

**ANDAMAN & NICOBAR ADMINISTRATION**  
**Dr. B.R.Ambedkar Institute of Technology**  
Pahargaon, Port Blair  
(Technical Education Quality Improvement Programme Unit)

**RECRUITMENT NOTICE**

Applications are invited from eligible candidates for filling up the post of **Project Officer** on contract basis for a period of one year in the establishment of Technical Education Quality Improvement Programme (TEQIP) Unit of Dr. B.R. Ambedkar Institute of Technology, Pahargaon, Port Blair. The TEQIP Unit is responsible to implement Technical Education Quality Improvement Programme-Third Phase (TEQIP-III) Project of Ministry of Human Resource Development (MHRD), Govt. of India, assisted by the World Bank in the Project Institute. The details of the post, eligibility criteria, experience and consolidated pay are given here under:

<b>Name of the Post</b>	<b>No. of Post</b>	<b>Consolidated Pay Range (INR) Per month</b>	<b>Educational Qualification, Experience and other Eligibility Criteria</b>
Project Officer	01 (on contract)	Rs 70,000/- to Rs 1,00,000 /- per month, depending on the qualification, experience and performance in the interview of the candidate	<p><b><u>Essential Qualification</u></b></p> <p>Master Degree in Engineering / Technology from any recognized University</p> <p style="text-align: center;">OR</p> <p>Degree in Engineering with MBA from any recognized University</p> <p><b><u>Experience</u></b></p> <p>a) 03years experience in design, planning, training, monitoring and evaluation of Project preferably in externally aided Projects of World Bank/ National/ State Level Government project.</p> <p>b) Implementation and handling of Management Information System (MIS) is <b>desirable</b>.</p> <p>c) Working knowledge and experience in any of the software system related to Direct Fund transfer system is <b>desirable</b>.</p> <p>Age: The age of the candidates should not exceed 50 years as on last</p>

			<p>date of submission of applications.</p> <p><b><u>Duties &amp; Responsibilities</u></b></p> <ul style="list-style-type: none"> <li>i. General administration of TEQIP-III Project.</li> <li>ii. Looking after work related to Procurement, Finance &amp; Academics.</li> <li>iii. Coordinating meetings with Institute Project Director/ TEQIP Coordinator/A&amp;N Administration.</li> <li>iv. Monitoring of expenditure, audit and internal checks and accounting controls etc.</li> <li>v. Follow up with NPIU/MHRD, GoI for release of Additional Central Assistance.</li> <li>vi. Monitoring monthly financial progress.</li> <li>vii. Preparing quarterly Financial Management reports.</li> <li>viii. Organizing Training/ Workshop/Seminar/Conference etc.</li> <li>ix. Assist in all TEQIP-III related work assigned by the superiors.</li> </ul>
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The eligible candidates may submit their application online through e-recruitment portal of Andaman and Nicobar Administration (<https://erecruitment.andaman.gov.in>). The scanned copy of the documents in support of qualification, experience and age may also be uploaded in the portal. A passport size photograph and scanned copy of signature to be uploaded in the specified space in the portal. The last date of submission of application (online) is **16/01/2020 by 3.00 PM**. The date, time and venue for the interview shall be intimated to the eligible candidates through e-mail. The applications of the candidates, who have already applied against our earlier Recruitment Notice published in “The Hindu” dated 2<sup>nd</sup> October 2019 and “The Daily Telegrams” dated 7<sup>th</sup> October 2019 shall be considered and need not to apply afresh. The candidates may seek clarification, if any, by sending mail to [andamanteqip3@gmail.com](mailto:andamanteqip3@gmail.com) .

**TEQIP Coordinator**