

अंडमान तथा निकोबार प्रशासन
ANDAMAN & NICOBAR ADMINISTRATION
समाज कल्याण निदेशालय
DIRECTORATE OF SOCIAL WELFARE
गोलघर, श्री विजय पुरम
GOALGHAR, SRI VIJAYA PURAM

Sri Vijaya Puram, Dated 04th June, 2025

RECRUITMENT NOTICE

Applications are invited from eligible candidates for filling up the post of State Coordinator under the scheme of "Unique ID for Persons with Disabilities (UDID)" on contractual basis on a monthly remuneration of Rs. 50,000/- per month.

DUTIES AND RESPONSIBILITIES OF STATE COORDINATOR:

- i. Coordination with all concerned departments of UT and the project management Unit of UDID project in the department in implementation of project.
- ii. Monitoring progress, maintain project schedule and resolve problems arising out of implementation of the project in the State.
- iii. Preparation of project status report by collecting and analyzing data/ information from each village/block/district in the state and submit the same to the Secretary (Social Welfare)/ Nodal Officer (UDID project) and copy to the Department (DEPwDs).
- iv. To assist the State Government for the Differently Abled in conducting camps of enrolment/assessment of PwDs wherever organized with due support from the District Administration.
- v. Escalate any major issues in the project roll-out to Nodal Authorities / Officer-in-charge as the UT level and Centre.
- vi. Any other duties /responsibilities assigned to him/her by the UT in implementation of UDID project.
- vii. The State Coordinator will report to Secretary (Social Welfare). His/her appointment will be on full time basis (100% involvement)

HOW TO APPLY

Candidates are directed to submit their applications in the prescribed format attached along with their documents and photocopies of their educational qualification and experience on or before 24th June 2025 in the Directorate of Social Welfare, Goal Ghar.

Educational Qualification	Age limit	Remuneration	Duration of Appointment
(i) Graduate with diploma certification/course in computer science/IT from a recognized institution. OR Bachelor of Computer Education	Upper age limit 35 years on the last date of submission of application by the State/UT authority.	Lumpsum amount upto Rs. 50,000 (fifty thousand) per month will be reimbursed by the Central Government to the State/UT as remuneration/fee payable to the State Coordinator which includes TA/DA etc. towards his/her visit within the state in connection with UDID project	Initially for a period of one year and extendable on a yearly basis as per communications received from the Department of Persons with Disabilities (DEPwD) from time to time. The DEPwD can terminate the service of State Coordinator without any notice.
(ii) Weightage shall be given to the candidates having experience of working in information technology/computer in a reputed firm/company.			

The appointment of the candidates shall be made strictly in accordance with the terms and conditions of the UDID schemes launched by the Ministry of Social Justice and Empowerment during the year 2016.

ADMINISTRATIVE CONTROL:

The State Coordinator shall report to the Director (Social Welfare) through Nodal Officer (UDID) and shall work closely under their direction.

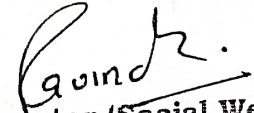
GENERAL INFORMATION:

- 1) The engagement shall be purely be on a contract basis for a period of 11 months from the date of appointment.
- 2) He/she shall strictly follow the office timing. Absence without the sanction of leave of any kind during working days shall be treated as an unauthorized absence from duty and payment on a pro-rata basis shall be deducted from the consolidated amount.
- 3) The emoluments as stated above as monthly salary shall be paid at the end of each completed month of engagement.
- 4) All other allowances and claims as approved by Ministry shall also be provided.
- 5) Any extension or renewal of the appointment beyond the contract period will be subject to a review based on the performance/contribution of work and an agreement on terms that must be mutually agreed upon.

- 6) The appointment shall be deemed to be automatically terminated if the competent authority does not specifically extend it.
- 7) Engagement on a contract basis shall not confer any right for claiming regular engagement/appointment in any capacity in this office or any other office/department in A & N Administration.
- 8) He/she shall be entitled to 2 ½ days of leave for every completed month of duty, which can be accumulated but not encashed.
- 9) Maternity leave will be granted for 12 consecutive weeks during the contract period with full pay (Consolidated). A medical certificate from an Authorized Medical Attendants/Govt. The hospital must be produced, indicating an estimated time of confinement before availing the leave and a necessary fitness certificate shall also be required to submit at the time of joining of duty.

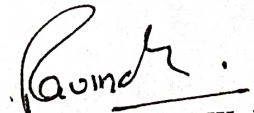
NOTE:

In case it is detected at any stage of selection that a person not fulfill the eligibility norms and /or that he/she has furnished any incorrect/false information or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of these shortcomings is/are detected even after selection, his/her engagement is liable to be terminated without assigning any reason thereof.


Director (Social Welfare)

To,

1. The Chief Editor, The Daily Telegram, Sri Vijaya Puram with the request to publish the news item in the Daily Telegram.
2. The News Editor, AIR, Sri Vijaya Puram with the request to broadcast the news item in Pradeshik Samachar.
3. The Station Director, Doordharshan, Sri Vijaya Puram, with the request to telecast the news in Doordharshan.
- ✓ 4. Smti. Hema Basu, Sr. Computer Analyst (SW) is directed to upload the press release in the website of A&N Administration for wide publicity.


Director (Social Welfare)