



# 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)  
Dr. B.R. Ambedkar Govt. Polytechnic Campus, Pahargaon, Port Blair – 744103.  
Phone: 03192- 259200 Fax: 03192- 250587 E-Mail: [sovtech@and.nic.in](mailto:sovtech@and.nic.in)

## Recruitment Notice (Contract Basis)

The Society for Promotion of Vocational and Technical Education (**SOVTECH**), Andaman & Nicobar Islands, Port Blair, a registered Society under Andaman & Nicobar Administration and the State designated Nodal Agency for implementation of the various projects under National e-Governance Plan (NeGP), invites applications from Indian Nationals for filling up the following posts **purely on contract basis**.

<b>1</b>	<b>Name of the Post</b>	<b>:</b>	<b>Administrative Officer</b>
	Number of Post	:	01 (One)
	Educational Qualification	:	Any Graduation with minimum 20 years of experience working in the Administrative setup of any Govt. Organization/PSU. Preference will be given to retired Assistant Secretary/Assistant Director of A & N Administration.
	Age limit	:	Not exceeding 62 years
	Consolidated Salary per month	:	₹ 32500/-
	Roles and Responsibilities	:	To carry out all the works pertaining to IT Section such as handling all establishment matters of IT Cadre (finalization of Seniority list, Transfer/Posting, award of ACP/MACP, grievance redressal etc), disposal of RTI applications and management of GIA and ACA from A & N Administration etc.
	Method of Recruitment	:	Top 5 candidates in respect to their qualification/experience will be called for Personal Interview.

<b>2</b>	<b>Name of the Post</b>	<b>:</b>	<b>Administrative Assistant</b>
	Number of Post	:	02 (Two)
	Educational Qualification	:	12 <sup>th</sup> Pass with one year diploma in Computers
	Age limit	:	Not exceeding 35 years
	Consolidated Salary per month	:	₹ 16000/-
	Roles and Responsibilities	:	To assist IT Section and Administrative Officer in handling the works pertaining to IT Section.
	Method of Recruitment	:	1. Written test comprising of General English, General Knowledge and General Arithmetic. 2. Candidates will have to qualify Data Entry Test with minimum 6000 key depression per hour. 3. Candidates successful in written test and Data Entry Test will be called for Personal Interview.

<b>3</b>	<b>Name of the Post</b>	<b>:</b>	<b>Senior Network Engineer</b>
	Number of Post	:	01 (One)
	Educational Qualification	:	B.Tech/B.E in CSE/ECE/IT/EEE with 2 year experience working in IT/Telecom Sector
	Age limit	:	Not exceeding 35 years

Consolidated Salary per month	:	₹ 32500/-
Roles and Responsibilities	:	To oversee the complete VSAT Network & monitor Network Engineers Location: Port Blair.
Method of Recruitment	:	1. Written test comprising of Network Concepts and Project Management Concepts. 2. Viva Voce/Personal Interview.

<b>4</b>	<b>Name of the Post</b>	:	<b>Network Engineer</b>
	Number of Post	:	07 (Seven)
	Educational Qualification	:	3 years diploma <b>OR</b> B.Tech/B.E in CSE/ECE/IT/EEE <b>OR</b> BCA.
	Age limit	:	Not exceeding 35 years
	Consolidated Salary per month	:	₹ 20000/- for stations in North, Middle & South Andaman and Rs.21000/- for stations in Little Andaman and Nicobar.
	Roles and Responsibilities	:	To maintain VSAT stations at South Andaman, North & Middle Andaman, Little Andaman and Car Nicobar and ensure that uninterrupted tele-medicine, tele-education and video conferencing facilities are available at these stations.
	Method of Recruitment	:	1. Written test comprising of General English, General Knowledge, General Arithmetic and Network Concepts. 2. Viva Voce/Personal Interview.

#### General information for all candidates:-

1. The appointment will be purely on contract basis, initially for a period of one year and may be extended for three years based on performance and requirement.
2. The prescribed qualifications are minimum and possessing of same does not entitle any candidate for selection.
3. Age limit restriction for each post will be calculated as on 1<sup>st</sup> November 2013.
4. The candidates from A & N Islands have to apply online.
5. The candidates from other parts of the country can apply in the prescribed form through post/courier.
6. The last date for receipt application at SOVTECH office is 29/11/2013 (Friday) upto 5.00 PM. The applications submitted after the due dates shall not be entertained.

#### How to Apply:-

##### 1. Candidates from A & N Islands

- Candidates are required to apply online through 'www.erecruitment.andaman.gov.in' from any of the eDweep Kendra (Common Service Centre)/TVET Centre by paying a charge of Rs.20/- per application and Rs.2/- per page for scanning and uploading the documents.
- Entries in the application form shall be required to be filled only in English.
- Please enter the mandatory fields.
- The session will expire automatically if the browser window is idle for a long time.
- The candidates are advised to keep the image/picture file of the signature, photograph and educational qualification certificates (size ≤ 5MB per document and file type .jpg or .jpeg only) ready before filling in the application.

- After filling in the online application, candidates will be required to get their original certificates verified from SOVTECH office. The date(s) of verification will be mentioned in printed copy of filled in application form for information of the candidate.

#### **Step by Step process to fill in the online application form**

1. Visit the URL [www.erecruitment.andaman.gov.in](http://www.erecruitment.andaman.gov.in). The Posts advertised will be visible in 'Home page'.
2. Click on the Link "Apply Online" against the post for which the candidate wants to apply.
3. Please fill up the personal details as mentioned in the Qualification Certificate. Click on 'Continue' to proceed.
4. The candidate will be asked to fill his/her qualification Details and Experience. Please fill all the relevant columns and click on 'Continue' to proceed.
5. In the next form the candidate has to upload his/her scanned photograph, Signature and qualification certificate (including Certificate/Mark sheet). After uploading all the required documents click on 'Continue' to proceed.
6. The next form will automatically list out the posts for which the candidate is eligible based on the information provided by him in previous screens. The candidate has to select the desired post(s) for which he is applying. He will also be required to give a declaration by checking the 'I agree' check box.
7. A preview page of filled in application form will be displayed for verification by candidate. In case of any correction/updation the candidate has to click on "Edit Application" or else click on "Confirm & submit"
8. Once confirmed the candidate will be redirected to a Printable Page where a registration number will be allotted and he/she can print the filled in Application form. A SMS alert will also be sent to his/her mobile number regarding the registration details.
9. The candidate must note the date mentioned on the printed application form and approach SOVTECH on the scheduled date for verification of original documents.

#### **2. Candidates from other parts of country**

- Candidates from other parts of the country may apply in A4 size paper in the format prescribed below.
- Candidates must attach duly attested photocopies of all relevant documents along with the application.
- Candidates must sign the application.
- Candidates must bring the original certificates for verification at the time of interview. No TA /DA shall be paid for attending the Interview.

**Member Secretary**  
**(SOVTECH)**  
Andaman & Nicobar Islands  
Port Blair

**Application for recruitment in SOVTECH, A & N Islands on contract basis.**

Affix recent  
passport size  
photograph

1	Name of the post applied for	:			
2	Full Name of Applicant	:			
3	Father's Name	:			
4	Mother's Name	:			
5	Date of Birth	:	..... Day                  Month                  Year		
6	Age as on 01.11.2013	:	_____ Years _____ Months _____ Days		
7	Gender	:			
8	Marital Status	:			
9	Category	:			
10	Permanent Address	:			
11	State	:			
12	District	:			
13	Communication Address	:			
14	Phone No.	:			
15	e-Mail ID (Optional)	:			
16	<b><u>Educational Qualification</u></b>				
	<b>Qualification</b>	<b>Year</b>	<b>Board</b>	<b>Duration of Course (In Months)</b>	<b>Percentage of Marks (%)</b>
17	<b><u>Experience</u></b>				
	<b>Employer</b>	<b>Post</b>	<b>Nature of Duty</b>	<b>Tenure (In Months)</b>	<b>Salary (in Rs.)</b>

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.

- Encl: 1) .....  
2) .....  
3) .....  
4) .....

Place:  
Date:

Signature of the candidate  
Name & Address