

THE DETAIL OF POST, ELIGIBILITY CRITERIA AND ROLES AND RESPONSIBILITY ARE AS DETAILED BELOW: -

Particulars	No of Post	Eligibility Criteria	Roles and Responsibility
Administrative Assistant	02	<p>Educational Qualifications: 12th Pass with 1 year Diploma in Computer Application and 3 years experience in any Government / Autonomous / PSU etc. OR Degree in any subject with knowledge in MS Word, MS Excel, Power Point etc.</p> <p>Method of Recruitment: On the basis of written and skill test with minimum 40% pass marks for general candidate and 35% marks for ST Candidates. Written Examination: 60 Marks Skill Test: 40 Marks</p>	To assist IT Section in carrying out all the works pertaining to establishment matters of IT Cadre such as finalization of seniority list, transfer / posting, award of ACP and MACP, grievance Redressal, RTI, ACA, GIA etc.

The interested candidates may submit their application forms along with copies of their testimonials in the prescribed proforma to the Member Secretary, SOVTECH, BRAIT Campus, Pahargaon, Port Blair-744103 so as to reach latest by **27/02/2015 at 5.00 PM**. The application received after the due dates shall not be entertained / considered.

**Member Secretary
SOVTECH**

FORMAT FOR THE POST OF

Affix a recent
passport size
photograph duly
attested by the
candidate

1	Name of the candidate (<i>in block letter</i>)	
2	Father's / Husband's Name	
3	Category	
4	Date of birth	
5	Age (as on 27/02/2015)(Years)(Months) (Days)
6	Educational qualification	
7	Other qualification	
10	Experience	
11	Permanent address	
12	Address for communication / phone no. & mobile no. and email id.	

Note: Candidate should enclose the relevant copy of the certificate which are referred above.

I hereby declare that the information furnished above by me in this application are true and correct to the best of my knowledge and belief. I do understand that in the event of any information being found false or incorrect before or after the selection, my candidature is liable to be cancelled.

Place:
Date:

Signature of the candidate
Name & Address

To

**The Member Secretary
SOVTECH
Dr. B. R. Ambedkar Institute of Technology Campus
Pahargaon
Port Blair – 744103
Email ID: sovtech@and.nic.in**