

EMPLOYMENT NOTICE

Application are invited from eligible OBC/ Orthopaedically Handicapped above 40% candidates Domicile of Andaman & Nicobar Island possessing the requisite qualification and experience etc for filling up of vacancy of Group 'C' Non- Ministerial post under the establishment of Directorate of Industries A&N Admn indicated as under:-

1	Name of Post	Skilled worker (Coir)
2	No. of Vacancy	02 -01 reserved for OBC, 01 reserved for orthopaedically Handicapped above 40%
3	Scale of Pay	Pay Band -1 5200-20200 GP Rs 1800
4	Age Limit	18 to 33 for Male 18 to 38 for Female Note:- The crucial date for determining the age limit shall be closing date for receipt of application from candidates.
5	Educational Qualification	<u>Essential</u> 1. Secondary School Exam. (10 th Std) passed from a recognized institute Board. 2. One year certificate course in Coir processing or Coir Product manufacturing from a recognized institution. <u>Desirable</u> 1. Six Months advance Training in Coir from NCT & DC Coir Board. 2. Two years practical experience in any reputed industrial unit.
6	Job Description for Skilled worker (Coir)	1. They shall carry out the work in the ITC set up by the Department in different locations as per the instruction of Center in charge. 2. They shall carry out the work of manufacturing of Coir Fiber, Coir Handicraft, Coir Products etc. as per the design made available to them by the center in-charge. 3. They shall keep the premises of the workshop/Center neat and tidy. 4. They shall clean all the tools, equipments and machinery free from dust available in the center every day before closure of the center. 5. They shall assist the maintenance mechanic in repair and maintenance of the machinery and equipment available in the workshop /center as and when required. 6. Any other works as may be assigned to them from time to time by their superiors.

Last Date of receiving of application 15th April 2011

NOTE:-

- **The candidates shall ensure that the application form duly filled in alongwith 02 passport size photograph duly attested by any Gazetted Officer is submitted well before the last date for receipt of application.**
- **Application received after the closing date shall be summarily rejected.**
- **Application submitted by post should be sent well in advance so as to receive within the closing date.**
- **Application received by post after the closing date shall also be summarily rejected.**

- **Incomplete Application forms and Application forms without copies of Educational Qualification Age proof, caste proof shall summarily be rejected.**

- **Application form can be obtained from the Office of the Director of Industries/Deputy Commissioner, Car Nicobar/ Deputy Commissioner Middle & North Andaman/ Assistant Commissioner Nancowry/ Assistant Commissioner Campbell bay/ Assistant Commissioner Diglipur/ Tehsildar Little Andaman/ Tehsildar Rangat/ Industries Promotion Officer Little Andaman/ Industries Promotion Officer Rangat/ Extension Officer Car Nicobar/ Extension Officer Campbell Bay/ Extension Officer Diglipur. Application form can also be downloaded from website [www. and.nic.in](http://www.and.nic.in).**

Head of Office

**APPLICATION FORM FOR THE POST OF SKILLED WORKER (COIR) IN THE
ESTABLISHMENT OF DIRECTORATE OF INDUSTRIES**

Paste one
Passport size
Photograph here
Duly attested by
Gazetted Officer

To
The Director of Industries,
A &N Administration,
Port Blair

1. Name of the applicant (in capital Letters)
2. Father / Husband Name (in Capital Letter)
3. a) Residential (in Capital Letters)
b) For Correspondence (in Capital Letters)
4. Sex Male / Female
5. Date of Birth Date..... Month.....
Year.....
6. Age as on the closing date of Application Years..... Month.....
Days.....
Educational Qualification
7. a) Academic (enclose attested Photocopy of certificate)
b) Technical (enclose attested Photocopy of certificate)
Experience / Any other Qualification
8. Educational Qualification
(Enclose attested photocopy of Certificate)
9. Employment Exchange Card No. & certificate) (enclose attested photocopy of
Date
10. Whether Domicile of A & N Islands certificate) (enclose attested photocopy of
Whether belongs to OBC/ST/
11. Orthopadically Handicapped above certificate) (enclose attested photocopy of
40%
12. Any Other relevant information

Signature of applicant