

VACANCY NOTICE

ANNEXURE - I

Applications are invited in the prescribed format from the eligible candidates belonging to the following categories of A & N Islands, who are possessing requisite qualifications for filling up the vacancies of following posts in the Directorate of Shipping Services, Port Blair.

Sl. No.	Name of post	No. of post	Classification	Scale & Pay	Qualification	Age Limit	Categories				
							Genl	OBC	ST	OH/ VH/ HH	Meritorious Sports Person
1	Mazdoor	47 (subject to variation dependent on work load)	Group 'C' Non -Gazetted Non - Ministerial	PB-1 Rs. 5200-20200 plus Grade Pay Rs. 1800/-	1) Secondary School (Xth std.) examination passed from a recognized Board/Institution. 2) Good Physique. 3) Should qualify the departmental test.	18-33 years (Relaxable for Govt. servants up to 05 years in accordance with the instructions/orders issued by the Central Govt. from time to time. Note : The crucial date for determining the age limit shall be the closing date for the receipt of name/applications from Employment Exchange/Candidates.	22	18	04	01	02
2	Tinsmith	01 (subject to variation dependent on work load)	Group 'C' Non -Gazetted Non - Ministerial	PB-1 Rs. 5200-20200 plus Grade Pay Rs. 1900/-	1) Secondary School (Xth Std.) examination passed from a recognized Board/Institution. 2) ITI Trade Certificate in Tinsmith from a recognized Institute. Desirable :- Two (02) years practical experience in any reputed Industrial Unit.	18-33 years for Male (Relaxable for Govt. servants up to 05 years in accordance with the instructions/orders issued by the Central Govt. from time to time. Note : The crucial date for determining the age limit shall be the closing date for the receipt of name/applications from Employment Exchange/Candidates.	01	-	-	-	-
3	Coppersmith	01 (subject to variation dependent on work load)	Group 'C' Non -Gazetted Non - Ministerial	PB-1 Rs. 5200-20200 plus Grade Pay Rs. 1900/-	1) Secondary School (Xth Std.) examination passed from a recognized Board/Institution. 2) ITI Trade Certificate in Coppersmith from a recognized Institute. Desirable :- Two (02) years practical experience in any reputed Industrial Unit.	18-33 years for Male (Relaxable for Govt. servants up to 05 years in accordance with the instructions/orders issued by the Central Govt. from time to time. Note : The crucial date for determining the age limit shall be the closing date for the receipt of name/applications from Employment Exchange/Candidates.	01	-	-	-	-

Sl. No.	Name of post	No. of post	Classification	Scale & Pay	Qualification	Age Limit	Categories				
							Genl	OBC	ST	OH/ VH/ HH	Meritorious Sports Person
4	Machine Turner	01 (subject to variation dependent on work load)	Group 'C' Non -Gazetted Non - Ministerial	PB-1 Rs. 5200-20200 plus Grade Pay Rs. 1900/-	<p>Qualification :-</p> <p>1) Secondary School examination (Xth Std.) passed from a recognized Board/Institution.</p> <p>2) Trade Certificate in Lathman from a recognized Industrial Training Institute (ITI).</p> <p>Desirable Five (05) years experience in the trade.</p>	18 -33 years for Male (Relaxable for Govt. servants up to 05 years in accordance with the instructions/orders issued by the Central Govt. from time to time. Note : The crucial date for determining the age limit shall be the closing date for the receipt of name/applications from Employment Exchange/Candidates.	01	-	-	-	-
5	Assistant Store Keeper	01 (subject to variation dependent on work load)	Group 'C' Non -Gazetted Non - Ministerial	PB-1 Rs. 5200-20200 plus Grade Pay Rs. 1900/-	<p>1) Secondary School (Xth Std.) examination passed from recognized Board/Institution.</p> <p>2) Should have the basic knowledge in operation of Computer.</p>	18 -33 years for Male 18-38 for Female (Relaxable for Govt. servants up to 05 years in accordance with the instructions/orders issued by the Central Govt. from time to time. Note : The crucial date for determining the age limit shall be the closing date for the receipt of name/applications from Employment Exchange/Candidates.	01	-	-	-	-
6	Diver	01 (subject to variation dependent on work load)	Group 'C' Non -Gazetted Non - Ministerial	PB-1 Rs. 5200-20200 plus Grade Pay Rs. 1800/-	<p>1) Secondary School (Xth Std.) examination passed from a recognized Board/Institution.</p> <p>2) Knowledge of Diving.</p> <p>3) Ability to swim for 03 minutes and float for 07 minutes.</p> <p>4) Should qualify the departmental test.</p>	18 -33 years (Relaxable for Govt. servants up to 05 years in accordance with the instructions/orders issued by the Central Govt. from time to time. Note : The crucial date for determining the age limit shall be the closing date for the receipt of name/applications from Employment Exchange/Candidates.	01	-	-	-	-

Sl. No.	Name of post	No. of post	Classification	Scale & Pay	Qualification	Age Limit	Categories				
							Genl	OBC	ST	OH/ VH/ HH	Meritorious Sports Person
7	Table Boy	01 (subject to variation dependent on work load)	Group 'C' Non -Gazetted Non - Ministerial	PB-1 Rs. 5200-20200 plus Grade Pay Rs. 1800/-	1) Secondary School (Xth Std.) examination passed from a recognized Board/Institution. Desirable :- Should be able to speak in Hindi.	18 -33 years for Male 18 – 38 years for female (Relaxable for Govt. servants up to 05 years in accordance with the instructions/orders issued by the Central Govt. from time to time. Note : The crucial date for determining the age limit shall be the closing date for the receipt of name/applications from Employment Exchange/ Candidates.	01	-	-	-	-
8	Cleaner	01 (subject to variation dependent on work load)	Group 'C' Non -Gazetted Non - Ministerial	PB-1 Rs. 5200-20200 plus Grade Pay Rs. 1800/-	1) Secondary School (Xth Std.) examination passed from a recognized Board/Institution. Desirable :- Should be able to speak in Hindi.	18 -33 years for Male 18 – 38 years for female (Relaxable for Govt. servants up to 05 years in accordance with the instructions/orders issued by the Central Govt. from time to time. Note : The crucial date for determining the age limit shall be the closing date for the receipt of name/applications from Employment Exchange/ Candidates.	01	-	-	-	-

Sl. No.	Name of post	No. of post	Classification	Scale & Pay	Qualification	Age Limit	Categories				
							Genl	OBC	ST	OH/ VH/ HH	Meritorious Sports Person
9	Light Vehicle Driver	01 (subject to variation dependent on work load)	Group 'C' Non -Gazetted Non - Ministerial	PB-1 Rs. 5200-20200 plus Grade Pay Rs. 1900/-	<p>1) Secondary School (Xth Std.) examination passed from recognized Board/Institution.</p> <p>2) Possess valid Light Motor Vehicle Driving License.</p> <p>3) Should qualify the departmental test conducted by duly constituted selection committee.</p> <p>Desirable :-</p> <p>1) Two (02) years experience in driving of Light Motor Vehicle.</p> <p>2) basic knowledge of the mechanism and capable to locate and rectify minor defects in the vehicle.</p> <p>3) Good Knowledge of Traffic rules.</p>	18 -33 years (Relaxable for Govt. servants up to 05 years in accordance with the instructions/orders issued by the Central Govt. from time to time. Note : The crucial date for determining the age limit shall be the closing date for the receipt of name/applications from Employment Exchange/Candidates.	01	-	-	-	-

GENERAL INSTRUCTIONS :-

i)	The candidates are required to enclose attested copies of certificate with the application form. They may not attached original certificate with their application form. The original certificate of the candidate will be verified at the time of selection/appointment.
ii)	Incomplete or unsigned applications shall be rejected/cancelled. Applications must be on prescribed format and legible read and understand.
iii)	The photo pasted in the application form should be attested by any Gazetted Officer.
iv)	Passport size photo should be of good quality and not be a Xerox of the original photo.
v)	One copy of passport photograph in addition to photograph pasted in the application attached with the format. The candidate should write his name on the back side of the photograph.
vi)	Two self addressed envelopes of 12cm x 25 cm size affixing postage stamp of Rs. 10/- on both the envelopes.
vii)	Attested copies of certificates regarding Educational Qualification, Technical Qualification, Proof of Age, Local Certificate, Category Certificate and Employment Registration Card.
viii)	The candidates should submit their applications in the prescribed format (Annexure – I) duly filled in English or Hindi alongwith the attested copies of certificate should be sent to “ The Assistant Director (Admn.), Directorate of Shipping Services, Andaman and Nicobar Administration, Port Blair – 744101” latest before the closing date.
ix)	The last date of submission of application in the Directorate is 20/12/2013 upto 5.00 PM. Application received after the closing date will not be entertained under any circumstances. The Directorate of Shipping Services will not be responsible for the postal delay. The candidates already in Govt. Employment must send their application through their respective Head of Office. The envelope containing the application must be superscribed in the bold letters as “Application for the post of Mazdoor, Tinsmith, Coppersmith, Machine Turner, Assistant Store Keeper, Diver, Table Boy, Cleaner and Light Vehicle Driver.
x)	<u>Selection of Candidates :</u> The candidates are required to appear in the Physical Test/Trade Test and Swimming Test conducted by the Department with the assistance of other concerned Department.
xi)	<u>Meritorious Sports Person :</u> Certificate issued by the authority competent (Sports Authority of India or A&N Sports Council) with relevant documents prescribing filed for Meritorious Sports Person for such category of candidate.

palosh
Assistant Director (Admn.)
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JOB DESCRIPTION TO THE POST OF MAZDOOR

1. Attending all cleaning jobs as allocated by the superiors.
2. Attending material collection from store.
3. Shifting/Lifting the heavy items for jobs.
4. Helpers to the tradesman's.
5. Attending scrap materials disposals.
6. All other jobs as and when assigned by the superiors.

Application for the post of “Mazdoor/Tinsmith/Coppersmith/Machine Turner/ Assistant Store Keeper/ Diver/ Table Boy/ Cleaner and Light Vehicle Driver” in the Directorate of Shipping Services, Andaman and Nicobar Administration, Port Blair

Application for the post of

Paste here recent
Passport size
Photograph of the
Applicant duly
Attested by a Gazetted
Officer

(In the column below, where boxes are provided put “ ✓ ”mark in the appropriate box)

1.	Full Name of the applicant (in BLOCK letters)	
2.	(a) Father's Name	
3.	(b) Mother's Name	
4.	Marital Status	Married <input type="checkbox"/> Unmarried <input type="checkbox"/>
5.	(a) Date of Birth (Enclose proof of date of birth)	Date <input type="text"/> Month <input type="text"/> Year <input type="text"/>
	(b) Age as on 20/12/2013 (completed year and month)	Year <input type="text"/> Month <input type="text"/>
6.	Nationality	
7.	Permanent Address (in BLOCK letters) Phone/Contact No. If any	
8.	Category	
9.	Educational Qualification (enclose the copy of testimonials)	
10.	Professional Qualification	
11.	Are you departmental candidate ? If yes, Give details of present employment.	
12.	Employment Exchange Registration No.	
13.	Address for communication	

I do hereby declare that all the 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 particular information given above being false or incorrect, my candidature for the post applied is liable to be rejected or cancelled and in the event of any miss-statement or discrepancy in the particulars being detected after my appointment my services is liable to be terminated forthwith without any notice to me.

I have read the provisions in the Notice of the Directorate of Shipping Services , Andaman and Nicobar 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 the selection.

Place :

Date :

List of Enclosures

- 1.
- 2.
- 3.
- 4.
- 5.

(Signature of the applicant)