

Post :	☐ BLOCK RESOURCE PERSON (BRP) ☐ CLUSTER RESOURCE PERSON (CRP)					
Sub / Level (for BRP only)	☐ English	☐ Hindi	☐ Maths	☐ Science	☐ Social Science	☐ Elementary

1. FULL NAME :									
2. FATHER'S NAME :									
3. DATE OF BIRTH :									(IN WORDS)
	D	D	M	M	Y	Y	Y	Y	

4. AGE AS ON 31/01/2025 :				5. SEX :		
	YEARS	MONTHS	DAYS		MALE	FEMALE

6. ADDRESS:	MAILING ADDRESS						PERMANENT ADDRESS					
	PIN CODE						PIN CODE					

7. MOBILE NO.											
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8. EMAIL:	
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9. Educational & Professional Qualification / Other	Board / University	Max. Mark	Marks obtained	Max marks allowed		Self Marking [4]÷[3]×[5]	For Office use only
				BRP (Sec)	BRP(Ele.) / CRP		
[1]	[2]	[3]	[4]	[5]		[6]	[7]
a. *UG in concerned subject				15	20		
b. *PG is concerned subject				20	15		
c. D.El.Ed. / JBT / B.Ed. [Marks of any one degree should be entered for BRP(Ele.) & CRP]				10	10		
d. Computer course				05	05		
e. Experience in teaching	No. of month(s) : _____			20	20		
f. CTET (General)				10	10		
g. M.Ed.				02	02		
h. M.Phil				02	02		
i. Ph.D.				01	01		
TOTAL				85	85		

10. UNDERTAKING BY THE APPLICANT: (A) My health and family circumstances permit me and I am willing to serve in any place of engagement as contractual employee. **(B)** Information given by me are true to the best of my knowledge and I am solely responsible for its accuracy. I am aware that it is an offence to furnish any false information or to suppress any material information herein for which criminal proceedings may be initiated against me, besides cancellation of my candidature. **(C)** I have fully understood that this offer is purely on contract basis and there is no provision for any permanent appointment under Samagra Shiksha / Department of Education and this scheme does not provide any provision for regular appointment.

Date:					2	0	2	5	Place :	
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Full Signature of Applicant

Candidate should get his/ her application verified by Verifying Officer as noted overleaf.

Received application for **BLOCK RESOURCE PERSON** / **CLUSTER RESOURCE PERSON** from Mr./ Ms./ Mrs.
 _____ vide form No _____ with _____ nos. of enclosures.

Date:					2	0	2	5
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Office Seal

Signature of Receiving / Verifying Official

ENCLOSURES		
Sl. No	Name of the Enclosures	No. of Enclosures
1	Birth Certificate / Age Proof Certificate (Xth Pass)	
2	Mark sheets of UG for all semesters	
3	Provisional/ Degree Certificate of UG	
4	Mark sheets of PG for all semesters	
5	Provisional/ Degree Certificate of PG	
6	Mark sheets of D.El.Ed. / JBT / B.Ed	
7	Provisional/ Degree Certificate of D.El.Ed. / JBT / B.Ed	
8	Diploma / PG Diploma course in Computer (at least 1 year)	
9	Experience certificate	
10	Appointment orders in support of experience certificate	
11	Mark sheet of CTET	
12	Mark sheet of M.Ed /M. Phil./ Ph. D.	
13	Degree certificate of M.Ed /M. Phil./ Ph. D.	
14		
15		
	Total documents submitted in figure	

Name & Signature of
Receiving / Verifying Official

Signature of
Applicant

FOR OFFICE USE ONLY (BY THE SCRUTINY TEAM AT BLOCK PROJECT OFFICE)			
(Marks For Academic and Experience were verified and found correct)			
	MEMBER 1	MEMBER 2	MEMBER 3
Name :			
Designation :			
Signature			

Final Mark : (Out of 85 marks)	
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Name & Signature of
VICE CHAIRMAN

CERTIFICATE

Certified that the application has been verified with original certificates / testimonials / documents in presence of the candidates and the marks entered in the application form are correct in terms of marking scheme. A certificate for verification of original certificate has been obtained from the candidate and kept with this form.

Name & Signature of
CHAIRMAN with seal

FOR STATE PROJECT OFFICE ONLY		
Academic & Experience Weightage (out of 85)	Educational Skill test (out of 15)	Total Marks (out of 100)

State Project Officer
Samagra Shiksha

Project Officer (Mon.)
Samagra Shiksha

Project Officer (Imp.)
Samagra Shiksha

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INSTRUCTIONS TO THE CANDIDATES

- Samagra Shiksha, UT Mission Authority, Andaman & Nicobar Islands invites applications against the following vacancies in given subjects/level from the eligible candidates in the prescribed format for the post of **BLOCK RESOURCE PERSON (BRP) & CLUSTER RESOURCE PERSON (CRP)** purely on contract basis.

- Vacancy & Qualification details

Name of the Post(s)	Vacancy	Essential Qualification	Desirable Qualification
BRP (English)	01	50 % marks in Post-Graduation in English alongwith B.Ed. and 2 years of teaching experience at Secondary / Sr. Secondary/Higher Education Institution in a recognised institutions. One year diploma/certificate course in Computer from a recognised institution.	CTET (Level 2), M.Ed., M.Phil, Ph.D
BRP (Hindi)	02	50 % marks in Post-Graduation in Hindi alongwith B.Ed. and 2 years of teaching experience at Secondary / Sr. Secondary/ Higher Education Institution in a recognised institutions. One year diploma/certificate course in Computer from a recognised institution.	CTET (Level 2), M.Ed., M.Phil, Ph.D
BRP (Maths)	06	50 % marks in Post-Graduation in Maths alongwith B.Ed. and 2 years of teaching experience at Secondary / Sr. Secondary/ Higher Education Institution in a recognised institutions. One year diploma/certificate course in Computer from a recognised institution.	CTET (Level 2), M.Ed., M.Phil, Ph.D
BRP (Science)	05	50 % marks in Post-Graduation in Physics / Chemistry / Botany / Zoology alongwith B.Ed. and 2 years of teaching experience at Secondary / Sr. Secondary/Higher Education Institution in a recognised institutions. One year diploma/certificate course in Computer from a recognised institution.	CTET (Level 2), M.Ed., M.Phil, Ph.D
BRP (S/Science)	02	50 % marks in Post-Graduation in History / Geography / Pol. Science / Economics / Commerce alongwith B.Ed. and 2 years of teaching experience at Secondary / Sr. Secondary/Higher Education Institution in a recognised institutions. One year diploma/certificate course in Computer from a recognised institution.	CTET (Level 2), M.Ed., M.Phil, Ph.D
BRP (Elementary)	02	50% marks in Graduation in any subject alongwith D.El.Ed. /JBT/B.Ed and 2 years of teaching experience at Elementary level in a recognised school. One year diploma/certificate course in Computer from a recognised institution.	CTET (Level 1), Post Graduation in any stream
CRP	14	50% marks in Graduation in any subject alongwith D.El.Ed. / JBT / B.Ed and 1 year of teaching experience at Elementary / Secondary / Sr. Secondary level. One year diploma/certificate course in Computer from a recognised institution.	CTET (Level 1 or 2), Post Graduation in any stream

- Category :** General

- Medium:** Should have studied English/ Hindi as one of the subjects at Secondary level

- Age Limit :** 18 to 45 years

- Consolidated Pay :** BRP : Rs. 32,000/- per month, CRP : Rs. 32,000/- per month

- Mode of Engagement :** Academic Merit-cum educational skill test

- Tenure :** Contractual basis for one academic session (extendable subject to requirement for the Project & performance of the candidate)

- Place of posting :** BRP : Any of 9 Educational blocks within UT, CRP : Any of 38 Educational clusters within UT.

- Nature of work :**

BRP : Teaching / SMC Training, Career Guidance, Alternative teaching / substitution, Data collection, Block wise data compilation, Visit to schools / CRCs, Monitoring of schools/ clusters, Block level meeting, Block wise academic planning, Finding academic gaps and its remediation, Monitoring of implementation of Samagra Shiksha interventions and submission of intervention-wise reports to Block Project Office, Any other related tasks assigned by State / Block Project Office.

CRP : Collection of school data, Cluster wise data compilation, visit to schools for academic assistance, Link Resource Person between school, Cluster and block, Cluster level meeting, Compilation of School Development Plan at cluster level, Finding academic gaps and its remediation. Monitoring of implementation of Samagra Shiksha interventions and submission of intervention-wise reports to Cluster Resource Centre, Management of interventions / funds at CRC level, Accounting works of CRC, Any other related tasks assigned by State/ Block Project Office / CRC.

- Marking Scheme :** To make the whole process thoroughly transparent the candidate shall himself/ herself do the self-marking in the application form as per the marking scheme given below and get verified by the Scrutiny Committee at the designated center.

Post	Essential Qualification					Desirable Qualification		Educational Skill Test	Total
	Graduation	Post Graduation	D.El.Ed / JBT / B.Ed.	Computer	Experience	CTET	M.Ed(2) M.Phil(2) Ph.D(1)		
BRP (Sec)	15	20	10	05	20	10	05	15	100
BRP (Ele)	20	15	10	05	20	10	05	15	100
CRP	20	15	10	05	20	10	05	15	100

- a) Mark weightage formula = $\frac{\text{Marks obtained}}{\text{Maximum Marks}} \times \text{Max. Marks allowed (upto 2 decimal points only without rounding off)}$

- b) If any university has awarded grade points (CGPA) instead of marks, the candidate should submit the conversion table of grade points into percentage of marks issued by the university concerned failing which, the common criteria/ formula evolved by the Education department for such conversion shall be applied and shall be final and binding. No further correspondence shall be entertained in this regard.
 - c) Experience marks will be calculated @ 0.2 (point two) marks for every completed month for teaching experience for maximum of prescribed weightage of **20 marks**. Experience of less than 15 days will be ignored. Experience certificate must be countersigned by the Zonal Officers.
 - d) All professional experience certificates must be supported by the relevant engagement / appointment orders. Experience certificates which are not supported by appointment orders shall be rejected. The Block Project Officers reserves the right to seek the salary bank statement for verification / authentication of experience certificate during verification process, if necessary.
 - e) If the number of applications are huge, the candidates will be shortlisted on the basis of academic merit at the ratio of **1:7 for appearing in the Educational Skill Test** in each subject / level / post.
 - f) Educational Skill Test to assess (a) communication skills in Hindi & English (b) Teaching skills through demonstration class. Duration of Educational Skill Test will be maximum 30 minutes.
 - g) The eligible candidates will have to appear in the Educational Skill test for at least 30 minutes on any of the topic to be given by the subject expert on the venue.
 - h) If the candidate submits a course completion / pass certificate of at least 1 year Diploma / PG Diploma course in computer from recognized institution, he / she should be awarded with 5 marks irrespective of marks / grade obtained.
12. The application should be filled-in in the prescribed form, which can be obtained free of cost from the Block Project Office / Zonal Office (South Andaman, Wimberlygunj, Little Andaman, Diglipur, Mayabunder, Rangat, Car Nicobar, Nancowrie, Campbell Bay) on any working days from 09.00 am to 04.30 pm from **09.01.2025**. The application form along with instruction may be downloaded from the departmental website <https://education.andaman.gov.in/tops/login.aspx> or <https://edurec.andaman.gov.in>.
 13. The filled-in application form along with photocopy of all certificates in support of educational qualification, experience and other supporting documents must be self-attested and submitted to the designated office on or before **31.01.2025** by 04.30 pm. The candidate will bring the original certificates / testimonials for verification while submitting the application.
 14. The candidates will submit only one application form for one post in any one of the designated places. Submission of more than one form for the same post from different designated places will lead to cancellation of his / her candidature.
 15. A separate application form(s) must be used for each post / trade / subject.
 16. The candidates should secure all documents properly and tag them (do not staple), do pagination in all supporting documents enclosed with application form and indicate the same clearly in the application form and obtain proper acknowledgement from the receiving officer with date and seal. Incomplete applications and those without proper supporting documents will be summarily rejected.
 17. All documents pertaining to educational qualifications should be submitted in chronological order. Qualification mandatory for pursuing further higher studies should invariably in sequential years and weightage of marks shall be worked out accordingly.
 18. The candidates should affix a recent passport size photograph on the application form in the space provided for it and the photo must be self-attested by the candidates.
 19. Once application is submitted, no additional documents/certificates shall be received from the candidates thereafter.
 20. The eligibility conditions (age, qualifications & experience) will be determined as on the closing date of receipt of application forms i.e. **31.01.2025**. The date of birth mentioned in the birth/ matriculation certificate shall be taken into consideration and no other certificate shall be entertained as proof of age.
 21. After submitting the application form the candidate should submit all original documents to the verifying / receiving officials at the Block Project Office /Zonal Office to authenticate the certificates and calculation of marks. He/ She will also sign a certificate (Verification Form) at the designated place to the effect that original certificates were produced by the candidates and marks entered in the form are accurate.
 22. The selection of candidates for the above post shall be made on the basis of academic, experience, trade test, written test, educational skill test / demo class, interview (wherever applicable as per marking scheme) to the total of 100.
 23. If any information/ certificates /documents furnished by any candidate are found to be false/ wrong or if any candidate has either wholly or partially suppressed any material information, the candidature of such candidates for the post shall be rejected/ terminated at any stage of recruitment process and even after offer of appointment is made. In addition as per law penal action shall also be taken against them.
 24. The Degree / Diploma / Certificate course should have been issued by recognized university / institution.
 25. In relation to determination of equivalent educational qualifications, the decision of the Selection committee of the Samagra Shiksha, UT Mission Authority is final.
 26. The competent authority shall have right to cancel or postpone the engagement at any time on any administrative grounds. Samagra Shiksha UT Mission Authority shall not be responsible for any type of losses or damages which may be suffered due to such cancellation. Any selection on the basis of this advertisement shall remain provisional and shall subject to orders of any court of competent jurisdiction.
 27. In any matter not specified above shall be decided by the Selection Committee of Samagra Shiksha UT Mission Authority whose decision shall be final and binding on all those issues.
 28. It is in the interest of candidates to ensure that duly filled in applications are submitted at designated place in person by due date & time. No request for change of date shall be entertained under any circumstances.
 29. The selected candidates for contractual engagement should abide with the Contractual Agreement prescribed by the UT Mission Authority, A & N Islands at the time of engagement.
 30. Candidates should fill their correct mobile Number & Email Id for further correspondence regarding any kind of information.
 31. The number of vacancies indicated above is only tentative. Subject to approval of competent authority, the number of vacancies may increase or decrease at the time of preparation of panel for engagement and no claims or objection shall be entertained.
 32. The selection for the contract engagement does not entitle the candidate for any REGULAR APPOINTMENT under the Samagra Shiksha UT Mission Authority /Andaman & Nicobar Administration.
 33. This engagement under Samagra Shiksha shall stand concluded in the afternoon of 31st March of the year (extendable subject to requirement for the project & performance of the candidate).

STATE PROJECT OFFICER (Samagra Shiksha)

Post :	VOCATIONAL TEACHER / TRAINER		
Trade (Please tick)	☐ Travel & Tourism (TT) ☐ Security (Sec)	☐ Beauty & Wellness (BW) ☐ Information Technology (IT)	☐ Agriculture (Ag)

(FILL THE PARTICULARS IN BLOCK LETTERS)

1. FULL NAME :	
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2. FATHER'S NAME :	
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3. DATE OF BIRTH :								(IN WORDS)
	D	D	M	M	Y	Y	Y	

4. AGE AS ON 17/01/2025 :			
	YEARS	MONTHS	DAYS

5. SEX :		
	MALE	FEMALE

6. ADDRESS:	MAILING ADDRESS						PERMANENT ADDRESS					
	PIN CODE						PIN CODE					

7. MOBILE NO.										
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8. EMAIL:	
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9. QUALIFICATIONS & EXPERIENCE		Board / University	Max. Mark	Marks obtained	Max. marks allowed			*Self Marking [4] [3] × [5]	For Office use only
					TT/ BW/Ag	IT	Security		
[1]		[2]	[3]	[4]	[5]			[6]	[7]
(a)	Senior Secondary (Class XII)						10		
(b.i)	Integrated Graduation in concerned discipline				25	30			
OR									
(b.ii)	Integrated graduation in any discipline (Science stream for IT Trade)				15	20			
	PG Diploma/ Diploma in concerned trade				10	10			
OR									
(b.iii)	Graduation in concerned discipline				20	20	15		
	Bachelor Degree in Education (B.Ed.)				05	10			
OR									
(b.iv)	Graduate in any discipline (Science stream for IT Trade)				10	10	10		
	PG Diploma/ Diploma in concerned trade				10	10			
	Bachelor Degree in Education (B.Ed.)				05	10			
c.	Diploma / Certificate course in Security services						10		
d.	Post Graduation				20	20	05		
e.	Experience @ 0.2 per month	No. of month(s) : _____			10	10	10		
f.	Computer Course				05				
TOTAL					60	60	60		

10. UNDERTAKING BY THE APPLICANT: (A) My health and family circumstances permit me and I am willing to serve in any place of engagement as contractual employee. **(B)** Information given by me are true to the best of my knowledge and I am solely responsible for its accuracy. I am aware that it is an offence to furnish any false information or to suppress any material information herein for which criminal proceedings may be initiated against me, besides cancellation of my candidature. **(C)** I have fully understood that this offer is purely on contract basis and there is no provision for any permanent appointment under Samagra Shiksha / Department of Education and this scheme does not provide any provision for regular appointment.

Date:					2	0	2	5	Place :	
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Full Signature of Applicant

Candidate should get his/ her application verified by Verifying Officer as noted overleaf.

Received application for **VOCATIONAL TEACHER / TRAINER** from Mr./ Ms./ Mrs. _____ vide form No. _____ with _____ nos. of enclosures.

Date:					2	0	2	5
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Office Seal

Signature of Receiving / Verifying Official

ENCLOSURES		
Sl. No	Name of the Enclosures	No. of Enclosures
1	Age Proof Certificate (Birth Certificate / Xth Pass Certificate)	
2	Bachelor Degree mark sheets of all semesters.	
3	Degree/Provisional Degree certificate	
4	Post Graduation mark sheets of all semesters.	
5	Post Graduate Degree/Provisional Degree certificate	
6	PG Diploma/ Diploma / Certificate Course for concerned trade	
7	Bachelor Degree in Education (B.Ed.) mark sheets	
8	Degree/Provisional Degree certificate (B.Ed.)	
9	Experience certificate	
10	6 months and above Computer certificate course	
11	Appointment orders supporting experience certificate	
12	Any relevant documents, if any	
13		
14		
15		
	Total documents submitted in figure	

Name & Signature of
Receiving / Verifying Official

Signature of
Applicant

FOR OFFICE USE ONLY (BY THE SCRUTINY TEAM AT BLOCK PROJECT OFFICE)			
(Marks For Academic and Experience were verified and found correct)			
	MEMBER 1	MEMBER 2	MEMBER 3
Name :			
Designation :			
Signature			

Final Mark : (Out of 60 marks)	
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Name & Signature of
VICE CHAIRMAN

CERTIFICATE

Certified that the application has been verified with original certificates / testimonials / documents in presence of the candidates and the marks entered in the application form are correct in terms of marking scheme. A certificate for verification of original certificate has been obtained from the candidate and kept with this form.

Name & Signature of
CHAIRMAN with seal

FOR STATE PROJECT OFFICE ONLY			
Academic & Experience Weightage (out of 60)	Trade Test (out of 30)	Demo Class (out of 10)	Total Marks (out of 100)

State Project Officer
Samagra Shiksha

Project Officer (Mon.)
Samagra Shiksha

Project Officer (Imp.)
Samagra Shiksha

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INSTRUCTIONS TO THE CANDIDATES

- Samagra Shiksha, UT Mission Authority, Andaman & Nicobar Islands invites applications against the following vacancies in given subjects/level from the eligible candidates in the prescribed format for the post of **VOCATIONAL TEACHER / TRAINER** purely on contract basis.

- Vacancy & Qualification details

Name of the Post(s)	Vacancy	Essential Qualification	Desirable Qualification
Vocational Teacher (Travel & Tourism)	05	Master degree in Tourism Management/ Administration from a recognised university/ institution with minimum 50 % marks. Or Graduate in Tourism Management/Administration with minimum 50 % marks from a recognised university/institution with experience of 1 year in teaching/working in Tourism & Hospitality related industry. Or Graduate in any discipline with minimum 50% marks from a recognised university / institution with post Graduate Diploma in Management /administration (Tourism & Travel) /Tourism & Leisure/Tourism and hospitality/ International Tourism Business/ Tourism & Logistics/Tourism & Cargo with experience of 1 year in teaching/working in Tourism & Hospitality related industry.	i) B. Ed from any recognized university. ii) At least 6 months course in computers.
Vocational Teacher (Security)	01	Graduation in any discipline with Diploma/ Certificate Course in Security Services/ Personal Security/Industrial Security from recognized institutions/organization. OR 15 years' experience in Defence Services / Paramilitary / Police	i) Degree in concerned discipline. ii) Post Graduate in any discipline. iii) B.Ed from any recognized university
Vocational Teacher (Beauty & Wellness)	11	Post-Graduation in any Discipline with Diploma / six months Certificate course in Beauty culture / Beauty & Skin / Hair & Skin / Cosmetology / Beauty & Wellness from recognised institutions. OR Graduation in any discipline with three years' experience in relevant trade having Diploma / six months certificate in Beauty culture / Beauty & Skin / Hair & Skin / Cosmetology / Beauty & Wellness from recognized institutions.	i) B.Ed from any recognized university. ii) At least 6 months course in computers.
Vocational Teacher (Agriculture)	04	Master degree in Agriculture/Horticulture from a recognized university/institution with minimum 50 % marks OR Graduate in Agriculture/Horticulture with minimum 50 % marks from a recognized university/institution with 1 year experience teaching/ work experience in Agriculture related industry / field.	i) B. Ed from any recognized university. ii) At least 6 months course in computers.
Vocational Teacher (Information Technology)	05	M.Sc.(Comp/IT) / MCA / ME(Comp/IT) / M.Tech(Comp/IT) with minimum 50 % marks from a recognized university/institution. OR Post Graduate in Science stream with 1 yr. Diploma/ PG Diploma in Computer/Information technology with minimum 50 % marks from a recognized university/institution OR B.Sc.(Computer/IT) / Int. BSc. B.Ed. (Computer/IT) / BCA / BE(Comp/IT) / B.Tech (Comp/IT) with minimum 50% marks from a recognized university/institution with 3 years' experience in relevant trade. OR B.Sc in Science Stream with 1 yr Diploma/ PG Diploma in Computer /Information Technology with minimum 50% marks with 3 years' experience in relevant trade.	B.Ed from any recognized university.

- Category :** General
- Medium:** Should have studied English/ Hindi as one of the subjects at Secondary level
- Age Limit :** 18 to 40 years (18 to 45 years for ex-servicemen for the Trade Security only)
- Consolidated Pay :** Rs. 25,000/- per month
- Mode of Engagement :** Academic Merit-cum trade & demo
- Tenure :** Contractual basis for one academic session (extendable subject to requirement for the Project & performance of the candidate)
- Place of posting :** Any schools having vocational education subject within UT.

- 10. Nature of work :** To take regular classes to teach the vocational subject from Class IX to XII as per the CBSE curriculum and establish clear objectives for all lessons, units, and projects, and communicate those objectives to students. Instruct, demonstrate and monitor students individually and in groups using various teaching methods and guide to use and care of tools, equipment and materials during the practical classes. Identification of resource persons from successful local industries / market for providing lectures / demonstrations / practical / field trips to share their experience as per the job requirement to the students. Use computers, audio-visual aids, and other equipment and materials to supplement presentations to students. Maintain accurate and complete student records / profile. Preparation of list of tools, equipment, raw materials etc. for Vocational lab. Identification of local industries and market as per the prescribed job role and conduct hands on skill training to students during field visits. Assessment and certification by the Sector Skill Councils through NSDC (National Skill Development Council).
- 11. Marking Scheme :** To make the whole process thoroughly transparent the candidate shall himself/ herself do the self-marking in the application form as per the marking scheme given below and get verified by the Scrutiny Committee at the designated center.

Trade	Level	ACADEMIC WEIGHTAGE (60 MARKS)						Trade test	Demo class	Total
		UG	B.Ed.	PG Diploma/ Diploma in concerned trade	PG	Exp- erience	Comp- uter			
Travel & Tourism	Integrated Graduate in concerned discipline	25			20	10	05	30	10	100
	Integrated graduation in any discipline	15		10	20	10	05	30	10	100
	Graduate in concerned discipline	20	05	-	20	10	05	30	10	100
	Graduate in any stream	10	05	10	20	10	05	30	10	100
Beauty & Wellness	Integrated Graduate in concerned discipline	25			20	10	05	30	10	100
	Integrated graduation in any discipline	15		10	20	10	05	30	10	100
	Graduation in concerned discipline	20	05	-	20	10	05	30	10	100
	Graduation in any discipline	10	05	10	20	10	05	30	10	100
Agri- culture	Integrated Graduate in Agriculture	25			20	10	05	30	10	100
	Graduate in Agriculture	20	05	-	20	10	05	30	10	100
Infor- mation Technogy	Integrated Graduate in concerned discipline	30			20	10	-	30	10	100
	Graduation in concerned discipline	20	10	-	20	10	-	30	10	100
	Integrated Graduate in Science Stream	20		10	20	10	-	30	10	100
	Graduation in Science stream	10	10	10	20	10	-	30	10	100

Trade	ACADEMIC WEIGHTAGE (60 MARKS)						Trade Test	Demo Class	Total
	Sr Sec (XII)	Graduate Degree in any Discipline	Post-Graduation	Diploma/C ertificate Course	Degree in Concerned Trade	Experie nce			
Security	10	10	05	10	15	10	30	10	100

- Mark weightage formula = $\frac{\text{Marks obtained}}{\text{Maximum Marks}} \times \text{Max. Marks allowed (upto 2 decimal points only without rounding off)}$
- If any university has awarded grade points (CGPA) instead of marks, the candidate should submit the conversion table of grade points into percentage of marks issued by the university concerned failing which, the common criteria/ formula evolved by the Education department for such conversion shall be applied and shall be final and binding. No further correspondence shall be entertained in this regard.
- Experience marks will be calculated @ 0.2 (point two) marks for every completed month in concerned field for maximum of prescribed weightage of **10 marks**. Experience of less than 15 days will be ignored. Experience certificate must be countersigned by the Zonal Officers.
- All professional experience certificates must be supported by the relevant engagement / appointment orders. Experience certificates which are not supported by appointment orders shall be rejected. The Block Project Officers reserves the right to seek the salary bank statement for verification / authentication of experience certificate during verification process, if necessary.
- If the number of applications are huge, the candidates will be shortlisted on the basis of academic merit at the ratio of **1:7 for appearing in the Trade Test** in each trade.
- The eligible candidates will have to appear in the trade test and demo class for at least 30 minutes on any of the topic to be given by the subject expert on the venue.
- 40% marks in trade test shall be the qualifying mark for appearing in the demo class.
- 40% mark in demo class shall be qualifying mark for inclusion in the merit list.
- If the candidate submits a course completion / pass certificate of at least 6months and above certificate course in computer from recognized institution, he / she should be awarded with 5 marks irrespective of marks / grade obtained.

12. The application should be filled-in in the prescribed form, which can be obtained free of cost from the Block Project Office / Zonal Office (South Andaman, Wimberlygunj, Little Andaman, Diglipur, Mayabunder, Rangat, Car Nicobar, Nancowrie, Campbell Bay) on any working days from 09.00 am to 04.30 pm from **09.01.2025**. The application form along with instruction may be downloaded from the departmental website <https://education.andaman.gov.in/tops/login.aspx> or <https://edurec.andaman.gov.in>.
13. The filled in application form along with photocopy of all certificates in support of educational qualification, experience and other supporting documents must be self-attested and submitted to the designated office on or before **17.01.2025** by 04.30 pm. The candidate will bring the original certificates / testimonials for verification while submitting the application.
14. The candidates will submit only one application form for one post in any one of the designated places. Submission of more than one form for the same post from different designated places will lead to cancellation of his / her candidature.
15. A separate application form(s) must be used for each post / trade / subject.
16. The candidates should secure all documents properly and tag them (do not staple), do pagination in all supporting documents enclosed with application form and indicate the same clearly in the application form and obtain proper acknowledgement from the receiving officer with date and seal. Incomplete applications and those without proper supporting documents will be summarily rejected.
17. All documents pertaining to educational qualifications should be submitted in chronological order. Qualification mandatory for pursuing further higher studies should invariably in sequential years and weightage of marks shall be worked out accordingly.
18. The candidates should affix a recent passport size photograph on the application form in the space provided for it and the photo must be self-attested by the candidates.
19. Once application is submitted, no additional documents/certificates shall be received from the candidates thereafter.
20. The eligibility conditions (age, qualifications & experience) will be determined as on the closing date of receipt of application forms i.e. **17.01.2025**. The date of birth mentioned in the birth/ matriculation certificate shall be taken into consideration and no other certificate shall be entertained as proof of age.
21. After submitting the application form the candidate should submit all original documents to the verifying / receiving officials at the Block Project Office /Zonal Office to authenticate the certificates and calculation of marks. He/ She will also sign a certificate (Verification Form) at the designated place to the effect that original certificates were produced by the candidates and marks entered in the form are accurate.
22. The selection of candidates for the above post shall be made on the basis of academic, experience, trade test, written test, educational skill test / demo class, interview (wherever applicable as per marking scheme) to the total of 100.
23. If any information/ certificates /documents furnished by any candidate are found to be false/ wrong or if any candidate has either wholly or partially suppressed any material information, the candidature of such candidates for the post shall be rejected/ terminated at any stage of recruitment process and even after offer of appointment is made. In addition as per law penal action shall also be taken against them.
24. The Degree / Diploma / Certificate course should have been issued by recognized university / institution.
25. In relation to determination of equivalent educational qualifications, the decision of the Selection committee of the Samagra Shiksha, UT Mission Authority is final.
26. The competent authority shall have right to cancel or postpone the engagement at any time on any administrative grounds. Samagra Shiksha UT Mission Authority shall not be responsible for any type of losses or damages which may be suffered due to such cancellation. Any selection on the basis of this advertisement shall remain provisional and shall subject to orders of any court of competent jurisdiction.
27. In any matter not specified above shall be decided by the Selection Committee of Samagra Shiksha UT Mission Authority whose decision shall be final and binding on all those issues.
28. It is in the interest of candidates to ensure that duly filled in applications are submitted at designated place in person by due date & time. No request for change of date shall be entertained under any circumstances.
29. The selected candidates for contractual engagement should abide with the Contractual Agreement prescribed by the UT Mission Authority, A & N Islands at the time of engagement.
30. Candidates should fill their correct mobile Number & Email Id for further correspondence regarding any kind of information.
31. The number of vacancies indicated above is only tentative. Subject to approval of competent authority, the number of vacancies may increase or decrease at the time of preparation of panel for engagement and no claims or objection shall be entertained.
32. The selection for the contract engagement does not entitle the candidate for any REGULAR APPOINTMENT under the Samagra Shiksha UT Mission Authority /Andaman & Nicobar Administration.
33. This engagement under Samagra Shiksha shall stand concluded in the afternoon of 31st March of the year (extendable subject to requirement for the project & performance of the candidate).

STATE PROJECT OFFICER (Samagra Shiksha)



		P	P	T			
Block	Post	Serial no.					
SELF ATTESTED RECENT PHOTOGRAPH							

APPLICATION FORM

Post :	PART-TIME PRE-SCHOOL TEACHER
Name of the school applied for :	

(FILL THE PARTICULARS IN BLOCK LETTERS)

1. FULL NAME :	
2. FATHER'S NAME :	

3. DATE OF BIRTH :								(IN WORDS)
	D	D	M	M	Y	Y	Y	Y

4. AGE AS ON 31/01/2025 :				5. SEX :		
	YEARS	MONTHS	DAYS		MALE	FEMALE

6. ADDRESS:	MAILING ADDRESS	PERMANENT ADDRESS
	PIN CODE	PIN CODE

7. MOBILE NO.		8. EMAIL:	
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9. Educational & Professional Qualification / Other	Board / University	Max. Mark	Marks obtained	Max marks allowed	Self Marking [4]+[3]x[5]	For Office use only
[1]	[2]	[3]	[4]	[5]	[6]	[7]
a. Secondary / Matric (10 th)				15		
b. Senior Secondary or equivalent (12 th)				25		
c. 2 Yr. diploma in pre-school Education				20		
d. 1 Yr. training in pre-primary / Montessori / kindergarten D.El.Ed / JBT / B.Ed. / B.El.Ed				15		
e. Teaching Experience at pre-primary / primary level (in months) @ 0.2. per month	No. of month(s) : _____			10		
f. Graduation				05		
g. Computer Knowledge				05		
h. Physically Handicapped /Scheduled Tribe	Certificate _____			05		
TOTAL				100		

10. UNDERTAKING BY THE APPLICANT: (A) My health and family circumstances permit me and I am willing to serve in any place of engagement as contractual employee. (B) Information given by me are true to the best of my knowledge and I am solely responsible for its accuracy. I am aware that it is an offence to furnish any false information or to suppress any material information herein for which criminal proceedings may be initiated against me, besides cancellation of my candidature. (C) I have fully understood that this offer is purely on contract basis and there is no provision for any permanent appointment under Samagra Shiksha / Department of Education and this scheme does not provide any provision for regular appointment.

Date:					2	0	2	5
Place :								

Full Signature of Applicant

Candidate should get his/ her application verified by Verifying Officer as noted overleaf.

RECEIPT

Received application for PART-TIME PRE-SCHOOL TEACHER from Mr./ Ms./ Mrs. _____ vide form No _____ with _____ nos. of enclosures.

Date:					2	0	2	5
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Office Seal

Signature of Receiving / Verifying Official

ENCLOSURES		
Sl. No	Name of the Enclosures	No. of Enclosures
1	Birth Certificate / Pass Certificate –Secondary (X) for age proof	
2	Mark Statement(s) of Secondary (X)	
3	Mark Statement(s) of Senior Secondary (XII)	
4	Pass Certificate – Senior Secondary (XII)	
5	Mark Statement(s) of 2 yr. Diploma in Pre School Education	
6	Certificate of 2 yr. Diploma in Pre School Education	
7	Mark Statement(s) of Training in pre-primary / Montessori / kindergarten / D.El.Ed. / JBT	
8	Certificate of Training in pre-primary / Montessori / kindergarten / D.El.Ed. / JBT	
9	Experience certificate from Govt. / Govt. recognised institution	
10	Appointment orders in support of experience certificate	
11	Mark Statement(s) of UG for all semesters	
12	Provisional/ Degree Certificate of UG	
13	Mark Statement(s) of B.Ed. / B.El.Ed	
14	Provisional/ Degree Certificate of B.Ed. / B.El.Ed	
15	Diploma / Certificate course in Computer	
16	Proof of Physically handicapped /Scheduled Tribe	
17	Residence proof - _____	
18	Any other documents, if any _____	
	Total documents submitted in figure	

Name & Signature of
Receiving / Verifying Official

Signature of
Applicant

FOR OFFICE USE ONLY (AT SCHOOL LEVEL)

(Marks For Academic and Experience were verified and found correct)

	MEMBER 1	MEMBER 2	MEMBER 3
Name :			
Designation :			
Signature			

Final Mark : (Out of 100 marks)	
------------------------------------	--

Name & Signature of
VICE CHAIRMAN

CERTIFICATE

Certified that the application has been verified with original certificates / testimonials / documents in presence of the candidates and the marks entered in the application form are correct in terms of marking scheme. A certificate for verification of original certificate has been obtained from the candidate and kept with this form.

Name & Signature of
CHAIRMAN with seal

✂-----



INSTRUCTIONS TO THE CANDIDATES

- Samagra Shiksha, UT Mission Authority, Andaman & Nicobar Islands invites applications against the following vacancies in given subjects/level from the eligible candidates in the prescribed format for the post of **PART TIME PRE SCHOOL TEACHER** purely on contract basis.

- Vacancy & Qualification details

Name of the Post(s)	Vacancy	Essential Qualification	Desirable Qualification
Part Time Pre-school Teacher	38*	Class XII passed with 2 Yr. diploma in pre-school Education recognized by NCTE. OR Class XII passed in any stream or its equivalent with atleast 1 year training in Pre-Primary / Montessori / kindergarten / D.El.Ed. / JBT / B.El.Ed. / B.Ed. from Govt. recognized TTIs / Educational Institutes / Universities.	i) Graduation in any stream ii) At least 6 months course in Computer

* School-wise vacancy

Name of the Block	Name of Schools
South Andaman (Vacancy : 13)	GSSS NEIL ISLAND, GPS HADDO (ENGLISH), GMS MARIAMMAN TEMPLE, GSSS RBV SRI VIJAYA PURAM, GSS CALICUT, GMS KRISHNA NAGAR -6, GMS NEIL ISLAND-5, GPS MANJERI, GMS ABERDEEN (HINDI), GMS KALA PATHAR (H/L), GMS WANDOOD, GPS INDIRA NAGAR, GPS RADHANAGAR
Wimberlygunj (Vacancy : 08)	PM SHRI GSSS BAMBOOFLAT, GPS CHUNNA BHATTA, GSSS MANNARGHAT, GPS SHORE POINT, GPS MITHA KHARI, GMS BAMBOOFLAT, GPS MATHURA, GPS SHOAL BAY-14
Little Andaman (Vacancy : 03)	GSS VIVEKANANDAPUR, GMS RABINDRA NAGAR, GSS DUGONG CREEK
Rangat (Vacancy : 06)	GSSS KADAMTALA, GSSS BAKULTALA, GSSS ORALKATCHA, GPS LAXMI NALLAH, GSS NIMBUTALA, GMS BILLIGROUND
Diglipur (Vacancy : 05)	GSS DURGAPUR, GPS RADHA NAGAR, GPS 30 FAMILY, GPS VIDYA SAGAR PALLY, GSS SHIBPUR
Car Nicobar (Vacancy : 02)	PM SHRI GSS MUS, GPS JAYANTHI
Nancowrie (Vacancy : 01)	GPS CHOTA ENAKA

- Category :** General
- Medium :** Should have studied English/ Hindi as one of the subjects at Secondary level
- Age Limit :** 18 to 40 years
- Consolidated Pay :** Rs. 15,000/- per month
- Mode of Engagement :** Academic merit
- Tenure :** Contractual basis for one academic year (extendable subject to requirement for the Project & performance of the candidate)
- Place of posting :** Any schools having Pre-Primary section within Block.
- Nature of work :**
Teach children basic skills at Pre-Primary level, Plan and carry out a curriculum that focuses on different areas of child development, Organize activities to explore interest and develop skills, Watch for signs of emotional or developmental problems in each child and bring them to the attention of the child's parents, Keep records of the children's progress, routines, and interests, and inform parents about their child's development, Create activities that are fun and educational for the children, Manage day-to-day classroom activities, including structured lessons, free play, bathroom breaks, lunch time and rest time for Pre-Primary students, To enroll all the children in the formal schooling system at the age of 3+ from the catchment area, Household survey, FLN activities under NIPUN BHARAT.
- Marking Scheme :** To make the whole process thoroughly transparent the candidate shall himself/ herself do the self-marking in the application form as per the marking scheme given below and get verified by the Scrutiny Committee at the designated center.

Sec. (X)	Sr. Sec. (XII)	2 Yr. Diploma in pre-school	1 yr. training in pre-primary / Montessori / kindergarten D.El.Ed / JBT/ B.El.Ed. / B.Ed.	Experience	Graduation	Computer	PH /ST	Total
15	25	20	15	10	05	05	05	100

- Mark weightage formula = $\frac{\text{Marks obtained}}{\text{Maximum Marks}} \times \text{Max. Marks allowed (upto 2 decimal points only without rounding off)}$
- If any university has awarded grade points (CGPA) instead of marks, the candidate should submit the conversion table of grade points into percentage of marks issued by the university concerned failing which, the common criteria/ formula evolved by the Education department for such conversion shall be applied and shall be final and binding. No further correspondence shall be entertained in this regard.
- Experience marks will be calculated @ 0.2 (point two) marks for every completed month for teaching experience in Govt. / Govt recognized institutions in concerned field in pre-primary / primary level for maximum of prescribed weightage of **10 marks**. Experience of less than 15 days will be ignored.

- d) All professional experience certificates must be supported by the relevant engagement / appointment orders. Experience certificates which are not supported by appointment orders shall be rejected. The Head of the school reserves the right to seek the salary bank statement for verification / authentication of experience certificate during verification process, if necessary.
 - e) The eligible physically handicapped / Tribal candidate is given due preference by awarding 5 marks in the marking scheme.
 - f) If the candidate submits a course completion / pass certificate of at least 6 months and above certificate course in computer from a recognized institution, he / she should be awarded with 5 marks irrespective of marks / grade obtained.
12. The application should be filled-in in the prescribed form, which can be obtained free of cost from the **concerned school** or **Block Project Office / Zonal Office** (South Andaman, Wimberlygunj, Little Andaman, Diglipur, Mayabunder, Rangat, Car Nicobar, Nancowrie, Campbell Bay) on any working days from 09.00 am to 04.30 pm from **09.01.2025**. The application form along with instruction may be downloaded from the departmental website <https://education.andaman.gov.in/tops/login.aspx> or <https://edurec.andaman.gov.in>.
 13. Preference will be given only to the candidates of the particular village / ward / habitation / panchayat based on the authentication of the residence proof.
 14. The filled in application form along with photocopy of all certificates in support of educational qualification, experience and other supporting documents must be self-attested and submitted to the **concerned school** on or before **31.01.2025** by 04.30 pm. The candidate will bring the original certificates / testimonials for verification while submitting the application.
 15. The candidate can submit only one application form from any one of the designated places.
 16. The candidates should secure all documents properly and tag them (do not staple), do pagination in all supporting documents enclosed with application form and indicate the same clearly in the application form and obtain proper acknowledgement from the receiving officer with date and seal. Incomplete applications and those without proper supporting documents will be summarily rejected.
 17. All documents pertaining to educational qualifications should be submitted in chronological order. Qualification mandatory for pursuing further higher studies should invariably in sequential years and weightage of marks shall be worked out accordingly.
 18. The candidates should affix a recent passport size photograph on the application form in the space provided for it and the photo must be self-attested by the candidates .
 19. Once application is submitted, no additional documents/certificates shall be received from the candidates thereafter.
 20. The eligibility conditions (age, qualifications & experience) will be determined as on the closing date of receipt of application forms i.e. **31.01.2025**. The date of birth mentioned in the birth/ matriculation certificate shall be taken into consideration and no other certificate shall be entertained as proof of age.
 21. After submitting the application form the candidate should submit all original documents to the verifying / receiving officials at the Block Project Office /Zonal Office to authenticate the certificates and calculation of marks. He/ She will also sign a certificate (Verification Form) at the designated place to the effect that original certificates were produced by the candidates and marks entered in the form are accurate.
 22. The selection of candidates for the above post shall be made on the basis of academic, experience, trade test, written test, educational skill test / demo class, interview (wherever applicable as per marking scheme) to the total of 100.
 23. If any information/ certificates /documents furnished by any candidate are found to be false/ wrong or if any candidate has either wholly or partially suppressed any material information, the candidature of such candidates for the post shall be rejected/ terminated at any stage of recruitment process and even after offer of appointment is made. In addition as per law penal action shall also be taken against them.
 24. The Degree / Diploma / Certificate course should have been issued by recognized university / institution.
 25. In relation to determination of equivalent educational qualifications, the decision of the Selection committee of the Samagra Shiksha, UT Mission Authority is final.
 26. The competent authority shall have right to cancel or postpone the engagement at any time on any administrative grounds. Samagra Shiksha UT Mission Authority shall not be responsible for any type of losses or damages which may be suffered due to such cancellation. Any selection on the basis of this advertisement shall remain provisional and shall subject to orders of any court of competent jurisdiction.
 27. In any matter not specified above shall be decided by the Selection Committee of Samagra Shiksha UT Mission Authority whose decision shall be final and binding on all those issues.
 28. It is in the interest of candidates to ensure that duly filled in applications are submitted at designated place in person by due date & time. No request for change of date shall be entertained under any circumstances.
 29. The selected candidates for contractual engagement should abide with the Contractual Agreement prescribed by the UT Mission Authority, A & N Islands at the time of engagement.
 30. Candidates should fill their correct mobile Number & Email Id for further correspondence regarding any kind of information.
 31. The number of vacancies indicated above is only tentative. Subject to approval of competent authority, the number of vacancies may increase or decrease at the time of preparation of panel for engagement and no claims or objection shall be entertained.
 32. The selection for the contract engagement does not entitle the candidate for any REGULAR APPOINTMENT under the Samagra Shiksha UT Mission Authority /Andaman & Nicobar Administration.
 33. This engagement under Samagra Shiksha shall stand concluded in the afternoon of 31st March of the year (extendable subject to requirement for the project & performance of the candidate).

STATE PROJECT OFFICER (Samagra Shiksha)



		P	T	I			
Block	Post	Serial no.					
SELF ATTESTED RECENT PHOTOGRAPH							

APPLICATION FORM

Post :	PART TIME INSTRUCTOR (PTI)
Trade : (Please tick)	☐ Work Experience (WE) ☐ Health & Physical Education (HPE)

(FILL THE PARTICULARS IN BLOCK LETTERS)

1. FULL NAME :										
2. FATHER'S NAME :										
3. DATE OF BIRTH :										(IN WORDS)
	D	D	M	M	Y	Y	Y	Y		
4. AGE AS ON 31/01/2025 :	YEARS		MONTHS		DAYS					
5. SEX :	MALE		FEMALE							
6. ADDRESS:	MAILING ADDRESS					PERMANENT ADDRESS				
	PIN CODE					PIN CODE				

7. MOBILE NO.										
8. EMAIL:										

9. Educational & Professional Qualification / Other	Board / University	Max. Mark	Marks obtained	Max marks allowed		Self Marking [4]+[3]x[5]	For Office use only
				PTI(WE)	PTI(HPE)		
[1]	[2]	[3]	[4]	[5]		[6]	[7]
a. Sr. Secondary (12 th)				10	10		
b.i Graduation in Physical Education. (BPE)					40		
OR							
b.ii Graduation in any stream				20	20		
Diploma / Certificate course in concerned trade / B.P.Ed.				20	20		
c. Post Graduation				10	10		
d. Experience	No. of month(s) : _____			10	10		
TOTAL				70	70		

10. UNDERTAKING BY THE APPLICANT: (A) My health and family circumstances permit me and I am willing to serve in any place of engagement as contractual employee. (B) Information given by me are true to the best of my knowledge and I am solely responsible for its accuracy. I am aware that it is an offence to furnish any false information or to suppress any material information herein for which criminal proceedings may be initiated against me, besides cancellation of my candidature. (C) I have fully understood that this offer is purely on contract basis and there is no provision for any permanent appointment under Samagra Shiksha / Department of Education and this scheme does not provide any provision for regular appointment.

Date:					2	0	2	5
Place :								

Full Signature of Applicant

Candidate should get his/ her application verified by Verifying Officer as noted overleaf.

RECEIPT

Received application for **PART TIME INSTRUCTOR** from Mr./ Ms./ Mrs. _____ vide form No _____ with _____ nos. of enclosures.

Date:					2	0	2	5
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Office Seal

Signature of Receiving / Verifying Official

ENCLOSURES		
Sl. No	Name of the Enclosures	No. of Enclosures
1	Birth Certificate / Age Proof Certificate (Xth Pass)	
2	Class XII Mark Sheet	
3	Class XII Pass Certificate	
4	Bachelor Degree mark sheets of all semesters	
5	Provisional/ Degree Certificate of UG	
6	Diploma / Certificate Course in concerned field	
7	Mark sheets of PG Degree of all semesters.	
8	Provisional/ Degree Certificate of PG	
9	Experience certificate	
10	Appointment orders in support of experience certificate	
11	Any other relevant documents / certificates	
12		
13		
14		
15		
	Total documents submitted in figure	

Name & Signature of
Receiving / Verifying Official

Signature of
Applicant

FOR OFFICE USE ONLY (BY THE SCRUTINY TEAM AT BLOCK PROJECT OFFICE)			
(Marks For Academic and Experience were verified and found correct)			
	MEMBER 1	MEMBER 2	MEMBER 3
Name :			
Designation :			
Signature			

Final Mark : (Out of 70 marks)	
-----------------------------------	--

Name & Signature of
VICE CHAIRMAN

CERTIFICATE

Certified that the application has been verified with original certificates / testimonials / documents in presence of the candidates and the marks entered in the application form are correct in terms of marking scheme. A certificate for verification of original certificate has been obtained from the candidate and kept with this form.

Name & Signature of
CHAIRMAN with seal

FOR STATE PROJECT OFFICE ONLY		
Academic & Experience Weightage (out of 70)	Trade test (out of 30)	Total Marks (out of 100)

State Project Officer
Samagra Shiksha

Project Officer (Mon.)
Samagra Shiksha

Project Officer (Imp.)
Samagra Shiksha

✂-----



INSTRUCTIONS TO THE CANDIDATES

- Samagra Shiksha, UT Mission Authority, Andaman & Nicobar Islands invites applications against the following vacancies in given subjects/level from the eligible candidates in the prescribed format for the post of **PART TIME INSTRUCTOR (PTI)** purely on contract basis.

- Vacancy & Qualification details**

Name of the Post(s)	Vacancy	Essential Qualification	Desirable Qualification
PTI (Work Experience)	07	Bachelor's degree in any subject with 1 year Diploma / Certificate course in Tailoring & Embroidery / Bamboo & Cane work from a recognized institution	Master Degree in any subject. Teaching experience in concerned field from recognised institution
PTI (Health & Physical Education)	02	Bachelor's Degree in Physical Education (B.P.E.) OR Bachelor's Degree in any Stream alongwith B.P.Ed.	Master Degree in any subject. Teaching experience in concerned field from recognised institution

- Category :** General

- Medium:** Should have studied English/ Hindi as one of the subjects at Secondary level

- Age Limit :** 18 to 40 years

- Consolidated Pay :** Rs. 32,500 per month

- Mode of Engagement :** Academic merit cum trade test.

- Tenure :** Contractual basis for one academic session (extendable subject to requirement for the Project & performance of the candidate)

- Place of posting :** Any schools within UT.

- Nature of work :**

To impart skill / training to the students in concerned trade, To inculcate positive attitude towards work amongst students. To involve students in community by rendering social and community service. To develop the habit of co-operation works amongst students. To appreciate and inculcate aesthetic values among students. To prepare the students for various levels of competitions. To assist in conducting various cultural events. To perform any other assigned task related to the academic & administrative nature by the Head of School / BPO / CRC.

- Marking Scheme :** To make the whole process thoroughly transparent the candidate shall himself/ herself do the self-marking in the application form as per the marking scheme given below and get verified by the Scrutiny Committee at the designated center.

Trade	Qualification	Sr. Sec. (12th)	UG	Diploma / Certificate course in concerned trade / B.P.Ed.	PG	Experience @ 0.2 per month	Trade Test	Total
Work Experience	Graduation in any stream	10	20	20	10	10	30	100
Health & Physical Edn (HPE)	Graduation in any stream	10	20	20	10	10	30	100
	Graduate in Phy. Edn. (BPE)	10	40		10	10	30	100

a) Mark weightage formula = $\frac{\text{Marks obtained}}{\text{Maximum Marks}} \times \text{Max. Marks allowed (upto 2 decimal points only without rounding off)}$

b) If any university has awarded grade points (CGPA) instead of marks, the candidate should submit the conversion table of grade points into percentage of marks issued by the university concerned failing which, the common criteria/ formula evolved by the Education department for such conversion shall be applied and shall be final and binding. No further correspondence shall be entertained in this regard.

c) Experience marks will be calculated @ 0.2 (point two) marks for every completed month for teaching experience in concerned field for maximum of prescribed weightage of **10 marks**. Experience of less than 15 days will be ignored.

d) All professional experience certificates must be supported by the relevant engagement / appointment orders. Experience certificates which are not supported by appointment orders shall be rejected. The Block Project Officers reserves the right to seek the salary bank statement for verification / authentication of experience certificate during verification process, if necessary.

e) If the number of applications are huge, the candidates will be shortlisted on the basis of academic merit at the rate of **1:7 for appearing in the Trade Test** in each trade.

f) Qualifying marks in the trade test is 40 %.

- The application should be filled-in in the prescribed form, which can be obtained free of cost from the Block Project Office / Zonal Office (South Andaman, Wimberlygunj, Little Andaman, Diglipur, Mayabunder, Rangat, Car Nicobar, Nancowrie, Campbell Bay) on any working days from 09.00 am to 04.30 pm from **09.01.2025**. The application form along with instruction may be downloaded from the departmental website <https://education.andaman.gov.in/tops/login.aspx> or <https://edurec.andaman.gov.in>.

- The filled in application form along with photocopy of all certificates in support of educational qualification, experience and other supporting documents must be self-attested and submitted to the designated office on or before **31.01.2025** by 04.30 pm. The candidate will bring the original certificates / testimonials for verification while submitting the application.

14. The candidates will submit only one application form for one post in any one of the designated places. Submission of more than one form for the same post from different designated places will lead to cancellation of his / her candidature.
15. A separate application form(s) must be used for each post / trade / subject.
16. The candidates should secure all documents properly and tag them (do not staple), do pagination in all supporting documents enclosed with application form and indicate the same clearly in the application form and obtain proper acknowledgement from the receiving officer with date and seal. Incomplete applications and those without proper supporting documents will be summarily rejected.
17. All documents pertaining to educational qualifications should be submitted in chronological order. Qualification mandatory for pursuing further higher studies should invariably in sequential years and weightage of marks shall be worked out accordingly.
18. The candidates should affix a recent passport size photograph on the application form in the space provided for it and the photo must be self-attested by the candidates.
19. Once application is submitted, no additional documents/certificates shall be received from the candidates thereafter.
20. The eligibility conditions (age, qualifications & experience) will be determined as on the closing date of receipt of application forms i.e. **31.01.2025**. The date of birth mentioned in the birth/ matriculation certificate shall be taken into consideration and no other certificate shall be entertained as proof of age.
21. After submitting the application form the candidate should submit all original documents to the verifying / receiving officials at the Block Project Office /Zonal Office to authenticate the certificates and calculation of marks. He/ She will also sign a certificate (Verification Form) at the designated place to the effect that original certificates were produced by the candidates and marks entered in the form are accurate.
22. The selection of candidates for the above post shall be made on the basis of academic, experience, trade test, written test, educational skill test / demo class, interview (wherever applicable as per marking scheme) to the total of 100.
23. If any information/ certificates /documents furnished by any candidate are found to be false/ wrong or if any candidate has either wholly or partially suppressed any material information, the candidature of such candidates for the post shall be rejected/ terminated at any stage of recruitment process and even after offer of appointment is made. In addition as per law penal action shall also be taken against them.
24. The Degree / Diploma / Certificate course should have been issued by recognized university / institution.
25. In relation to determination of equivalent educational qualifications, the decision of the Selection committee of the Samagra Shiksha, UT Mission Authority is final.
26. The competent authority shall have right to cancel or postpone the engagement at any time on any administrative grounds. Samagra Shiksha UT Mission Authority shall not be responsible for any type of losses or damages which may be suffered due to such cancellation. Any selection on the basis of this advertisement shall remain provisional and shall subject to orders of any court of competent jurisdiction.
27. In any matter not specified above shall be decided by the Selection Committee of Samagra Shiksha UT Mission Authority whose decision shall be final and binding on all those issues.
28. It is in the interest of candidates to ensure that duly filled in applications are submitted at designated place in person by due date & time. No request for change of date shall be entertained under any circumstances.
29. The selected candidates for contractual engagement should abide with the Contractual Agreement prescribed by the UT Mission Authority, A & N Islands at the time of engagement.
30. Candidates should fill their correct mobile Number & Email Id for further correspondence regarding any kind of information.
31. The number of vacancies indicated above is only tentative. Subject to approval of competent authority, the number of vacancies may increase or decrease at the time of preparation of panel for engagement and no claims or objection shall be entertained.
32. The selection for the contract engagement does not entitle the candidate for any REGULAR APPOINTMENT under the Samagra Shiksha UT Mission Authority /Andaman & Nicobar Administration.
33. This engagement under Samagra Shiksha shall stand concluded in the afternoon of 31st March of the year (extendable subject to requirement for the project & performance of the candidate).

STATE PROJECT OFFICER (Samagra Shiksha)



		S	E	T			
Block		Post					Serial no.

APPLICATION FORM

SELF
ATTESTED
RECENT
PHOTOGRAPH

Name of the Post :	SPECIAL EDUCATOR (S)
--------------------	----------------------

(FILL THE PARTICULARS IN BLOCK LETTERS)

1. FULL NAME																
2. FATHER'S NAME																
3. DATE OF BIRTH															(IN WORDS)	
	D	D	M	M	Y	Y	Y	Y								
4. AGE AS ON 31-01-2025	YEARS			MONTHS			DAYS				5. SEX :					
												MALE	FEMALE			
6. CRR NUMBER. (Mandatory)																
7. ADDRESS	MAILING ADDRESS										PERMANENT ADDRESS					
	PIN CODE															
											PIN CODE					

8a. MOBILE NO.											8b. EMAIL:				
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9. Educational & Professional Qualification / Other	Board / University	Max. Mark	Marks obtained	Max marks allowed	Self Marking [4]+[3]x[5]	For Office use only
[1]	[2]	[3]	[4]	[5]	[6]	[7]
a. Sr.Sec (XII)				10		
b.i Integrated Graduation with B.Ed Special Education with RCI CRR				60		
OR						
b.ii Integrated Graduation in any stream with B.Ed (Gen)				30		
Certificate / Diploma in Special Education with RCI CRR				30		
OR						
b.iii Graduation in any stream				20		
B.Ed (Special Education) with RCI CRR Number				40		
OR						
b.iv Graduation in any stream				20		
B.Ed (Genl)				10		
Certificate / Diploma in Special Education with RCI CRR				30		
c. Post-Graduation				15		
d. Computer Knowledge				05		
e. Experience @ 0.2. per month	No. of months			10		
TOTAL OUT OF 100				100		

10. UNDERTAKING BY THE APPLICANT: (A) My health and family circumstances permit me and I am willing to serve in any place of engagement as contractual employee. (B) Information given by me are true to the best of my knowledge and I am solely responsible for its accuracy. I am aware that it is an offence to furnish any false information or to suppress any material information herein for which criminal proceedings may be launched against me, besides cancellation of my candidature. (C) I have fully understood that this offer is purely on contract basis and there is no provision for any permanent appointment under Samagra Shiksha / Department of Education and this scheme does not provide any provision for regular appointment.

Date:					2	0	2	5	Place :	
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Full Signature of Applicant

Candidate should get his/ her application verified by the Committee.

RECEIPT /ACKNOWLEDGMENT

Received application for **SPECIAL EDUCATOR (S)** from Mr./ Ms./ Mrs. _____
vide form No _____ with _____ nos. of enclosures.

Date:					2	0	2	5
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Office Seal

Signature of Receiving Officer

ENCLOSURES			
Sl. No	Name of the Enclosures	No. of Enclosures	(for office use only)
1	Birth Certificate / Age Proof Certificate (Xth Pass)		
2	Photo bearing ID Card (Aadhaar / PAN / Driving licence / EPIC etc.)		
3	Mark of Senior Secondary (XII)		
4	Pass Certificate – Senior Secondary (XII)		
5	Mark sheets of UG for all semesters / Consolidated		
6	Provisional/ Degree Certificate of UG		
7	Mark sheets of PG for all semesters / Consolidated		
8	Provisional/ Degree Certificate of PG		
9	Mark sheets of B.Ed. (Spl.Edn)/Diploma in Spl. Edn with RCI CRR Number		
10	Degree /Certificate /Diploma in (Spl. Edn) with RCI CRR Number		
11	Class XII (IT/CS) Pass Certificate/ 1 yr Diploma course in Computer		
12	Experience certificate		
13	Appointment orders in support of experience certificate		
14	RCI registration certificate (CRR) Provisional/ Permanent		
15	Any other relevant documents, if any		
	Total documents submitted in figure		

Name & Signature of
Receiving / Verifying Official

Signature of
Applicant

FOR OFFICE USE ONLY (BY THE SCRUTINY TEAM AT BLOCK PROJECT OFFICE)

(Marks For Academic and Experience were verified and found correct)

	MEMBER 1	MEMBER 2	MEMBER 3
Name :			
Designation :			
Signature			

Final Mark : (Out of 100 marks)	
------------------------------------	--

Name & Signature of
VICE CHAIRMAN

CERTIFICATE

Certified that the application has been verified with original certificates / testimonials / documents in presence of the candidates and the marks entered in the application form are correct in terms of marking scheme. A certificate for verification of original certificate has been obtained from the candidate and kept with this form.

Name & Signature of
CHAIRMAN with seal

FOR STATE PROJECT OFFICE ONLY

State Project Officer
Samagra Shiksha

Project Officer (Mon.)
Samagra Shiksha

Project Officer (Imp.)
Samagra Shiksha

✂-----





INSTRUCTIONS TO THE CANDIDATES

- Samagra Shiksha, UT Mission Authority, Andaman & Nicobar Islands invites applications against the following vacancies in given subjects/level from the eligible candidates in the prescribed format for the post of SPECIAL EDUCATOR (S) purely on contract basis.

- Vacancy & Qualification details

Details	Essential Qualifications	Desirable Qualifications
Vacancy : 16 Age limit : 40 years Consolidated pay: Rs. 15000/- per month	1. Graduation in any stream. 2. B.Ed. in Special Edn from a RCI approved institute and possess a valid RCI CRR number OR B.Ed. with recognized qualification (Certificate / Diploma) from an RCI approved institution equivalent to B.Ed in Special Education and possess a valid RCI CRR number	1. Post-Graduation in any stream 2. Knowledge in computer 3. Teaching Experience in relevant field in recognized schools

Note: B.Ed general with 1 year / 2 year Diploma in Special Education or Post Graduate Professional Diploma in Special Education (PGPD) (OR) Post Graduate Certificate in Special Education (OR) PG Diploma in Special Education (Mental Retardation or Multiple disability : Physical and neurological (OR) Locomotors impairment and Cerebral Palsy (OR) Secondary Level Teacher Training Course in Visual Impairment (OR) Senior Diploma in teaching the Deaf (OR) B.Ed in Visual Impairment is equivalent to the B.Ed Special Education (OR) any other equivalent qualification approved by RCI. As per the RCI letter No. 7-91/RCI-2011 dated 11th January, 2012.

- Category :** General
- Medium:** Should have studied English/ Hindi as one of the subjects at Secondary level
- Age Limit :** 18 to 40 years
- Consolidated Pay :** Rs. 15,000/- per month
- Mode of Engagement :** Academic Merit and experience
- Tenure :** Contractual basis for one academic session (extendable subject to requirement for the Project & performance of the candidate)
- Place of posting :** Any school within the UT.
- Nature of work :**
 - Developing annual/monthly calendar of activities for inclusion.
 - Co-planning of lessons and providing tips for teaching children with disabilities implementation of IEPs.
 - Arranging celebrations and workshops such as poster competitions, show casing success stories and films glorifying the abilities of children with disabilities for awareness and empowerment.
 - Working with school council/ SMDC/SMC for inclusive education, community and parent volunteering activities.
 - Assisting the normal teachers in handling the CwSN, conducting experiential workshops, disability sensitization etiquettes , family fair and 'Inclusion Mela'.
 - Teaching the CwSN students for Secondary Schools.
- Marking Scheme :** To make the whole process thoroughly transparent the candidate shall himself/ herself do the self-marking in the application form as per the marking scheme given below and get verified by the Scrutiny Committee at the designated center

Qualifications	Sr. Sec. (XII)	Graduation	B.Ed (Gen)	B.Ed. (Spl.Edn)/ Diploma in Spl. Edn	Post Graduation	Computer	Experience*
Integrated Graduation with B.Ed in Spl. Edn with RCI CRR Number	10	60			15	05	10
Integrated Graduation with B.Ed (Genl) & Diploma in Spl. Edn with RCI CRR Number	10	30		30	15	05	10
Graduation with B.Ed. (Spl.Edn.) with RCI CRR Number	10	20		40	15	05	10
Graduation with B.Ed. (Genl.) and Diploma in Spl. Edn with RCI CRR Number.	10	20	10	30	15	05	10

- Mark weightage formula = $\frac{\text{Marks obtained}}{\text{Maximum Marks}} \times \text{Max. Marks allowed (upto 2 decimal points only without rounding off)}$
- If any university has awarded grade points (CGPA) instead of marks, the candidate should submit the conversion table of grade points into percentage of marks issued by the university concerned failing which, the common criteria/ formula evolved

by the Education department for such conversion shall be applied and shall be final and binding. No further correspondence shall be entertained in this regard.

- c) Experience marks will be calculated @ 0.2 (point two) marks for every completed month for teaching experience for maximum of prescribed weightage of **20 marks**. Experience of less than 15 days will be ignored. Experience certificate must be countersigned by the Zonal Officers.
 - d) All professional experience certificates must be supported by the relevant engagement / appointment orders. Experience certificates which are not supported by appointment orders shall be rejected. The Block Project Officers reserves the right to seek the salary bank statement for verification / authentication of experience certificate during verification process, if necessary.
 - e) If the number of applications are huge, the candidates will be shortlisted on the basis of academic merit at the ratio of **1:7**.
 - f) If the candidate submits a course completion / pass certificate of at least 1 year Diploma / PG Diploma course in computer from recognized institution, he / she should be awarded with 5 marks irrespective of marks / grade obtained.
12. The application should be filled-in in the prescribed form, which can be obtained free of cost from the Block Project Office / Zonal Office (South Andaman, Wimberlygunj, Little Andaman, Diglipur, Mayabunder, Rangat, Car Nicobar, Nancowrie, Campbell Bay) on any working days from 09.00 am to 04.30 pm from **09.01.2025**. The application form along with instruction may be downloaded from the departmental website <https://education.andaman.gov.in/tops/login.aspx> or <https://edurec.andaman.gov.in>.
 13. The filled in application form along with photocopy of all certificates in support of educational qualification, experience and other supporting documents must be self-attested and submitted to the designated office on or before **31.01.2025** by 04.30 pm. The candidate will bring the original certificates / testimonials for verification while submitting the application.
 14. The candidates will submit only one application form for one post in any one of the designated places. Submission of more than one form for the same post from different designated places will lead to cancellation of his / her candidature.
 15. A separate application form(s) must be used for each post / trade / subject.
 16. The candidates should secure all documents properly and tag them (do not staple), do pagination in all supporting documents enclosed with application form and indicate the same clearly in the application form and obtain proper acknowledgement from the receiving officer with date and seal. Incomplete applications and those without proper supporting documents will be summarily rejected.
 17. All documents pertaining to educational qualifications should be submitted in chronological order. Qualification mandatory for pursuing further higher studies should invariably in sequential years and weightage of marks shall be worked out accordingly.
 18. The candidates should affix a recent passport size photograph on the application form in the space provided for it and the photo must be self-attested by the candidates.
 19. Once application is submitted, no additional documents/certificates shall be received from the candidates thereafter.
 20. The eligibility conditions (age, qualifications & experience) will be determined as on the closing date of receipt of application forms i.e. **31.01.2025**. The date of birth mentioned in the birth/ matriculation certificate shall be taken into consideration and no other certificate shall be entertained as proof of age.
 21. After submitting the application form the candidate should submit all original documents to the verifying / receiving officials at the Block Project Office /Zonal Office to authenticate the certificates and calculation of marks. He/ She will also sign a certificate (Verification Form) at the designated place to the effect that original certificates were produced by the candidates and marks entered in the form are accurate.
 22. The selection of candidates for the above post shall be made on the basis of academic, experience, trade test, written test, educational skill test / demo class, interview (wherever applicable as per marking scheme) to the total of 100.
 23. If any information/ certificates /documents furnished by any candidate are found to be false/ wrong or if any candidate has either wholly or partially suppressed any material information, the candidature of such candidates for the post shall be rejected/ terminated at any stage of recruitment process and even after offer of appointment is made. In addition as per law penal action shall also be taken against them.
 24. The Degree / Diploma / Certificate course should have been issued by recognized university / institution.
 25. In relation to determination of equivalent educational qualifications, the decision of the Selection committee of the Samagra Shiksha, UT Mission Authority is final.
 26. The competent authority shall have right to cancel or postpone the engagement at any time on any administrative grounds. Samagra Shiksha UT Mission Authority shall not be responsible for any type of losses or damages which may be suffered due to such cancellation. Any selection on the basis of this advertisement shall remain provisional and shall subject to orders of any court of competent jurisdiction.
 27. In any matter not specified above shall be decided by the Selection Committee of Samagra Shiksha UT Mission Authority whose decision shall be final and binding on all those issues.
 28. It is in the interest of candidates to ensure that duly filled in applications are submitted at designated place in person by due date & time. No request for change of date shall be entertained under any circumstances.
 29. The selected candidates for contractual engagement should abide with the Contractual Agreement prescribed by the UT Mission Authority, A & N Islands at the time of engagement.
 30. Candidates should fill their correct mobile Number & Email Id for further correspondence regarding any kind of information.
 31. The number of vacancies indicated above is only tentative. Subject to approval of competent authority, the number of vacancies may increase or decrease at the time of preparation of panel for engagement and no claims or objection shall be entertained.
 32. The selection for the contract engagement does not entitle the candidate for any **REGULAR APPOINTMENT** under the Samagra Shiksha UT Mission Authority /Andaman & Nicobar Administration.
 33. This engagement under Samagra Shiksha shall stand concluded in the afternoon of 31st March of the year (extendable subject to requirement for the project & performance of the candidate).

STATE PROJECT OFFICER (Samagra Shiksha)



Block	Post	Serial no.					
SELF ATTESTED RECENT PHOTOGRAPH							

APPLICATION FORM

Post :	☐ INTERNAL AUDIT OFFICER (IAO) ☐ ACCOUNTANT (Acct) ☐ MIS COORDINATOR (MIS) ☐ DATA ENTRY OPERATOR (DEO) ☐ IT PERSONNEL (ITP)
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(FILL THE PARTICULARS IN BLOCK LETTERS)

1. FULL NAME :										
2. FATHER'S NAME :										
3. DATE OF BIRTH :										(IN WORDS)
	D	D	M	M	Y	Y	Y	Y	Y	
4. AGE AS ON 31/01/2025 :	YEARS		MONTHS		DAYS					
5. SEX :	MALE		FEMALE							
6. ADDRESS:	MAILING ADDRESS					PERMANENT ADDRESS				
	PIN CODE					PIN CODE				

7. MOBILE NO.										8. EMAIL:					
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9. Educational & Professional Qualification / Other	Board / University	Max. Mark	Marks obtained	Max marks allowed			Self Marking [4]+[3] × [5]	For Office use only
				MIS	Acct / IAO	DEO/ITP		
[1]	[2]	[3]	[4]	[5]			[6]	[7]
a. Sr. Sec. (Class XII						10		
b. *UG in concerned subject				25	30	35		
c. *PG is concerned subject				35	20	15		
d. Diploma / PG Diploma in Computer					10			
e. Experience (in months) @ 0.2. per month	No. of month(s) : _____			10	10	10		
TOTAL				70	70	70		

*The candidate should have studied same subject in UG and PG.

10. UNDERTAKING BY THE APPLICANT: (A) My health and family circumstances permit me and I am willing to serve in any place of engagement as contractual employee. (B) Information given by me are true to the best of my knowledge and I am solely responsible for its accuracy. I am aware that it is an offence to furnish any false information or to suppress any material information herein for which criminal proceedings may be initiated against me, besides cancellation of my candidature. (C) I have fully understood that this offer is purely on contract basis and there is no provision for any permanent appointment under Samagra Shiksha / Department of Education and this scheme does not provide any provision for regular appointment.

Date:					2	0	2	5	Place :					
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Full Signature of Applicant

Candidate should get his/ her application verified by Verifying Officer as noted overleaf.

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RECEIPT

Received application for **IAO / ACCT. / MIS / DEO / ITP** from Mr./ Ms./ Mrs. _____ vide form No _____ with _____ nos. of enclosures.

Date:					2	0	2	5	Office Seal	Signature of Receiving / Verifying Official
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ENCLOSURES		
Sl. No	Name of the Enclosures	No. of Enclosures
1	Birth Certificate / Age Proof Certificate (Xth Pass)	
2	Mark sheets of UG for all semesters	
3	Provisional/ Degree Certificate of UG	
4	Mark sheets of PG for all semesters	
5	Provisional/ Degree Certificate of PG	
6	Diploma / PG Diploma course in Computer (at least 1 year) [For Accountant & IAO]	
7	Experience certificate	
8	Appointment orders in support of experience certificate	
9		
10		
11		
	Total documents submitted in figure	

Name & Signature of
Receiving / Verifying Official

Signature of
Applicant

FOR OFFICE USE ONLY (BY THE SCRUTINY TEAM AT BLOCK PROJECT OFFICE)			
(Marks For Academic and Experience were verified and found correct)			
	MEMBER 1	MEMBER 2	MEMBER 3
Name :			
Designation :			
Signature			

Final Mark : (Out of 70 marks)	
-----------------------------------	--

Name & Signature of
VICE CHAIRMAN

CERTIFICATE

Certified that the application has been verified with original certificates / testimonials / documents in presence of the candidates and the marks entered in the application form are correct in terms of marking scheme. A certificate for verification of original certificate has been obtained from the candidate and kept with this form.

Name & Signature of
CHAIRMAN with seal

FOR STATE PROJECT OFFICE ONLY		
Academic & Experience Weightage (out of 70)	Trade Test (out of 30)	Total Marks (out of 100)

State Project Officer
Samagra Shiksha

Project Officer (Mon.)
Samagra Shiksha

Project Officer (Imp.)
Samagra Shiksha

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INSTRUCTIONS TO THE CANDIDATES

- Samagra Shiksha, UT Mission Authority, Andaman & Nicobar Islands invites applications against the following vacancies in given subjects/level from the eligible candidates in the prescribed format for the post of **INTERNAL AUDIT OFFICER / ACCOUNTANT / MIS COORDINATOR / DATA ENTRY OPERATOR / IT PERSONNEL** purely on contract basis.

- Vacancy & Qualification details**

Name of the Post(s)	Vacancy	Essential Qualifications	Desirable Qualifications
Internal Audit Officer	01	Graduate in Commerce stream from recognised Institution with 03 years experience in implementation of Govt. schemes / NGOs etc.	Post-Graduation in commerce from recognised Institution Computer Knowledge (atleast 1 year Diploma/ Certificate Course)
Accountant	07	Graduation in Commerce stream with at least 1 year Diploma / PG Diploma certificate in computer application.	Post Graduate degree in Commerce.
MIS Coordinator	10	Post-Graduation in Computer Science or Information Technology or Computer Application.	Experience in concerned field
Data Entry Operator	04	Graduation in Computer Science or Information Technology or Computer Application.	Post Graduation in Computer Science or Information Technology or Computer Application. Experience in concerned field
IT Personnel	10	Graduation in Computer Science or Information Technology or Computer Application.	Post Graduation in Computer Science or Information Technology or Computer Application. Experience in concerned field

- Category :** General

- Medium:** Should have studied English/ Hindi as one of the subjects at Secondary level

- Age Limit :** 18 to 40 years

- Consolidated Pay :** Internal Audit Officer : Rs. 35,000/- , Accountant : Rs. 31916/-, MIS Coordinator : Rs. 31916/-, Data Entry Operator : Rs. 28333/-, IT Personnel : Rs. 25,000/-

- Mode of Engagement :** Academic Merit-cum trade test

- Tenure :** Contractual basis for one academic session (extendable subject to requirement for the Project & performance of the candidate)

- Place of posting :** **IAO / Acct. / MIS / DEO** - Block / District / State Project Office, **ITP** - SPMU / DPMUs attached to SPO / DPOs

- Nature of work :**

IAO : Objectively assess the accounts of the project, Ensure that the IAs (implementing agencies) comply with relevant laws and procedures, Conduct internal audit of State / District Project offices, BRCs, CRCs and schools, Preparation of Audit report, Identifying shortfalls or gaps in processes at IA level, Preparation of UC as per Audit report, Communicate the findings and recommendations to F&AO.

Acct : All types of purchase/Procurement through limited tender/advertised tender., Preparing Tender documents, Advertising E-Tender, Maintaining the Bill Registers, Advance Registers, and Ledger Registers, Stock register maintenance, Reconciliation register, Creation of sanction Order for all payment transactions. Deal with proposals / transactions relating to Telephone Bills, Other Utility Bills, TA Bills, Reimbursement Claims, GeM, Other Contingent Bills, Consolidation of UC from BPOs, Release of funds to BPO/CRC/Schools, Issue of supply order and settlement of bills, Custodian of cash book and cheque book, Appropriation register, Updation of all records/and School/CRC/ BPO wise monthly expenditures, Any other works assigned by higher officials.

MIS : UDISE+, GER, NER, Retention rate, dropout, transition rate, child population, AADHAR enrolment and updation, APAAR, Management/ Medium wise School Data, Gender/ Subject/ Medium wise Enrolment of students, School/ Cluster/ Block wise infrastructure (Classroom, Laboratory, ICT Lab, Vocational Lab, Toilets, Libraries, Phy & Health Education, Work Experience, Drinking Water (RO/ Purified), Electricity, single / double/Triple desk & Benches, Teachers classroom Table & Chair, furniture's in Staff room, Total No of books and subject related reference books subject wise, Care & Comfort room, Separate toilet for CWSN, Complete statistics of teaching and non-teaching staff of Samagra Shiksha (Individual employee's detailed profile from initial appointment to till date), leave details etc. Updation of all related records, Any other works assigned by BPO / DPO / SPO.

DEO : UDISE+, Educational indicators, AADHAR enrolment and updation of all Management / APAAR, Medium wise School Data, Gender/ Subject/ Medium wise Enrolment of students, School/ Cluster/ Block wise infrastructure (Classroom, Laboratory, ICT Lab, Vocational Lab, Toilets, Libraries, Phy & Health Education, Work Experience, Drinking Water (RO/ Purified), Electricity, single / double/Triple desk & Benches, Teachers classroom Table & Chair, furniture's in Staff room, Total No of books and subject related reference books subject wise, Care & Comfort room, Separate toilet for CWSN.

ITP : Collection & compilation of data related to NIPUN Bharat implementation statistics from school, clusters, blocks & DPMU, Providing technical support to the SPMU/ DPMU team, Filling & updation of details in various trackers in coordination with SPMU/ DPMU team, Designing of books / workbooks / module / HPC etc., Development of IEC (Information, Educational & Communication) materials, Any other works assigned by higher authorities.

- Marking Scheme :** To make the whole process thoroughly transparent the candidate shall himself/ herself do the self-marking in the application form as per the marking scheme given below and get verified by the Scrutiny Committee at the designated center.

Post	B.Com	M.Com	Diploma / PG Diploma in Computer	Experience	Trade Test	Total
IAO	30	20	10	10	30	100
Acct	30	20	10	10	30	100

Post	Sr. Secondary (12th)	B.Sc/ BCA / B.Tech in Comp. Sci/ Appl/ IT	M.Sc/MCA/ M.Tech in Comp. Sci./ Appl/ IT	Experience	Trade Test	Total
MIS	-	25	35	10	30	100
DEO	10	35	15	10	30	100
ITP	10	35	15	10	30	100

- Mark weightage formula = $\frac{\text{Marks obtained}}{\text{Maximum Marks}} \times \text{Max. Marks allowed (upto 2 decimal points only without rounding off)}$
 - If any university has awarded grade points (CGPA) instead of marks, the candidate should submit the conversion table of grade points into percentage of marks issued by the university concerned failing which, the common criteria/ formula evolved by the Education department for such conversion shall be applied and shall be final and binding. No further correspondence shall be entertained in this regard.
 - Experience marks will be calculated @ 0.2 (point two) marks for every completed month in concerned field for maximum of prescribed weightage of **10 marks**. Experience of less than 15 days will be ignored.
 - All professional experience certificates must be supported by the relevant engagement / appointment orders. Experience certificates which are not supported by appointment orders shall be rejected. The Block Project Officers reserves the right to seek the salary bank statement for verification / authentication of experience certificate during verification process, if necessary.
 - If the number of applications are huge, the candidates will be shortlisted on the basis of academic merit at the rate of **1:7 for appearing in the Trade Test** in each post.
 - 40% marks in trade test shall be considered as the qualifying mark.
 - Further, for the post of Internal Audit Officer & Accountant, if the candidate submits a course completion / pass certificate of at least 1 year Diploma / PG Diploma course in computer from recognized institution, he / she should be awarded with 10 marks irrespective of marks / grade obtained.
- The application should be filled-in in the prescribed form, which can be obtained free of cost from the Block Project Office / Zonal Office (South Andaman, Wimberlygunj, Little Andaman, Diglipur, Mayabunder, Rangat, Car Nicobar, Nancowrie, Campbell Bay) on any working days from 09.00 am to 04.30 pm from **09.01.2025**. The application form along with instruction may be downloaded from the departmental website <https://education.andaman.gov.in/tops/login.aspx> or <https://edurec.andaman.gov.in>.
 - The filled in application form along with photocopy of all certificates in support of educational qualification, experience and other supporting documents must be self-attested and submitted to the designated office on or before **31.01.2025** by 04.30 pm. The candidate will bring the original certificates / testimonials for verification while submitting the application.
 - The candidates will submit only one application form for one post in any one of the designated places. Submission of more than one form for the same post from different designated places will lead to cancellation of his / her candidature.
 - A separate application form(s) must be used for each post / trade / subject.
 - The candidates should secure all documents properly and tag them (do not staple), do pagination in all supporting documents enclosed with application form and indicate the same clearly in the application form and obtain proper acknowledgement from the receiving officer with date and seal. Incomplete applications and those without proper supporting documents will be summarily rejected.
 - All documents pertaining to educational qualifications should be submitted in chronological order. Qualification mandatory for pursuing further higher studies should invariably in sequential years and weightage of marks shall be worked out accordingly.
 - The candidates should affix a recent passport size photograph on the application form in the space provided for it and the photo must be self-attested by the candidates.
 - Once application is submitted, no additional documents/certificates shall be received from the candidates thereafter.
 - The eligibility conditions (age, qualifications & experience) will be determined as on the closing date of receipt of application forms i.e. **31.01.2025**. The date of birth mentioned in the birth/ matriculation certificate shall be taken into consideration and no other certificate shall be entertained as proof of age.
 - After submitting the application form the candidate should submit all original documents to the verifying / receiving officials at the Block Project Office /Zonal Office to authenticate the certificates and calculation of marks. He/ She will also sign a certificate (Verification Form) at the designated place to the effect that original certificates were produced by the candidates and marks entered in the form are accurate.
 - The selection of candidates for the above post shall be made on the basis of academic, experience, trade test, written test, educational skill test / demo class, interview (wherever applicable as per marking scheme) to the total of 100.
 - If any information/ certificates /documents furnished by any candidate are found to be false/ wrong or if any candidate has either wholly or partially suppressed any material information, the candidature of such candidates for the post shall be rejected/ terminated at any stage of recruitment process and even after offer of appointment is made. In addition as per law penal action shall also be taken against them.
 - The Degree / Diploma / Certificate course should have been issued by recognized university / institution.
 - In relation to determination of equivalent educational qualifications, the decision of the Selection committee of the Samagra Shiksha, UT Mission Authority is final.
 - The competent authority shall have right to cancel or postpone the engagement at any time on any administrative grounds. Samagra Shiksha UT Mission Authority shall not be responsible for any type of losses or damages which may be suffered due to such cancellation. Any selection on the basis of this advertisement shall remain provisional and shall subject to orders of any court of competent jurisdiction.
 - In any matter not specified above shall be decided by the Selection Committee of Samagra Shiksha UT Mission Authority whose decision shall be final and binding on all those issues.
 - It is in the interest of candidates to ensure that duly filled in applications are submitted at designated place in person by due date & time. No request for change of date shall be entertained under any circumstances.
 - The selected candidates for contractual engagement should abide with the Contractual Agreement prescribed by the UT Mission Authority, A & N Islands at the time of engagement.
 - Candidates should fill their correct mobile Number & Email Id for further correspondence regarding any kind of information.
 - The number of vacancies indicated above is only tentative. Subject to approval of competent authority, the number of vacancies may increase or decrease at the time of preparation of panel for engagement and no claims or objection shall be entertained.
 - The selection for the contract engagement does not entitle the candidate for any REGULAR APPOINTMENT under the Samagra Shiksha UT Mission Authority /Andaman & Nicobar Administration.
 - This engagement under Samagra Shiksha shall stand concluded in the afternoon of 31st March of the year (extendable subject to requirement for the project & performance of the candidate).

STATE PROJECT OFFICER (Samagra Shiksha)



		M	T	S			
Block	Post	Serial no.					
SELF ATTESTED RECENT PHOTOGRAPH							

APPLICATION FORM

Post :	MULTI TASKING STAFF
--------	----------------------------

(FILL THE PARTICULARS IN BLOCK LETTERS)

1. FULL NAME :	
----------------	--

2. FATHER'S NAME :	
--------------------	--

3. DATE OF BIRTH :								(IN WORDS)
	D	D	M	M	Y	Y	Y	Y

4. AGE AS ON 31/01/2025 :				5. SEX :		
	YEARS	MONTHS	DAYS		MALE	FEMALE

6. ADDRESS:	MAILING ADDRESS	PERMANENT ADDRESS
	PIN CODE	PIN CODE

7. MOBILE NO.		8. EMAIL:	
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9. Educational & Professional Qualification / Other	Board / University	Max. Mark	Marks obtained	Max marks allowed	Self Marking [4]+[3]x[5]	For Office use only
[1]	[2]	[3]	[4]	[5]	[6]	[7]
a. Secondary (Class X)				10		
b. Sr.Secondary (Class XII)				20		
c. Graduation				30		
d. Post Graduation				10		
e. Computer course				05		
f. Experience	No. of month(s) : _____			15		
TOTAL				90		

10. UNDERTAKING BY THE APPLICANT: (A) My health and family circumstances permit me and I am willing to serve in any place of engagement as contractual employee. (B) Information given by me are true to the best of my knowledge and I am solely responsible for its accuracy. I am aware that it is an offence to furnish any false information or to suppress any material information herein for which criminal proceedings may be initiated against me, besides cancellation of my candidature. (C) I have fully understood that this offer is purely on contract basis and there is no provision for any permanent appointment under Samagra Shiksha / Department of Education and this scheme does not provide any provision for regular appointment.

Date:					2	0		2	5	Place :	
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Full Signature of Applicant

Candidate should get his/ her application verified by Verifying Officer as noted overleaf.

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RECEIPT

Received application for **MULTI TASKING STAFF** from Mr./ Ms./ Mrs. _____ vide form No. _____ with _____ nos. of enclosures.

Date:					2	0		2	5
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Office Seal

Signature of Receiving / Verifying Official

ENCLOSURES		
Sl. No	Name of the Enclosures	No. of Enclosures
1	Birth Certificate / Age Proof Certificate	
2	Mark sheet of Class X	
3	Pass Certificate of Class X	
4	Mark sheet of Class XII	
5	Pass Certificate of Class XII	
6	Mark sheets of UG for all semesters	
7	Provisional/ Degree Certificate of UG	
8	Mark sheets of PG for all semesters	
9	Provisional/ Degree Certificate of PG	
10	Certificate course in computer (alleast 6 months)	
11	Experience certificate	
12	Appointment orders in support of experience certificate	
13		
14		
15		
	Total documents submitted in figure	

Name & Signature of
Receiving / Verifying Official

Signature of
Applicant

FOR OFFICE USE ONLY (BY THE SCRUTINY TEAM AT BLOCK PROJECT OFFICE)			
(Marks For Academic and Experience were verified and found correct)			
	MEMBER 1	MEMBER 2	MEMBER 3
Name :			
Designation :			
Signature			

Final Mark : (Out of 90 marks)	
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Name & Signature of
VICE CHAIRMAN

CERTIFICATE

Certified that the application has been verified with original certificates / testimonials / documents in presence of the candidates and the marks entered in the application form are correct in terms of marking scheme. A certificate for verification of original certificate has been obtained from the candidate and kept with this form.

Name & Signature of
CHAIRMAN with seal

FOR STATE PROJECT OFFICE ONLY		
Academic & Experience Weightage (out of 90)	Interview (out of 10)	Total Marks (out of 100)

State Project Officer
Samagra Shiksha

Project Officer (Mon.)
Samagra Shiksha

Project Officer (Imp.)
Samagra Shiksha

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INSTRUCTIONS TO THE CANDIDATES

- Samagra Shiksha, UT Mission Authority, Andaman & Nicobar Islands invites applications against the following vacancies in given subjects/level from the eligible candidates in the prescribed format for the post of **MULTI TASKING STAFF (MTS)** purely on contract basis.

- Vacancy & Qualification details**

Name of the Post(s)	Vacancy	Essential Qualification	Desirable Qualification
MTS	07	Graduation in any stream with atleast 6 month certificate course in computer.	Two wheeler riding with valid driving license

- Category** : General

- Medium** : Should have studied English/ Hindi as one of the subject at Secondary level

- Age Limit** : 18 to 40 years

- Consolidated Pay** : ₹ 30,500 per month

- Mode of Engagement** : Academic Merit-cum interview

- Tenure** : Contractual basis for one academic session (extendable subject to requirement for the project & performance of the candidate)

- Place of posting** : State / District Project Office

- Nature of work** : To maintain all files and correspondence records and carry out all typing works in computer, Physical Maintenance of records of the Section, General cleanliness & upkeep of the state Project Office, Carrying of files and other papers to the Directorate/Secretariat/ any offices, Delivering of dak inside and outside of office and bank transactions, Watch & ward duties, All works related to Sweeping/gardening/ guarding of office premises, Any other related work assigned by the superior authority

- Marking Scheme** : To make the whole process thoroughly transparent the candidate shall himself/ herself do the self-marking in the application form as per the marking scheme given below and get verified by the Scrutiny Committee at the designated center.

Sec. (X)	Sr. Sec. (XII)	UG	PG	Computer	Experience	Interview	Total
10	20	30	10	5	15	10	100

- Mark weightage formula = $\frac{\text{Marks obtained}}{\text{Maximum Marks}} \times \text{Max. Marks allowed (upto 2 decimal points only without rounding off)}$
 - If any university has awarded grade points (CGPA) instead of marks, the candidate should submit the conversion table of grade points into percentage of marks issued by the university concerned failing which, the common criteria/ formula evolved by the Education department for such conversion shall be applied and shall be final and binding. No further correspondence shall be entertained in this regard.
 - Experience marks will be calculated @ 0.2 (point two) marks for every completed month in concerned field for maximum of prescribed weightage of **15 marks**. Experience of less than 15 days will be ignored.
 - All professional experience certificates must be supported by the relevant engagement / appointment orders. Experience certificates which are not supported by appointment orders shall be rejected. The Block Project Officers reserves the right to seek the salary bank statement for verification / authentication of experience certificate during verification process, if necessary.
 - If the number of applications are huge, the candidates will be shortlisted on the basis of academic merit at the rate of **1:7 for appearing in the Interview**.
 - If the candidate submits a course completion / pass certificate of atleast 6 months and above certificate course in computer from recognized institution, he / she should be awarded with 5 marks irrespective of marks obtained.
- The application should be filled-in in the prescribed form, which can be obtained free of cost from the Block Project Office / Zonal Office (South Andaman, Wimberlygunj, Little Andaman, Diglipur, Mayabunder, Rangat, Car Nicobar, Nancowrie, Campbell Bay) on any working days from 09.00 am to 04.30 pm from **09.01.2025**. The application form along with instruction may be downloaded from the departmental website **<https://education.andaman.gov.in/tops/login.aspx>** or **<https://edurec.andaman.gov.in>**.
 - The filled in application form along with photocopy of all certificates in support of educational qualification, experience and other supporting documents must be self-attested and submitted to the designated office on or before **31.01.2025** by 04.30 pm. The candidate will bring the original certificates / testimonials for verification while submitting the application.
 - The candidates will submit only one application form for one post in any one of the designated places. Submission of more than one form for the same post from different designated places will lead to cancellation of his / her candidature.
 - A separate application form(s) must be used for each post / trade / subject.
 - The candidates should secure all documents properly and tag them (do not staple), do pagination in all supporting documents enclosed with application form and indicate the same clearly in the application form and obtain proper acknowledgement from the receiving officer with date and seal. Incomplete applications and those without proper supporting documents will be summarily rejected.
 - All documents pertaining to educational qualifications should be submitted in chronological order. Qualification mandatory for pursuing further higher studies should invariably in sequential years and weightage of marks shall be worked out accordingly.
 - The candidates should affix a recent passport size photograph on the application form in the space provided for it and the photo must be self-attested by the candidates.
 - Once application is submitted, no additional documents/certificates shall be received from the candidates thereafter.

20. The eligibility conditions (age, qualifications & experience) will be determined as on the closing date of receipt of application forms i.e. **31.01.2025**. The date of birth mentioned in the birth/ matriculation certificate shall be taken into consideration and no other certificate shall be entertained as proof of age.
21. After submitting the application form the candidate should submit all original documents to the verifying / receiving officials at the Block Project Office /Zonal Office to authenticate the certificates and calculation of marks. He/ She will also sign a certificate (Verification Form) at the designated place to the effect that original certificates were produced by the candidates and marks entered in the form are accurate.
22. The selection of candidates for the above post shall be made on the basis of academic, experience, trade test, written test, educational skill test / demo class, interview (wherever applicable as per marking scheme) to the total of 100.
23. If any information/ certificates /documents furnished by any candidate are found to be false/ wrong or if any candidate has either wholly or partially suppressed any material information, the candidature of such candidates for the post shall be rejected/ terminated at any stage of recruitment process and even after offer of appointment is made. In addition as per law penal action shall also be taken against them.
24. The Degree / Diploma / Certificate course should have been issued by recognized university / institution.
25. In relation to determination of equivalent educational qualifications, the decision of the Selection committee of the Samagra Shiksha, UT Mission Authority is final.
26. The competent authority shall have right to cancel or postpone the engagement at any time on any administrative grounds. Samagra Shiksha UT Mission Authority shall not be responsible for any type of losses or damages which may be suffered due to such cancellation. Any selection on the basis of this advertisement shall remain provisional and shall subject to orders of any court of competent jurisdiction.
27. In any matter not specified above shall be decided by the Selection Committee of Samagra Shiksha UT Mission Authority whose decision shall be final and binding on all those issues.
28. It is in the interest of candidates to ensure that duly filled in applications are submitted at designated place in person by due date & time. No request for change of date shall be entertained under any circumstances.
29. The selected candidates for contractual engagement should abide with the Contractual Agreement prescribed by the UT Mission Authority, A & N Islands at the time of engagement.
30. Candidates should fill their correct mobile Number & Email Id for further correspondence regarding any kind of information.
31. The number of vacancies indicated above is only tentative. Subject to approval of competent authority, the number of vacancies may increase or decrease at the time of preparation of panel for engagement and no claims or objection shall be entertained.
32. The selection for the contract engagement does not entitle the candidate for any REGULAR APPOINTMENT under the Samagra Shiksha UT Mission Authority /Andaman & Nicobar Administration.
33. This engagement under Samagra Shiksha shall stand concluded in the afternoon of 31st March of the year (extendable subject to requirement for the project & performance of the candidate).

STATE PROJECT OFFICER (Samagra Shiksha)