

**ANDAMAN AND NICOBAR ADMINISTRATION,
SECRETARIAT.**

NOTICE

**SPECIAL RECRUITMENT DRIVE EXCLUSIVELY FOR ST
CANDIDATES TO THE POSTS OF LOWER GRADE CLERK (YEAR-
2007) UNDER ANDAMAN AND NICOBAR ADMINISTRATION.**

The Andaman and Nicobar Islands Administration will conduct on Sunday the **18th November, 2007** a “Competitive Written Examination and Skill test in typewriting” for the recruitment of ST Candidates of A&N Islands covered under the category of “Tribes” as specified under the Constitution (A&N Islands) Schedule Tribe Order 1959) to the posts of Lower Grade Clerk (Group “C”, Non-Gazetted, Ministerial) in the pay scale of Rs.3050-75-3950-80-4590 for the offices under the Andaman and Nicobar Administration reserved for Scheduled Tribe Category, for which applications are invited from such eligible ST candidates in the prescribed form (Annexure-I). The ST candidates of A&N Islands 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 : Reserved for ST Category - **34 posts** *

* (33 for AC Cadre & 1 CPAO Estt) &

* (subject to variation)

Eligibility Conditions:-

3. Applicant must be an Indian national.

4.	Age Limit: -	For Male - 18 to 33 years For Female - 18 to 38 years	<i>relaxable up to 05 years being ST candidate in accordance with the GOI orders.</i>
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Note: ‘For this examination, a ST male candidate must be at the age of 18 to 38 years and female ST candidate must be at the age of 18 to 43 years as on 01.08.2007 i.e. he/she must have been born not earlier than 01.08.1969/1964 respectively and not later than 01.08.1989.’

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 A&N Administration. With the assistance of a Committee duly constituted by the Admn.
2. Should be able to type 25 words per minute in Hindi or 30 words per minute in English.

Desirable: Computer Education- Knowledge in computer typing.

6. Fee Payable : No Fee.

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

The Examination will be held at **Port Blair, Car Nicobar & Kamorta**. 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 28.09.2007**.

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 2.00 Hrs.
ii.	English Language	75	75	
iii.	General Awareness	75	75	

There will be a single paper for all the three subjects having “**Objective-Multiple-Choice-Type**” Questions and candidates will be required to qualify in each of the three subjects separately. The A&N Administration will have full discretion to fix the minimum qualifying marks in either or all the subjects. The question paper in respect of above subjects will be set in English. Only such candidates, who attain in each of the three subjects of the written examination, a minimum standard as may be fix by the A&N Admn on its discretion, will be eligible for the post.

SYLLABUS:

- (i) **General Intelligence & Clerical Aptitude:** 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, arithmetical computations and other analytical functions. The question in clerical aptitude will be set to test the candidate’s perceptual accuracy and aptitude. This is the ability to notice similarities and difference between pairs of names and numbers. This will also assess in addition to perceptual accuracy and aptitude, ability to handle office routine work like, abbreviating, Indexing etc.

- (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, Sports, Geography, Economic, Science, General Politic and Scientific research.

Part-II : Typewriting Test :

The Typewriting test will consist of one paper on running matter of 10 minutes duration will be conducted by the Administration in the Afternoon of the same day of the examination. The candidates 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. The candidates are permitted to bring/use their own typewriter for skill test if they intended to do so. However, Administration will provide typewriters to those candidates who do not bring Typewriters for the test.

9. Selection of Candidates /Relaxation of Standard:

- (a) Final selection for appointment to the post of Lower Grade Clerk(LGC) will be made on the basis of marks secured subject to the candidates qualifying in the written examination as well as in the Typewriting Test at the prescribed standard/speed.
- (b) Provided that, relaxation of minimum standard in written examination and speed in typewriting test will be determined by the Administration, if considered necessary, to the extent of number of vacancies reserved for them, to make up shortfall of vacancies in the reserved quota, subject to fitness of such candidates for selection irrespective of their ranks in the order of merit, as per the existing Rules/orders of Govt. of India in force.

10. Documents to be attached with the Application:

- i) Two copies of a recent passport size photograph in addition to photograph pasted in the application. (NB: Please write his/her name on back side of the photographs)
- 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/- must be affixed on one of the Envelopes
- iv) Two slips indicating name and postal address
- v) Attested copies of certificates showing Age, Educational qualifications, ST Certificate and Employment Registration Card and other testimonials.

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 **28.09.2007**. 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 & Skill test indicating the Time Table for the examination as also the venue of Examination for each candidate will be issued to all the applicants **at least two weeks** before the date of examination mentioned in para 01 of the Notice. If any candidate does not receive the Admission Certificate for the examination 01(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.

Assistant Secretary (Perl.)
A&N Administration
(F.No.47-1(1)/2007-PW)

Annexure – I

Closing date :	28.09.2007
Date of Exam:	18.11.2007

RECRUITMENT TO THE POST OF LOWER GRADE CLERK RESERVED FOR SCHEDULED TRIBES COVERED UNDER THE CONSTITUTION (A&N ISLANDS) SCHEDULE TRIBE ORDER, 1959.
(Special Recruitment Drive- 2007)

APPLICATION FORM

(In the columns below, where boxes are provided Put “✓” mark for your option in the appropriate box)

Application for the post of - LOWER GRADE CLERK.
(Reserved quota for ST candidates of A&N Islands)

<p>Paste here a signed copy of your recent passport size Photograph</p>

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.	Sex	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) (Attach proof)	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
		Date	Month	Year
	(b) Age as on 01.08.2007 (Completed year and month)	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	
		Year	Month	
7.	Nationality (In Block letters)			
8.	Permanent Address (In Block letters)			
9.	(a) Are you a Schedule Tribe (as specified under the Constitution (A&N Islands) Schedule Tribe Order, 1959) (Attach copy of Certificate)	<input type="checkbox"/> Yes	<input type="checkbox"/> No.	
10.	Medium opted for Typing Test	1. Hindi <input type="checkbox"/>	2. English <input type="checkbox"/>	
11.	Do you posses minimum educational Qualifications 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 Examination	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 the rules, 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 :

(Signature of the applicant)
(Application not signed by the candidate will be rejected)

NOTE I : CANDIDATE INTENDED TO SENDING THEIR APPLICATION BY POST ARE ADVISED TO 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, ST CATEGORY ETC. ALONGWITH APPLICATIONS. THESE DOCUMENTS WILL BE CALLED FOR LATER.

NOTE – IV : **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 28.09.2007**. APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE ACCEPTED IN ANY CASE.

NOTE- V **APPLICATION FROM CANDIDATES OF ANY OTHER CATEGORY OR DISCIPLINE WILL NOT BE ACCEPTED/ENTERTAINED.**