

PRESS NOTE

Applications are invited to fill up the following vacant posts under the Municipal Council, Port Blair. The details of posts, essential educational qualification etc. required are as under-

1	Name of Post	Lower Grade Clerk
	No. of Post	21 Nos. (Gen- 16, PH*- 01 and ST - 04) * PH- 01 Post for Physically handicapped person with Locomotory disability or cerebral palsy)
	Scale of Pay	5200-20200+ GP1900(RP)
	Age limit for direct Recruitment	18-33 for Male and 18-38 for female candidates. (Relaxable for govt. servants and ST candidate upto 5 years in accordance with the instructions or orders issued by the central Govt.) Note : The crucial date for determining the age limit shall be the closing date for receipt of name from Employment Exchange/ application from candidates.
	Educational qualification	Essential: 1. Pass in senior school certificate examination (12 th Std) from a recognized Board. 2. Should qualify in a written test to be conducted by the Council or authorized recruitment agency. 3. A typing speed of 30 w.p.m in English or 25 w.p.m in Hindi on manual typewriter (or) 4. A typing speed of 35 w.p.m in English or 30 w.p.m in Hindi on computer. (35 w.p.m and 30 w.p.m correspond to 10500 KDPH/9000KDPH on an average of 5 key depression for each word) Desirable : Computer Education.
2	Name of Post	Tax Collector
	No. of Post	15 Nos. (Gen- 10, PH*-01 and ST-04) * PH- 1 Post for Physically handicapped person with Blind or low vision)
	Scale of Pay	5200-20200+ GP1900(RP)
	Age limit for direct Recruitment	18-33 for Male and 18-38 for female candidates. (Relaxable for govt. servants and ST candidate upto 5 years in accordance with the instructions or orders issued by the central Govt.) Note : The crucial date for determining the age limit shall be the closing date for receipt of name from Employment Exchange/ application from candidates.
	Educational qualification	Essential: 1. Pass in senior school certificate examination (12 th Std) from a recognized Board. 2. Should qualify in a written test to be conducted by the Council or authorized recruitment agency. Desirable : 1. Knowledge in Computer application.

The number of vacancies may vary at the time of selection.

Instructions to candidates:-

1. Candidates eligible for the above posts may apply in the prescribed form.
2. No supporting documents need to be given while submitting application.
3. The date of birth and educational qualification prescribed for the posts shall be verified at the time of selection.
4. In case any candidate found misleading his candidature will subarily be rejected from the merit list.

5. The applications should reach the Administrative Officer, Municipal Council, Port Blair, 744101 on or before **12/04/2012 by 3.00 PM.**
6. The incomplete or unsigned applications shall be rejected. Application received after the closing date will not be entertained under any circumstances.
7. Separate application may be sent for the posts of LGC and Tax Collector.
8. The age relaxation for SSCT/Adhoc/Contract/DRM etc applying for the post shall be considered in terms of A & N Administrations circular No. 45/1998-PW dated 19/09/2011.(Documentary evidence may be enclosed)
9. 2 Nos. recent passport size photographs may be enclosed alongwith the application.
10. 2 self addressed envelope dully affixed by ten Rupees Indian Postal stamp may be enclosed alongwith the application.


Administrative Officer
Municipal council

FORM OF APPLICATION

Affix recent passport size photograph self attested

Application for the post of -----

1.	Name of the candidate (In Block Letters)	
2.	Name of Father/Husband	
3	Sex	Male/Female
4	Marital Status	Married/Unmarried
5	a. Date of Birth	Date Month Year
	b. Age as on the last date of receipt of application	Days Month Year
	c. Period of age relaxation	
6	Nationality	
7	Permanent Address with phone No., if any	
8	Address for communication with phone No. if any	
9	Educational qualification	
10	Local certificate No.	
11	Employment Reg No.	
12	Category- General/ST/Handicapped	

I hereby declare that the information given above is 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 test/appointment, my candidature/appointment is liable to cancelled/terminated.

Place:
Date:

(Signature)