

**NAVAL COMPONENT COMMANDER, ANDAMAN & NICOBAR**

**COMMAND, PORT BLAIR – ADVT NO 02/2014**

1. Applications are invited in the prescribed format from eligible candidates for filling up the following posts in Naval Units under Headquarters Andaman & Nicobar Command:-

| Name of post         | Scale of Pay   | Distribution of vacancies |     |    |    | Total Vacancies | Ex-Ser(any Category) Horizontal reservation) | PWD  |
|----------------------|--|---------------------------|-----|----|----|-----------------|--|--|
|                      |  | UR                        | OBC | SC | ST |                 |  |  |
| Lower Division Clerk | Rs. 5200-20200 with Grade pay Rs. 1900 (PB-1) + allowances as admissible to Central Govt Employees | 19                        | 09  | 04 | 02 | 34              | 03   | 02<br>(01 vacancy reserved for HH, 01 vacancy reserved for OH) |

(Abbreviations used are UR-Unreserved, SC-Scheduled Caste, ST-Scheduled Tribe, OBC-Other Backward Classes, PWD-Persons with Disabilities, HH-Hearing Handicapped, OH-Orthopedically Handicapped)

2. The post of Lower Division Clerk is identified for being held by persons with disabilities. Therefore persons with disabilities can also apply for the unreserved posts of Lower Division Clerk. The categories of disabled persons suitable for the job are mentioned below:-

| Sr. No | Post                 | Physical Requirements   | Categories of disabled suitable for job |
|--------|----------------------|-------------------------|---|
| (a)    | Lower Division Clerk | S, ST, W, MF, SE, RW, C | BL, OL, HH                              |

(Abbreviations used: S= Sitting, ST= Standing, W=Walking, MF= Manipulation by Fingers, SE=Seeing, RW= Reading and Writing, C= Communication, BL=Both Leg, OL=One Leg, HH=Hearing Handicapped).

**3. Educational Qualification:**

**Essential:**

(a) 12<sup>th</sup> Class pass or equivalent from a recognized Institution/Board or university: and.

(b) Minimum Typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer (time allowed 10 minute). (35 wpm and 30wpm correspond to 10500 KDPH/9000 KDPH on an average of 05 key depressions for each word) provided :-

(i) That a person not possessing the said qualification of typewriting may be appointed subject to the condition that he will not be eligible for drawing increments in the pay scale of the grade till he acquires the requisite speed.

(ii) That a physically handicapped person who is otherwise qualified to hold a clerical post but does not possess the said qualification in typewriting may be appointed subject to the condition that a Civil Surgeon or equivalent certifies that the said handicapped person not in a fit condition to be also to type.

**4. Age Limit:**

(a) Should be between 18 and 27 years of age.

(b) The crucial date for determining the age limit shall be the last date of receipt of application .

**5. 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:** Relaxation upto 3 (Three) years

(c) **For PWD:** Relaxation upto 10 (Ten) years + relaxation as mentioned above [(a) & (b)] as per category.

(d) **For Ex-Serviceman:** Relaxation 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:** Relaxation up to 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:-

| <b>Category</b> | <b>Upper age limit</b> |
|-----------------|------------------------|
| UR              | 35 Years               |
| OBC             | 38 Years               |
| SC/ST           | 40 Years               |

**Note:** (i) The essential date of determining the age limit for the post mentioned above shall be the closing date for receipt of applications from candidates. Except for the closing date prescribed for those in respect of application received by post from candidates residing in North East Region (Assam, Meghalaya, Manipur, Arunachal Pradesh, Mizoram, Nagaland Tripura, Sikkim) and Lakshadweep & Kavarati Islands.

**(ii) All age relaxations mentioned above are applicable subject to orders OR instructions of Government issued from time to time, prior to the completion of selection process.**

**6. General Conditions:**

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

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

(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) dt 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% (per cent) of relevant disability. The candidates are to enclosed PWD certificate indicating percentage of disability issued by Competent Medical Authority.

(d) SC/ST and OBC candidates are to produce caste certificate in support of their claim; an attested copy of certificate in the prescribed form issued by the Competent Authority not below the rank of Tahsildar/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 self attested copies of certificates are to be enclosed with the applications 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 candidate 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/typewriting test etc.

(l) The vacancies are for Naval Units under Headquarters, Andaman & 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/Typing Test etc. 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 letters 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 disqualifications for the test/post. **Interim queries will not be entertained.**

7. **Last date for receipt of application:** 30 days from the date of publication

8. **Instructions for Candidates:**

(a) The envelope containing the application should be superscribed by **"Application for the post of Lower Division Clerk" Category UR/SC/ST/OBC/PWD/Ex-servicemen (As application) and Advt No. 02/2014**

(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 screenings test/written examination/interview and subsequent selection.

(d) Applicants who are in Govt. service should apply through proper channel along with NOC from competent authority.

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

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

(g) Applications on a plain paper in the proforma given, together with self 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, along with two unattested copies of recent passport size photographs (stapled) and a self-addressed envelope of size 23x13 cm with postage stamp of Rs.10/- affixed on it, should reach **"The Naval Component Commander, HQ NAVC, C/o Navy Office, Haddo (PO), Port Blair-744102** by post, so as to reach within in 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 candidates residing in North East Region (Assam, Meghalaya, Manipur, 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. The Department will not be responsible for any postal delays.

Naval Component Commander (ANC)

**NAVAL COMPONENT COMMANDER, C/o NAVY OFFICE**  
**PORT BLAIR PROFORMA FOR APPLICATION**

|   |
|---|
| Affix recent<br>passport size<br>(4.5 x 3.5 cm)<br>photograph<br>duly self-<br>attested |
|---|

**AdvtNo : 02/2014**

Application for the post of **Lower Division Clerk**

1. Name of the Candidate (To be filled in Capital Letters Only)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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2. Father's Name:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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3. Date of Birth:

|   |   |   |   |   |   |   |   |  |  |
|---|---|---|---|---|---|---|---|--|--|
|   |   |   |   |   |   |   |   |  |  |
| D | D | M | M | Y | Y | Y | Y |  |  |

4. Permanent Address

|           |  |  |  |  |  |  |  |  |  |  |  |  |           |  |  |  |  |  |  |  |
|-----------|--|--|--|--|--|--|--|--|--|--|--|--|-----------|--|--|--|--|--|--|--|
| Line 1    |  |  |  |  |  |  |  |  |  |  |  |  |           |  |  |  |  |  |  |  |
| Line 2    |  |  |  |  |  |  |  |  |  |  |  |  |           |  |  |  |  |  |  |  |
| Line 3    |  |  |  |  |  |  |  |  |  |  |  |  |           |  |  |  |  |  |  |  |
| State     |  |  |  |  |  |  |  |  |  |  |  |  | Pin Code  |  |  |  |  |  |  |  |
| Mobile No |  |  |  |  |  |  |  |  |  |  |  |  | Telephone |  |  |  |  |  |  |  |

5. Address for correspondence

|           |  |  |  |  |  |  |  |  |  |  |  |  |           |  |  |  |  |  |  |  |
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| State     |  |  |  |  |  |  |  |  |  |  |  |  | Pin. Code |  |  |  |  |  |  |  |
| Mobile No |  |  |  |  |  |  |  |  |  |  |  |  | Telephone |  |  |  |  |  |  |  |

6. Nationality: .....

7. Gender:

|      |  |        |  |
|------|--|--------|--|
| Male |  | Female |  |
|------|--|--------|--|

8. Marital Status

|         |  |           |  |
|---------|--|-----------|--|
| Married |  | Unmarried |  |
|---------|--|-----------|--|

9. Religion:

|       |  |        |  |           |  |          |  |        |  |
|-------|--|--------|--|-----------|--|----------|--|--------|--|
| Hindu |  | Muslim |  | Christian |  | Buddhist |  | Others |  |
|-------|--|--------|--|-----------|--|----------|--|--------|--|

10. Category:

|    |  |    |  |     |  |       |  |     |  |
|----|--|----|--|-----|--|-------|--|-----|--|
| SC |  | ST |  | OBC |  | EXS/M |  | PWD |  |
|----|--|----|--|-----|--|-------|--|-----|--|

11. Educational qualification(Essential qualification onwards) :

| Qualification | University/Board | Year of Passing | Total Marks Secured | Percentage of Marks | Div/Class |
|---------------|------------------|-----------------|---------------------|---------------------|-----------|
|               |                  |                 |                     |                     |           |
|               |                  |                 |                     |                     |           |
|               |                  |                 |                     |                     |           |

12. Experience :

| Post held & Pay Scale | Office/Institute | Period of Service |    | Total Period in years & months | Nature of Duties |
|-----------------------|------------------|-------------------|----|--------------------------------|------------------|
|                       |                  | From              | To |                                |                  |
|                       |                  |                   |    |                                |                  |
|                       |                  |                   |    |                                |                  |

### DECLARATION

(a) I hereby declare that all the statements made by me in the application are true and complete to the best of my knowledge and belief and nothing has been concealed or suppressed and anything found otherwise at any point of time before or after selection/interview, my candidature is liable to be rejected. I shall be bound by the decision of the competent authority.

(b)\* I have informed my Head Officer/Department in writing that I am applying for this post.

\*(Strike out (b) if it's not applicable)

Place:

Date :

(Signature of the candidate)

**Note:- Please pin/stapled two unattested recent passport size photographs**

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