

NOTICE

RECRUITMENT TO THE POST OF LOWER GRADE CLERK UNDER THE ANDAMAN AND NICOBAR ADMINISTRATION

The Andaman and Nicobar Islands Administration will hold on Sunday the 13th December, 2009 an "Open competitive examination" for recruitment to the Group "C", Non Gazetted, Ministerial post of Lower Grade Clerk in the Pay Band-I-Rs.5200-20200 with Grade Pay 1900 for the offices under the Andaman and Nicobar Administration with the assistance of the Staff Selection Commission, for which applications are invited from the eligible candidates in the prescribed form (annexure I). The candidates who registered in the Employment Exchange shall also apply for the post in the prescribed form irrespective of their name being sponsored by the Employment Officer, Port Blair.

2. Vacancies

Lower Grade Clerk

- | | | | | | |
|------|---|---|--------|--|--|
| (i) | General category | - | 157 | | |
| | | | Posts. | | |
| (ii) | Reserved category (ST-03, OBC-99 & HC-03) | - | 105 | | "Local ST candidates covered under the category of "Tribes" as specified under the Constitution (A&N Islands) Schedule Tribe Order 1959) and OBC candidates covered under the category specified under Notification 343/2005/F.No.8-3/2003-TW dt. 16.12.2005 and No. 75/2006/F.No.8-3/2003-TW dated 19.04.2006 (A&N Admn.) |
| | | | Posts | | |

TOTAL POSTS.	<u>262</u>	<u>Subject to variation</u>
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Eligibility Conditions:-

3. Applicant must be Indian national.

- 4.** Age Limit: - For Male - 18 to 33 years
For Female - 18 to 38 years

Note: 'A Candidate for this exam must have attained the age of 18 years and must not have attained the age of 33/38 years in respect of male/female candidates respectively as on 01.08.2009 i.e. he/she must have been born not earlier than 01.08.1976/1971 respectively and not later than 01.08.1991.'

(Relax- able for Govt. servants and ST candidates up to 5 years and for OBC 03 years in accordance with the instructions/orders issued by Govt. of India).

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5. Educational Qualification: -

Essential:-

1. Pass in Senior Secondary School Certificate (XII Std.) or equivalent from a recognized Board / University. Should qualify in the written examination conducted by the Administration/Staff Selection Commission.
2. Should be able to type 25 words per minute in Hindi or 30 words per minute in English.

Desirable: Computer Education.

6. Fee Payable : No Fee.

7. Centres or Examination and address to which application should be sent:

The Examination will be held at Port Blair, Hut Bay, Car Nicobar, Kamorta, Campbell Bay, Rangat, Mayabunder & Diglipur. The application duly filled in all respect should be submitted to the Assistant Secretary (Perl.), Andaman and Nicobar Administration, Secretariat, Port Blair (Pin No. 744101) which should reach on or before 5.00 P.M. on 09.10.2009.

8. Scheme of the Examination:

The Examination will consist of two parts, viz.:-

Part-I : Written Examination
Part-II : Typewriting

Part-I - Written Examination: The subjects of the examination, the time allowed, the maximum marks for each subject will be as follows:-

Sl No.	Subject	Questions	Max. Marks	Time allowed
i.	General Intelligence and Clerical Aptitude	50	50	200 Marks 02 (Two hours)
ii.	English Language	50	50	
iii.	General Awareness	50	50	
iv.	Numerical Aptitude	50	50	

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There will be a single paper for all the four subjects having “**Objective-Multiple-Choice-Type**” Questions and candidates will be required to qualify in each of the four subjects separately. The Andaman and Nicobar Administration will have full discretion to fix the minimum qualifying marks in either or all the subjects. The question paper in respect of subject at Sl.No. (i), (iii) & (iv) above will be set in English & Hindi. Only such candidates, who attain in each of the four subjects of the Written Examination, a minimum standard as may be fixed by the A & N Administration in their discretion, will be eligible to take the Typewriting Test (Part-II of the Examination)

SYLLABUS:

- (i) **General Intelligence:** It would include questions of both verbal and Non-verbal type. The test will include questions on analogies, similarities and difference, space visualization, problem solving analysis, judgment, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series, non-verbal series etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, and other analytical functions.
- (ii) **English Language:** - Questions in this test will set to assess the knowledge of English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms etc. There will also be questions on comprehension of a passage.
- (iii) **General Awareness:** - Questions will be designed to test the ability of the candidates, general awareness of the environment around him and its application to society. Questions will also be designed to test the knowledge of current events, observation/experienced and elementary knowledge of computers. The test will also include questions relating to India and its neighboring Countries especially pertaining to History, Culture, Geography, Economic, Science, General Politic and Scientific research.
- (iv) **Numerical Aptitude:** - Questions will be designed to test the ability of arithmetical computation. of whole numbers, decimals and fraction and relationship between numbers. This test will also includes questions on problems relating to percentage, ratio and proportion, average estimation, use of table and graphs, mensuration, time and distance, ratio and time etc. etc.

Part-II : Typewriting Test :

The candidates qualifying in Part-1 of the Examination would be required to pass the Typewriting Test at the minimum speed of 30 words per minutes in English or 25 words per minute in Hindi on manual Type Writer . The Typewriting test will consist of one paper on running matter of 10 minutes duration.

9. Selection of Candidates:-

(a) Final selection for appointment to the post of Lower Grade Clerk (LGC) will be made on the basis of marks secured in the written examination subject to the candidates qualifying in the written examination as well as in the Typewriting Test at the prescribed speed.

(b) Provided that, candidates belonging to the Schedule Tribes may, to the extent the number of vacancies reserved for them cannot be filled on the basis of general standards, be recommended at relaxed standards to make up for the deficiency in the reserved quota subject to fitness of such candidates for selection irrespective of their ranks in the order of merit.

10. Documents to be attached with the Application:

- (i) Two copies of a recent stamp size photograph in addition to photograph pasted in the application. (NB: Please write his/her name on back side of the photograph)
- (ii) One self-addressed Post Card. Candidates should write the Name and Year of the Examination on the Post Card.
- (iii) Two self-addressed Envelopes of 12 cm x 25 cm size, postage stamp worth Rs.5.00 must be affixed in one of the Envelopes.
- (iv) Two slips indicating name and postal address.
- (v) Attested copies of certificates showing Age, Educational qualifications and Employment Registration Card and other testimonials.
- (vi) Attested copies of documents in support of claim of Other Backward Class /Schedule Tribes /handicapped candidates, in respect of those who apply against the reserved vacancy.




Note:

1. Only attested copies of Certificates are required to be sent. The original certificates must **not** be attached with the Application.
2. Incomplete or un-signed applications are liable to be rejected/ cancelled.

11. Closing Date:- Completed applications in the "**prescribed form**"(Annexure-I) along with attested copies of certificate should be sent to the Assistant Secretary (Perl.), A&N Administration, Secretariat, Port Blair, Pin-744101, latest by 5.00 P.M. on 09.10.2009. Applications received after the closing date will not be entertained under any circumstances.

12. Admission to the Examination:- Before submitting his/her application, the candidate must carefully read the eligibility conditions for the examination and satisfy himself/herself that he/she fulfills all eligibility conditions.

13. Admission Certificate for the Written Examination indicating the Time Table for the examination as also the venue of Examination for each candidate will be issued to all eligible applicants **at least two weeks** before the date of examination mentioned in para 1 of the Notice. If any candidate does not receive the Admission Certificate for the examination 1(one) week before the date of Examination, he/she must immediately contact the Personnel Wing, A&N Administration, Secretariat, Port Blair. Failure to do so will deprive him/her of any claim for consideration.


P.R.C. NAIR 14/10/09
Assistant Secretary (Perl.)
A&N Administration
M.F.No.47-1/2008-PW

Annexure – I

Closing date : 09.10.2009
Date of Exam: 13.12.2009

RECRUITMENT TO THE POST OF LOWER GRADE CLERK UNDER ANDAMAN AND NICOBAR
ADMINISTRATION

APPLICATION FORM

(In the columns below, where boxes are provided Put "✓" mark in the appropriate box)

Paste here a signed copy of your recent PP size Photograph.

Application for the post of Lower Grade Clerk

1.	Centre opted (please see para 7 of the Notice)																									
2.	Name of candidate in Block Letter (as recorded in SSSC (XII th) or equivalent certificate)																									
3.	Name of Father																									
4.	Gender	1. Male <input type="checkbox"/> 2. Female <input type="checkbox"/>																								
5.	Marital Status	1. Married <input type="checkbox"/> 2. Un-married <input type="checkbox"/>																								
6.	(a) Date of Birth (as recorded in SSC(X th) or equivalent certificate) (b) Age as on 01.08.2009 (completed year and month) (Enclose proof of date of birth)	<table border="0"> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td colspan="2">Date</td> <td colspan="2">Month</td> <td colspan="2">Year</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td colspan="2"></td> </tr> <tr> <td colspan="2">Year</td> <td colspan="2">Month</td> <td colspan="2"></td> </tr> </table>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Date		Month		Year		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			Year		Month			
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Year		Month																								
7.	Nationality (In Block letters)																									
8.	Permanent Address (In Block letters)																									
9.	Are you seeking employment against General Category or Schedule Tribe/ Handicapped / OBC (Attach attested copy of reservation certificate for ST /HC/OBC in respect of such candidate)	<input type="checkbox"/> General <input type="checkbox"/> ST <input type="checkbox"/> HC <input type="checkbox"/> OBC																								
10.	Medium opted for <u>Typing Test</u>	1. Hindi <input type="checkbox"/> or 2. English <input type="checkbox"/>																								
11.	Do you possess minimum educational qualification viz. SSSC (XII th Std. Pass)	Yes <input type="checkbox"/> No <input type="checkbox"/>																								

12	Educational Qualifications (beginning with SSSC(XII th Std.)			
Sl. No.	Name of Exam.	University/Board	Main/Elective Subject	Year of passing
13	Are you a departmental candidate		<input type="checkbox"/>	<input type="checkbox"/>
			Yes	No.
14	Your Employment Exchange Registration Number			
15	Address for communication (In Block letters)			

I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being false or incorrect or ineligibility being detected before or after the examination, my candidature/appointment is liable to be cancelled. I have not submitted any other application for this examination. I am aware that if I contravene this rule, my application will be rejected summarily by the Administration.

I have read the provisions in the Notice of the Administration carefully and I hereby undertake to abide by them.

I further declare that I fulfill all the conditions of eligibility regarding age limits, educational qualification etc. prescribed for admission to the examination.

Place :

Date :

List of Enclosures: 1.

(Signature of the applicant)

(Application not signed by the Candidate will be rejected)

NOTE I : CANDIDATE ARE ADVISED TO SUBMIT INPERSON/POST THE APPLICATION WELL BEFORE THE CLOSING DATE SO THAT IT REACHES THE ASSISTANT SECRETARY(PERL.), SECRETARIAT BY CLOSING DATE. NO APPLICATION RECEIVED AFTER THE CLOSING DATE WILL BE ACCEPTED UNDER ANY CIRCUMSTANCES.

NOTE II : DEPARTMENTAL CANDIDATES SHOULD SEND THEIR APPLICATIONS THROUGH PROPER CHANNEL TO THE ASSISTANT SECRETARY (PERL.), SECRETARIAT, A&N ADMINISTRATION. IF SUCH APPLICATION IS RECEIVED LATE AND NOT COMPLETE IN ALL RESPECT AS PER ADVERTISEMENT ARE LIKELY TO BE REJECTED.

NOTE III : CANDIDATES MAY NOTE THAT THEY **SHOULD NOT ATTACH THE ORIGINAL CERTIFICATES** IN SUPPORT OF THEIR EDUCATIONAL QUALIFICATIONS, AGE ETC. ALONGWITH APPLICATIONS. THESE DOCUMENTS WILL BE CALLED FOR FROM THE CANDIDATES AT THE TIME OF TYPE WRITING/TRADE TEST. HOWEVER, CANDIDATES SEEKING RESERVATIONS AS ST/HC/OBC MUST SUBMIT THE ATTESTED COPY OF PRESCRIBED CERTIFICATE IN SUPPORT OF THEIR CLAIM ALONGWITH THE APPLICATION FORM.

NOTE-IV: PLEASE WRITE HIS/HER NAME ON BACK SIDE OF THE PHOTOGRAPH

NOTE - V : **SPECIAL ATTENTION TO THE CANDIDATE** - THE CANDIDATES SHOULD ENSURE THAT THEIR APPLICATIONS ARE RECEIVED IN THE PERSONNEL WING, SECRETARIAT WITH IN THE CLOSING DATE I.E. LATEST BY **5.00 P.M. ON 09.10.2009. APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE ACCEPTED IN ANY CASE.**