

**HEADQUARTERS, ANDAMAN AND NICOBAR COMMAND**  
**PORT BLAIR – ADVT NO. 01/2015**

1. Applications are invited in the prescribed format from eligible candidates for filling up the following posts in **HQ Andaman & Nicobar Command/HQIDS (PB):-**

SL No	Name of Post	Scale of Pay	Distribution of vacancies					Ex-Serviceman*	PWD*
			UR	SC	ST	OBC	Tot		
(A)	Stenographer Gr - II	Pay Band -1 Rs. 5200-20200 + Grade Pay Rs. 2400/-	08	01	00	02	11	01	-
(B)	Draughtsman	Pay Band -1 Rs. 5200-20200 + Grade Pay Rs. 2400/-	02	00	00	00	02	00	-
(C)	Data Entry Operator	Pay Band -1 Rs. 5200-20200 + Grade Pay Rs. 2400/-	02	00	00	00	02	00	-
(D)	Multi Tasking Staff (Office & Training)	Pay Band -1 Rs. 5200-20200 + Grade Pay Rs. 1800/-	17	04	02	08	31	03	01
								* Reservation to Ex-Serviceman and PWD is on horizontal basis	

(Abbreviations used are UR-Unreserved, SC-Scheduled Caste, ST-Scheduled Tribe, OBC-Other Backward Classes, PWD-Persons with Disabilities, OH-Orthopedically Handicapped, OL-One Leg, BL-Both Leg.

2. **Educational Qualification:**

**(A) For Stenographer-II**

- (i) 12<sup>th</sup> Class or equivalent qualification from a recognised Board or University.
- (ii) Dictation: 10 minute @ 80 words per minutes
- (iii) Transcription: 50 minute (English), 65 minute (Hindi) on computer.

**(B) For Draughtsman**

- (i) 12<sup>th</sup> Class or equivalent qualification from a recognised Board or University and
  - (ii) Diploma in Draughtsman Ship of minimum duration of two years from a recognised institute.
- OR
- (i) Industrial training institute pass certificate as Draughtsman from recognised institute.
  - (ii) Two year experience from recognised organisation or undertaking in the Trade

**(C) For Data Entry Operator**

- (i) Bachelor's degree with mathematics or statistics or computer science as main subject from recognised university or equivalent.
  - (ii) Should possess a speed of not less than 8000 key depression per hour for Data Entry Work.
- (Note:- The speed of 8000 key depression per hour for Data Entry Work to be judged by conducting a speed test on the electronic Data Processing Machine).*

**(D) For Multi Tasking Staff (Office and Training)**

- (i) Matriculation or equivalent qualification from a recognised Board or University.

**3. Age limits:-**

- (a) The crucial date for determining the age limit shall be the last date of receipt of applications.
- (b) Age should be between 18 & 27 years (Relaxable for Govt. Servants upto 40 years in accordance with the instructions or orders issued by the Central Govt).

**4. Applicable age relaxations:- As per Government orders/instructions, following relaxations in the upper age limits will be given to the candidates where it is applicable:-**

- (a) **For SC/ST:** Relaxation upto 5(five) years
- (b) **For OBC:** Relaxations upto 3(Three) years
- (c) **For PWD:** Relaxations upto 10(Ten) Years + relaxation as mentioned above {(a) & (b)} as per category.
- (d) **For Ex-Serviceman:** Relaxations as per Govt Rules as modified from time to time that every "Ex-Serviceman who has put in not less than six months continuous service in the Armed Forces of the Union shall be allowed to deduct the period of such service from his actual age and if his resultant age does not exceed the maximum age limit prescribed for the post for which he seeks appointment by more than three years {i.e number of years of service + three years in addition to the relaxation mentioned above [(a) & (b)] as per category}.
- (e) **For Govt Servants:** Relaxations upto 40 years of age in addition to the relaxation mentioned above {(a) & (b)} as per category for those employees who have rendered at least three years continuous service under Government.
- (f) Age relaxation admissible to widows and women separated from their husbands but not remarried as per the details given below:-

<u>Category</u>	<u>Upper age limit</u>
UR	35 Years
OBC	38 Years
SC/ST	40 Years

**Note:** (i) The essential date of determining the age limit for the post shall be the closing date for receipt of application from candidate except for the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Nagaland, Tripura, Sikkim and Lakshadweep & Kavarati islands.

5. **General Conditions:-**

(a) Qualification/experience will be considered as on the date of closing of application.

(b) Ex-servicemen candidates are to produce certificate in support of their claim and meet existing Govt. orders qualifying as Ex-servicemen.

(c) The definitions of categories of the persons with disabilities (PWD) for the purpose of reservation in employment are as per GOI DOP&T OM No.36035/3/2004-Estt(Res) dated 29-12-2005 or as modified from time to time. It may be noted that only such persons would be eligible for reservation in services/posts who suffer from not less than 40% (percent) of relevant disability. The candidates are to enclose PWD certificate indicating percentage of disability issued by Competent Medical Authority.

(d) SC/ST and OBC candidates are to produce certificate in support of their claim and attach an attested copy of certificate in the prescribed form issued by the Competent Authority not below the rank of Tehsildar/Mandal/Revenue Divisional Officer.

(e) In case of OBCs the caste certificate interalia must specify that the candidate does not belong to creamy layers.

(f) Original certificate shall not be sent, only attested copies of certificates are to be enclosed with the application in support of age, educational qualification, caste, experience etc. original certificates are to be produced by the candidates at the time of interview.

(g) The vacancies shown above are provisional and may vary. The vacancy may be reduced/increased or even made nil without assigning any reason thereof.

(h) Competent Authority reserves the right to select the criteria for short-listing the candidates to be called for preliminary examination/written examination/ interview/any other related test.

(j) The candidates selected on appointment will be governed by the provisions of the New Pension Scheme as introduced by the Govt. of India w.e.f 01 Jan 2004.

(k) In case of large number of applications, the Competent Authority may hold screening examination in addition to written examination and interview etc.

(l) The vacancies are for Headquarters, Andaman and Nicobar Command, A & N Islands. However, selected candidates on appointment are liable to serve anywhere in India. Those who are willing to serve anywhere in India should only apply.

(m) Interview/Dictation/Typing test etc for the post of stenographer -II & typing test/interview for Data Entry Operator will be held at Port Blair, Andaman & Nicobar Islands.

(n) The Department shall not be responsible for the late receipt or non-receipt of call letter for test/Interview due to delay in postal channel/transit/any other reason. Only the selected candidates will be informed of their selection in due course after the selection process. Canvassing in any form and/or bringing in any influence, political or otherwise will be treated as disqualification for the test/post. **Interim queries will not be entertained.**

6. **Instruction to candidates:-**

(a) The envelope containing the application should be superscribed with words " Application for the post of Stenographer Gr-II, Draughtsman, Data

Entry Operator & MTS (Office & Training)" on top of the envelope separate application is required if individual is applying for more than one post.

(b) Candidates are requested to ensure that they fulfill the eligibility conditions before applying for the above post.

(c) The prescribed essential qualifications are the minimum and mere possession of the same does not entail candidates to be called for screening test/written examination/interview and subsequent selection.

(d) Applicants who are in Govt Service should apply through proper channel alongwith NOC from Competent Authority.

(e) Applications with insufficient details/Certificates etc will be summarily rejected.

(f) No correspondence/enquiries will be entertained from the candidates and canvassing in any form will be a disqualification.

(g) Applications on a plain paper in the proforma given, together with attested copies of certificates/testimonials in support of age, educational qualifications, technical qualifications, experience, caste, Ex-Serviceman as per the latest Government of India orders, alongwith two unattested copies of recent passport size photographs (stapled) and a self addressed envelopes of size 23x13cm with postage stamp of Rs 10/- affixed on it,, should be sent by post to **"The Commander-in-Chief, {for SSO(Civ)} Headquarters, Andaman & Nicobar Command, PO- Haddo, Port Blair - 744102**, so as to reach within 30 days of publication of this advertisement in the Employment News. If closing day falls on holiday the next working day will be taken as closing date in respect of application received by post from the candidates residing in North East Region (Assam, Meghalaya, Arunachal Pradesh, Mizoram, Nagaland, Tripura, Sikkim) and Lakshadweep & Kavarati islands the closing date is 40 days from the date of publication of this advertisement in the Employment News.

(h) The applications received after due date to any reason will not be entertained. This Department will not be responsible for any postal delays.

By Commander-in-Chief  
A&N Command  
Port Blair

