VB-G RAM G), Nancowry, Nicobar District and work under his/her directions.

Documents to be enclosed with the application form:

- Mark sheets and Certificate in support of Educational Qualification, Employment Registration Card, Local Certificate, Computer Certificate etc.
- Experience certificate(s) specifying the NATURE & PERIOD of experience should be enclosed.
- The envelope containing the application should be superscribed as "APPLICATION FOR THE POST OF ASSISTANT ENGINEER (VB-G RAM G) and should be addressed to The Director, Directorate of RD, PRIs & ULBs, Marine Hill, Sri Vijaya Puram.

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 and no other allowances/claims by whatsoever name including DA is permissible to him/her.
- iii. Leave rules:

- He/she shall be entitled to 2 1/2 days of leave for every completed month

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- of duty, which can be accumulated but not encashed.
 - Maternity leave will be granted for 26 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.
- 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. Secretary (RD/Panch.)/State Rural Employment Commissioner, VB-G RAM G) (being Head of the State Nodal Department of VB-G RAM G), Sri Vijaya Puram, reserves the right to **terminate** his/her contractual service without assigning any reason thereof after serving one months notice or by paying one month salary without serving any notice or reason.
- 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 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.

HOW TO APPLY:

- i. The candidates applying for the said posts shall be shortlisted on merit-basis and top 5 candidates shall be called for personal interview for selection of suitable candidate for the said posts.
- ii. The merit list will be prepared on the basis of the weight- age/marks fixed as bellow:

Name of the Post	Essential Qualification	Desirable Qualification	Knowledge of Computer	Interview
Assistant Engineer	a) Diploma in Civil Engineering from a recognized university	a) Degree in Civil Engineering from a recognized University	MS Excel MS Word	Interview
	Whichever is the highest			
	Weightage Marks- 60		Weightage Marks- 25	Weightage Marks- 15

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- i. 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 application form:

• **Essential Qualification:**

$$\frac{\text{Marks Obtained} \times \text{Weightage marks}}{\text{Maximum Marks}}$$

• **Desirable Qualification:**

$$\frac{\text{Marks Obtained} \times \text{Weightage marks}}{\text{Maximum Marks}}$$

• **Computer Knowledge**

$$\frac{\text{Duration (No. of Months)} \times \text{Weightage marks}}{12}$$

- ii. Last date of receipt of application is **18th September 2026 till 5.00PM.**
- iii. The top 5 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 on-----.
- iv. 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 communicated later to the shortlisted candidates over phone.**
- v. 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 on.


Director(RD/P)
Directorate of RD, PRIs
& ULBs

Application Form

Application for the Post of _____ under VB-G RAM G (Last date of receipt of application : _____)	Attested Photograph
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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:
(along with telephone/mobile no./email ID)

10. District:

11. State:

12. Language spoken/written :

13. Education

Sl. No.	Name of Qualification	Institute/ Board University	Year & Duration	Marks			
				Full Marks	Marks Secured	Weightage Marks	Calculated Marks
1	Essential Qualification (Whichever is the Highest)					60	
2	Computer Knowledge					25	

Total of Marks Calculated
(Max. Marks 85)

14. Employment record

Details of employment (Use separate sheets if required)

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

Sl No.	Name of employer	Post	Nature of Duty	Duration(in months)
			Total Months of experience	

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)