

VACANCY NOTICE

Applications are invited from eligible candidates for the Post of Staff Car Drivers (Ordinary Grade) in the Secretariat establishment, A&N Administration. The No. of Posts, Scale of pay eligibility condition are given below:-

Post	General	OBC	ST	Total
Staff Car Drivers (Ordinary Grade)	04	02	-	06

Note: - Vacancies may increase depending upon the position at the time of final selection.

- I- Name of Post** - Staff Car Drivers (Ordinary Grade)
(i) No. of vacancies - 06
(ii) Pay Band and G.P/Pay scale - PB-1 Rs. 5200-20200+GP Rs. 1900/-

II- Eligibility conditions

- (i) Age limit - 18-33 years
(Relaxation for Govt. Servants upto 05 years)
The crucial date for determining the age limit shall be the closing date of applications.
- (ii) Education Qualification -
Essential
- a) Xth pass from a recognized Board/ University
 - b) Must possess valid Light Motor Vehicle Driving licence.
 - c) Must qualify Trade Test/ Professional test etc.
- Desirable:-**
- 1) Three years experience in driving Light Motor Vehicle.
 - 2) Knowledge of motor mechanism and capable to locate and rectify minor defects in the vehicle.
 - 3) Must have good knowledge of Traffic Regulation.

III- Trade Test -

The candidates should qualify the Trade Test which will be conducted by the concerned authority.

IV -

Final list of successful candidates shall be prepared on the basis of their merit

V- How to Apply-

- (i) A candidate may submit their application on a plain paper in the format given below alongwith attested copies of certificates age proof, category, educational qualification, driving license etc. with 2 passport size photographs (one should be affix in the space given in the application form and the other

one should be attached along with application addressed) to the Assistant Secretary (GA) A&N Administration Secretariat Port Blair. Forms are obtainable from the GA Section, Secretariat or can be downloaded from the Administration's web site and.nic.in or The vacancy notice.

- (ii) Acknowledgment receipt will be issued on depositing the form, which should be retained by the applicant.

VI- Closing Date -

Application should be deposited in the above designated office latest by 1500 hrs on 20/12/2009

VII- Instructions in General - Only those qualifying in Trade Test will be called for interview. Original documents (Educational qualification, Driving license, Age proof, ST/OBC category and Employment Exchange Registration Card.) will be verified at the time of 'interview'.

VIII- Note-

- (i) Application found incomplete in any form are liable to be rejected and no further correspondence will be entrusted in this regard.. No TA or DA will be paid to the candidates for attending the selection process/interview.
- (i) Even those who may be sponsored by employment exchange are required to submit the application form complete in all respects.

FORMAT

APPLICATION FOR THE POST OF STAFF CAR DRIVER (ORDINARY GRADE)

Affix Recent
Passport size
Photograph

To

The Secretary (GA),
Andaman and Nicobar Administration,
Secretariat,
Port Blair.

Sub:- Application for the post of Staff Car Driver (Ordinary Grade) in Secretariat Establishment
A&N Administration.

Sir,

With reference to advertisement for recruitment to the above-mentioned post, I beg to
submit my candidature as per following details.

1.	Name of Applicant (in block letters)	
2.	Father's Name (in block letter)	
3.	Date of birth (Attach attested copy of certificate in support of date of birth)	 (Date).....(Month).....(year)
4.	Nationality	
5.	Education qualification (Attach attested copy of High School Pass Certificate)	
6.	Driving license No. (Attested copy of valid Light Motor Vehicle license be attached)	
7.	Category (In case of OBC/ST Attach attested copy of Certificate of OBC/ST)	General.....OBC.....ST.....
8.	Employment Exchange Registration No.	
8.	Permanent address	
9.	Address for communication	
10.	Telephone No. if any	

DECLARATION

I hereby declare that all statements made in the 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 my selection, my candidature/appointment is liable to be cancelled

Place:

Date:

Documents enclosed:

(Signature of applicant)