



# Society for Promotion of Vocational & Technical Education [SOVTECH]

Andaman & Nicobar Islands

(Society under A & N Administration registered under the Societies Registration Act, 1860, Regn. No. 1257 dated 21.03.2006)

## VACANCY NOTICE

Advertisement No. SOV/1-14/SeMT (Contract)/2015(Vol 1)/07

Dated 30<sup>th</sup> Nov, 2021

SOVTECH invites applications from eligible candidates for filling up of the following posts purely on contract basis.

Sl. No	Name Of Post	No. of Post	Eligibility Criteria
1	Executive Officer	01	<p><b>Essential Qualifications/Experience:</b></p> <ul style="list-style-type: none"><li>• Graduate in any discipline from a recognized university/Institution</li><li>• CA/ICWA with 15 years working experience</li></ul> <p><b>OR</b></p> <ul style="list-style-type: none"><li>• CA/ICWA (Intermediate) with 25 years working experience</li><li>• Diploma/PG Diploma in Business Management</li><li>• Out of the total work experience, at least 5 years' experience in handling e-Governance projects.</li></ul> <p><b>Others:</b></p> <ul style="list-style-type: none"><li>• Should be proficient in verbal and written communication in English.</li><li>• Should be able to communicate in local language.</li></ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"><li>• Project Management experience</li><li>• Project monitoring skills</li><li>• Target oriented approach in execution of work.</li><li>• Good people management and communication skills.</li><li>• Self motivated and team work skills</li></ul> <p><b>Pay:</b> Consolidated remuneration – Rs 91,200 (Rupees Ninety-One Thousand Two Hundred Only) per month.</p> <p><b>Duties and Responsibilities:</b></p> <ol style="list-style-type: none"><li>i) Head of Office of SOVTECH- Overall In-charge of the Society.</li><li>ii) Responsible for conduct of smooth business of SOVTECH.</li><li>iii) Responsible for making plans to achieve the aims and objectives of the Society.</li><li>iv) Responsible for proper maintenance of all accounts of SOVTECH and furnishing the UCs and Progress Reports to A &amp; N Administration and GoI.</li></ol>

Sl. No	Name Of Post	No. of Post	Eligibility Criteria
			<p>v) Responsible for coordination in implementation of various projects/works executed under the aegis of SOVTECH.</p> <p>vi) Responsible for conduct of Executive Council meeting and General Body meeting of the Society.</p> <p>vii) Responsible for preparation of Annual report of the Society.</p> <p>viii) Responsible for conduct of audit of the Society and take action to liaison with implementing agencies/team.</p> <p>ix) Finalization of account and compliance with other statutory obligations.</p> <p>x) Responsible for filling up posts, maintenance of service records of staffs etc.</p> <p>xi) Responsible for general office administration, discipline and upkeep.</p> <p><b>Allowances:</b>  In addition to the consolidated remuneration, the following additional incentives may also be given as applicable to State e-Mission team members:</p> <ul style="list-style-type: none"> <li>• Reimbursement of medical insurance to self and family members @ Rs 5000/- per member subject to a maximum of Rs 15,000/- per year.</li> <li>• Paid leave @ 2.5 days for every completed month. Can accumulate leave upto a maximum of 10 days. On completion of contract period leave salary for leave at credit for a maximum period of 10 days only will be reimbursed.</li> </ul>

Sl. No	Name Of Post	No. of Post	Eligibility Criteria
2	Administrative Assistant	01	<p><b><u>Essential Qualification:</u></b></p> <ul style="list-style-type: none"> <li>• Degree in any Discipline from a recognized university.</li> <li>• 1 year Diploma in Computer Application from recognized University/Institution</li> </ul> <p><b><u>Experience:</u></b></p> <ul style="list-style-type: none"> <li>• 15 years experience out of which 10 years experience in Administrative Works in Government organisations/PSU</li> </ul> <p><b><u>Pay:</u></b> Consolidated monthly remuneration of Rs 35,000/- (Rupees Thirty Five Thousand Only)</p> <p><b><u>Duties &amp; Responsibilities:</u></b></p> <ol style="list-style-type: none"> <li>i) General Correspondence</li> <li>ii) Preparation of proposals for procurement of goods &amp; services.</li> <li>iii) Submission of project wise monthly progress of Physical and financial expenditure to Department of IT / MeitY, GoI.</li> <li>iv) Assist in conduct of Annual Audit</li> <li>v) Coordinating with CAG/PAO for conduct of audit of society</li> <li>vi) Assisting in organizing meeting pertaining to General Body (GB) and Executive Council (EC) of SOVTECH.</li> <li>vii) Maintenance of stock register, Asset registers.</li> <li>viii) Disposal of RTI applications.</li> <li>ix) All data entry work.</li> <li>x) Any other work assigned by the superior.</li> </ol> <p><b><u>Allowances:</u></b> In addition to the consolidated remuneration, the following additional incentives may also be given as applicable to State e-Mission team members:</p> <ul style="list-style-type: none"> <li>• Reimbursement of medical insurance to self and family members @ Rs 5000/- per member subject to a maximum of Rs 20,000/- per year.</li> </ul>

**METHOD OF SELECTION:**

- The Selection for Sl No. 1 (Executive Officer) will be made through a selection test (80 marks) which will be held for the eligible candidates on **20.12.2021**. This will be followed by interview by a Selection Committee. The date and time of the interview shall be intimated to the eligible candidates in due course.
- The Selection for Sl No. 2 (Administrative Assistant) will be made through written test (30 marks) followed by skill test (70 marks).
  - **Date of written test: 19.12.2021**
  - **Date of skill test: 19.12.2021**

**TENURE OF CONTRACT:**

The period of contract shall be for Five Years renewable on yearly basis based on performance.

**GENERAL CONDITIONS:**

- The candidate who can join immediately after selection will be given preference.
- The candidates needs to apply online by visiting the url – <https://erecruitment.andaman.gov.in> or may also apply through eDweep Kendra (CSC) by paying usual charges for scanning and uploading the documents.
- All relevant documents in support to the essential qualification, desirable qualification like Educational qualification Certificate/Mark Sheets, Age Proof and Experience Certificate should be uploaded along with the applications.
- The last date of submission of application (online) is **10.12. 2021 by 4.00 PM**.
- Applications received after the due date and time shall not be considered.
- The syllabus for written test and skill test for Administrative Assistant is attached as Annexure A.
- Society for Promotion Vocational & Technical Education (SOVTECH) reserves the right in all respect regarding filling up the post and the decision. Its decision will be final and binding.
- In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and/or that he/she has furnished any incorrect/false information, his/her candidature will stand rejected.
- The candidates are advised to go through the requirements of educational qualification, age etc. carefully and satisfy themselves that you are eligible before appearing for the interview.
- The decision of SOVTECH in all aspects pertaining to the application, its acceptance or rejection, conduct of interview and at all consequent stages culminating in selection or otherwise of any candidate shall be final and binding on all concerned. SOVTECH reserves its right to alter/modify any condition laid down in this vacancy notice or any backend process for conduct of selection during its various stages as warranted by an unforeseen circumstances arising during the course of this process or as deemed necessary by SOVTECH at any stage.

**ACTION AGAINST MISCONDUCT:**

- i) Candidates are advised in their own interest that they should not furnish any documents/information that are false, tampered, fabricated, having overwriting, having correction marks and they should not suppress any material information while filling up application.
- ii) At any stage of recruitment or later, if a candidate is or has been found guilty of any misconduct during the selection process, in addition to rendering himself/herself liable to legal/criminal prosecution, will also become liable to be:

- a) Disqualified from the selection process and/or
- b) Debarred either permanently or for a specified period from any examination/recruitment and/or
- c) Discharged/removed/dismissed from service, if the act of misconduct comes to notice after his/her appointment to the roll of SOVTECH.

**Member Secretary**

**SYLLABUS FOR SELECTION TEST FOR SELECTION OF EXECUTIVE OFFICER  
IN SOVTECH**

**Time allowed: 2 hours (80 marks)**

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**Syllabus:**

- Outline Detailed Project Report
- Drafting of Contract with vendors
- Internal Audit of an Organization
- Outline Request for Proposal

**SYLLABUS FOR WRITTEN AND SKILL TEST FOR SELECTION OF  
ADMINISTRATIVE ASSISTANT IN SOVTECH**

**Time allowed for written test: 1 hour (30 Marks)**

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**Syllabus for written test**

- Drafting proposal for procurement
- Drafting proposal for recruitment.
- Drafting letter for fund requirement to Department

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**Syllabus for Skill test**

Data Entry – 70 marks (Duration 1 hour)

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