

**DETAILS OF POST, ESSENTIAL QUALIFICATION, DESIRED SKILLS, AGE, PAY, DUTIES AND RESPONSIBILITY AND ALLOWANCE FOR THE CONTRACTUAL POST OF EXECUTIVE OFFICER IN SOVTECH, DBRAIT CAMPUS, PORT BLAIR.**

<b>Particulars</b>	<b>No of post</b>	<b>Eligibility Criteria</b>
Essential Qualifications	01 (One)	i) Graduate in any Discipline ii) CA/ICWA with 15 years working experience or CA/ICWA (Intermediate) with 25 years working experience iii) Diploma/PG Diploma in Business Management iv) Out of total work experience, at least 5 years experience in handling government projects. v) Should be proficient in verbal and written communication in English. vi) Should be able to communicate in local language.
Desired Skills		i) Prior Project Management Experience ii) Project Monitoring Skills iii) Target oriented approach in execution of work iv) Good people management and communication skills v) Self motivated & Team work skills
Age		Not less than 45 years and not more than 55 years as on the date of receipt of application.
Pay		Consolidated wages - Rs. 60,000/- (Rupees Sixty Thousand Only) per month.
Duties and Responsibilities		i) He will be Head of Office of SOVTECH. As head of office he will be overall in-charge of the society. ii) Responsible for conduct smooth business of SOVTECH iii) Responsible for making plans to achieve the aim and objectives of the society iv) Responsible for proper maintenance of all accounts of SOVTECH and furnishing of UC's and progress reports to A & N Administration and GoI. v) Responsible for Co-ordination in implementation of various projects/works executed under the aegis of SOVTECH vi) Responsible for conduct of Executive Council Meeting and General Body meeting of Society. vii) Responsible for preparation of Annual Report of the Society viii) Responsible for conduct of audit of society and take action to Liasion with Implementing agencies/team ix) Finalisation of Accounts and compliance with other statutory obligations x) Responsible for filling up of posts, maintenance of

		<p>service records of staffs etc. Filling of posts.</p> <p>xi) Responsible for General office Administration, discipline and upkeep.</p>
Allowance s		<p>In addition to the consolidated wages following additional incentive may also be given as is applicable to State eMission Team members.</p> <p>1) Reimbursement of Medical Insurance to self and family members @Rs. 5000/- per member subject to a maximum of Rs. 15000/- per year.</p> <p>2) Paid Leave @ 2.5 days for every completed month. Can accumulate leave up to a maximum of 10 days. On completion of contract period, leave salary for leave at credit for a maximum period of 10 (Ten) days only will be reimbursed.</p>

**FORMAT FOR THE POST OF .....**

Affix a recent  
passport size  
photograph duly  
attested by the  
candidate

1	Name of the candidate ( <i>in block letter</i> )	
2	Father's / Husband's Name	
3	Category	
4	Date of birth	
5	Age (as on 29/04/2016)	.....(Years) .....(Months) ..... (Days)
6	Educational qualification	
7	Other qualification	
10	Experience	
11	Permanent address	
12	Address for communication / phone no. & mobile no. and email id.	

**Note: Candidate should enclose the relevant copy of the certificate which are referred above.**

I hereby declare that the information furnished above by me in this application are true and correct to the best of my knowledge and belief. I do understand that in the event of any information being found false or incorrect before or after the selection, my candidature is liable to be cancelled.

Place:  
Date:

Signature of the candidate  
Name & Address

To  
**The Member Secretary**  
**SOVTECH**  
**Dr. B. R. Ambedkar Institute of Technology Campus**  
**Pahargaon**  
**Port Blair – 744103**  
**Email ID: [sovtech@and.nic.in](mailto:sovtech@and.nic.in)**