



GOVT. OF INDIA
LAKSHADWEEP ADMINISTRATION
(Department of Environment & Forests)
Kavaratti Island – 682555

F.No. 9/2/2015-E&F

Dated:04.11.2016

EMPLOYMENT NOTICE

The Department of Environment & Forests, UT of Lakshadweep, Kavaratti invites application for the following posts from qualified Local Scheduled Tribe Candidates for operationalising the State ENVIS Center on "Status of Environment and Related Issues" at Department of Environment & Forests, Kavaratti, on contractual basis as per details given below.

Name of Contractual Posts:

- | | |
|------------------------|----------|
| 1. Programme Officer | One post |
| 2. Information Officer | One post |
| 3. IT Assistant | One post |

Functional responsibilities and duties:

- 1. Programme Officer:** Programme Officer will prepare a comprehensive annual plan of activities / work as well as Strategic Plan for the forthcoming year in consultation with the ENVIS Coordinator, identifying work components for the project keeping in view the objectives, identification of data sources, data gaps, knowledge gaps, and verification and authentication of collected data with appropriate tabulations. The activities will include development of value added information products. The Programme officer will be the overall technical head of the Centre under the ENVIS Coordinator.
- 2. Information Officer:** Information Officer will be responsible for data collection on the assigned subject from different authenticated source. He will be also responsible for all data related matters such as collection, compilation, storage, processing and dissemination of information along with Programme Officer.

3. **IT Assistant:** IT Assistant will be responsible for designing, development of website and for keeping the website up-to-date through data entry, links with other databases, etc. He will maintain the website. He will be responsible for all IT related matters.

Essential qualification, Experience & Monthly remuneration

Sl No	Name of post	Essential qualification & Experience	Monthly remuneration	Age limit
1	Programme Officer (One post)	MSc. Along with good computer knowledge and 3 years experience.	30,000/-	45 years
2	Information Officer (One post)	Graduation in Science or equivalent; Good knowledge of Computers: one year working experience in relevant areas.	25,000/-	35 years
3.	IT Assistant (One post)	IT Graduate, Good knowledge of computer technology (website development, designing, internet, publications etc) one year experience.	20,000/-	35 years

Selection Criteria

1. Academic merit - 50%
2. Computer Knowledge - 15%

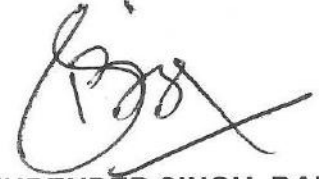
The weightage / marks will be awarded as follows.

- i) 3% - Knowledge of MS Office
 - ii) 3% - Statistical analyzing software like MySQL, Oracle RDBMS, Terradaa, Sybase, MongoDB etc.
 - iii) 3% - Experience certification having the use of ArcGIS, ERDAS Imagine, ENVI etc
 - iv) 3% - Experience certification in website development & designing.
 - v) 3% Experience certification in photo / banner editing, images/ videos editing software like Photoshop.
3. Experience - 15%
3% marks will be awarded for each additional year of experience over above the essential year of experience required in the functional responsibilities and duties mentioned above, subject to maximum of 15%.
 4. Interview - 20%



Interested candidates with the above qualifications may send their application in plain paper with attested copies of certificates with mark list for proof of qualification, age, Scheduled Tribe Certificates, Computer Certificates, Experience Certificates etc. to the Conservator of Forests, Department of Environment & Forests, Kavaratti, UT of Lakshadweep to reach on or before 30.11.2016. Application received without proof of above mentioned qualifications and application received after the due date will not be considered. Candidates who have obtained their qualification from private institutions shall produce proof of government recognition / registration from the relevant authority / councils at the time of interview.

This issues with the approval of the Secretary Environment & Forests vide diary no.8153 dated.04.11.2016.



**(BHUPENDER SINGH, DANICS)
CONSERVATOR OF FORESTS**

To

1. The Notice Board.
- ✓ 2. The Director, Information and Public Relation, for publishing in the next issue Lakshadweep Times.
3. The SIO, NIC with a request to upload in the Lakshadweep Website.
4. All the HODs with a request to display on the notice board.
5. The DC Minicoy & Agatti / SDO in all islands with a request to publish in their notice boards.
6. Environment Warden / Environment Assistant in all islands.