

## VACANCY NOTICE

Applications are invited from eligible candidates for the Post of Staff Car Driver (Ordinary Grade) in the Secretariat Establishment, Andaman and Nicobar Administration. The No. of Posts, Scale of Pay eligibility condition are given below:-

Post	General	OBC	ST	Total
Staff Car Driver(Ordinary Grade)	03	01	-	4

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

<b>I. Name of Post</b>	Staff Car Driver(Ordinary Grade)
(i) No. of Vacancies	04 (four ) posts
(ii) Pay Band and G.P/Pay Scale	PB-I Rs. 5200-20200+GP Rs.1900
<b>II- Eligibility conditions</b>	
(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 receipt of applications or receipt of names from the Employment Exchange.
ii) Education Qualification- <u>Essential</u>	(a) X <sup>th</sup> Pass from a recognized Board/University. (b) Must possess valid Light Motor Vehicle Driving License. (c) Must qualify Trade Test /Professional test etc.
<b>Desirable:-</b>	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 Regulations
<b>III- Trade Test /Professional Test</b>	The candidates should qualify the Trade Test which will be conducted by the competent authority. Note : The candidates who successfully be called for interview.
<b>V. Procedure to apply</b>	i) The candidate may submit his/her application on plain paper in the format given below along with attested copies of certificates, age proof, Local category Educational qualification, driving license etc. with 2 (two) recent passport size photographs (one should be affixed in the space given in the Application Form and the other one should be attached along with the application addressed to the Secretary (GA), A&N Administration, Secretariat, Port Blair. Forms can also be downloaded from the Admn's Website <a href="http://www.and.nic.in">www.and.nic.in</a> . ii) Acknowledgment receipt will be issued on depositing the application form, which should be retained by the applicant.

<b>VI- Closing Date -</b>	Application should be sent/submitted to the Office of the Assistant Secretary (GA) on working day during working hours latest by 1500 hrs on or before 08/10/2011.
<b>VII- General Instructions</b>	Only those who qualifies in Trade Test /Professional 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.
<b>VII- Note:-</b>	<p>i) Application found incomplete in any respect is liable to be rejected and no further correspondence will be entertained in this regard. No TA or DA will be paid to the candidates for attending the trade test, selection process/interview.</p> <p>ii) Candidates sponsored by employment exchange are also required to submit the application form with all the required documents and Passport Size photos in all respects, if not already applied for.</p>

Assistant Secretary(GA)

## FORMAT

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

To

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

Sir,

With refer to the Advertisement Published in the Daily Telegrams/Other Local dailies inviting application for the post of Staff Car Driver (Ordinary Grade), I hereby offer my candidature for the post and the Bio-data is as under :-

1.	Name ( In Block Letters )	
2.	Father's Name	
3.	Date of birth ( in Christian era) attested copy of age proof to be attached.)	_____ Days..... Month.....Years.....
4.	Nationality	
5.	Eduacation qualification (Attach attested copy of High School Pass Certificate)	
6.	Driving Liciense No. (Attested copy of valid Light Motor Vehicle License be atatched)	
7.	Category (Inc case of OBC/ST attach attested copy of certificate of OBC/ST)	
8.	Employment Exchange Registration No.	
9.	Permanent Address	
10	Address for communication	
11.	Telephone Number, If any	

### **DECLARATION**

I do hereby declare that all statements information made in the application are true, complete and correct . I understand that in the event of any information being found false or incorrect or ineligibility being detected before or after my selection, candidature/appointment is liable to be cancelled.

Place:

Date:

Documents enclosed:

(Signature of applicant)