

# RECRUITMENT NOTICE

## **RECRUITMENT TO THE POST OF WARDER (Male & Female) IN ANDAMAN AND NICOBAR PRISON DEPARTMENT**

Online applications are invited from the eligible candidates in the prescribed format for filling up the Group 'C' posts of Warder (Male & Female) in Prison Department, Andaman & Nicobar Islands. The details of vacant posts, scales of pay and eligibility conditions are given below:-

### **1. NAME OF POST – WARDER (Male & Female)**

(a)	No. of post	<b>Male:</b> 21 (Twenty One) <b>Female:</b> 03 (Three) <b>TOTAL:</b> 24* (Twenty Four)  General - <b>11 Male &amp; 02 Female.</b> OBC - <b>08 Male &amp; 01 Female</b> EWS - <b>02 Male</b> <b><u>NOTE:</u> *Number of vacancies is tentative and subject to variation.</b>
(b)	Scale of Pay (Level in Pay Matrix)	Rs.5200-20200 + GP Rs.1800/- (Pre-revised scale) As per 7 <sup>th</sup> CPC Pay Matrix Level -1 (Rs.18000 - <b>Rs. 56,900</b> )
(c)	Educational Qualification	i) Secondary School Examination (X <sup>th</sup> Std.) passed from a recognized Board/Institution. ii) Physical Standard as per Jail Manual, 2004. iii) Ability to read & write Hindi or English.
(d)	Age limit	18-33 years for <i>Male</i> 18-38 years for <i>Female</i>  <i>Relaxable by 3 years in the case of OBC candidates.</i>  <i>Relaxation upto 5 years for Govt. Servant in accordance with the instructions/ orders issued by the Government of India from time to time.</i>  <b>Note-I:</b> As per A & N Administration's Circular No.45/96-PW dated:06.06.2001 where the candidate has been working on adhoc/contract basis for some years and was not over aged on adhoc/contract basis, in such case relaxation of age is admissible to the extent of total period of service spent continuously without any break. Further, as per Circular No.45/1998-PW dated 19.09.2011 in the case of SSCT/DRM/ Adhoc/ Contractual workers the total period spent in each of the departments of A & N Administration shall be counted irrespective of the department where they are applying for regular appointment, provided the post is general in nature and it doesn't require any specific technical qualification, subject to primary condition that at the time of their initial engagement as SSCT/Adhoc/Contract/DRM, these employees were not overage. The candidates covered under the said circulars are also allowed to apply.

	<p><b>NOTE-II:-</b> <i>The numbers of vacancies shown above in each category or total are subject to variation.</i></p> <p><b>NOTE-III:-</b> <i>OBC of A&amp;N Islands which are specified by the A&amp;N Administration vide circular No. 343/2005/ F.No. 8-3/2003-TW dated 16.12.2005 and subsequent circular No. 8-3/2003-TW/295 dated 26.4.2006 are eligible to apply against vacancies reserved for OBCs. The candidates should furnish OBC certificate duly issued by the competent authority of the Revenue Department of the A &amp; N Administration in terms of Admn's Circular No. 8-3/2003-TW/242 dated 30th March, 2006.</i></p> <p><b>NOTE-IV:-</b> <i>The eligibility under Economically Weaker Section category shall be governed by GoI, Ministry of P,PG&amp;P, DoP&amp;Ts OM No. 36039/1/2019-Estt.(Res) dated 19.01.2019 and 31.01.2019. The persons belonging to EWS who are not covered under the schemes of reservation for SCs, STs and OBCs are eligible to get 10% reservation in direct recruitment in civil posts and services. The benefit of reservation under EWS category can be availed upon production of an Income and asset certificate issued by a competent authority as prescribed in the OM dated 31.01.2019. The crucial date for submitting income and asset certificate by the candidate shall be the closing date for receipt of application for the post. The income and asset certificate is subject to verification and if the verification reveals that the claim to belong to EWSs is fake/false the services will be terminated forthwith without assigning any reasons and without prejudice to such further action as may be taken under the provisions of the IPC for production of fake /false certificate.</i></p> <p><b>NOTE-VI:-</b> <i>The crucial date for determining the age limit shall be the closing date for the receipt of names from Employment exchange/ applications from Candidates.</i></p>
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## 2. MINIMUM PHYSICAL STANDARDS

Minimum Physical Standard	General/OBC		ST	
	Male	Female	Male	Female
Height	168 Cm	155 Cm	160 Cm	148 Cm
Chest (Normal) <b>Male Only</b>	81 Cm	-	77 Cm	-
Chest (Expanded) <b>Male Only</b> <i>(minimum 04cm expansion)</i>	85 Cm	-	81 Cm	-
Weight (in Kgs)	50 Kg	45 Kg	47 Kg	42 Kg

**NOTE:** *The candidates have to qualify the above mentioned minimum physical standards failing which they will be eliminated at this stage. Candidates who qualify the above mentioned minimum physical standards shall undergo a physical endurance test.*

### 3. PHYSICAL ENDURANCE TEST

Sl.No.	Event	Male	Female
(a)	Race	1 Mile in 8 minutes	½ Mile in 5 minutes
(b)	Long Jump	12 feet (in three chances)	08 feet (in three chances)
(c)	High Jump	04 feet (in three chances)	03 feet (in three chances)

**NOTE:-** The candidates will have to qualify in each event of Physical Endurance test otherwise he/she will be eliminated at the event & stage itself. The candidates who qualify the Physical Measurement and Endurance test shall be put through a written examination.

### 4. WRITTEN EXAMINATION (100 MARKS)

The candidates, who qualified in the minimum physical standards and Physical Endurance Test, should appear in the written examination. The Question paper will be both in English and Hindi. The candidates can opt answering in either language except for the portion of language paper, which will contain questions on Hindi and English both. **The question paper will cover General Knowledge, Simple Arithmetic Test on language Hindi and English.**

#### The details of mark assigned on each subject

- |                                 |                      |
|---------------------------------|----------------------|
| a. General Knowledge            | -40 marks            |
| b. Simple arithmetic            | -30 marks            |
| c. Language (Hindi and English) | -30 marks (15+15=30) |

There will be 100 multiple choice questions with 04 options. Each correct answer will carry 01 mark and **each wrong answer will invite penalty of negative marking of (-)0.25 marks.** There will be no penalty of negative marking for un-answered questions. The answer sheets will be evaluated immediately and the result of written test will be declared as soon as possible. The minimum qualifying marks in the written test will be 40% for General and OBC Candidates and 33% for ST Candidates.

### 5. MERIT LIST:

The final list of selected candidates, in order of merit, will be prepared on the basis of total marks secured by the candidates in written test. The list of selected candidates shall be declared depending upon the number of the vacancies notified or existing.

### 6. TRAINING:

The selected candidates will have to successfully undergo training of Warder for 09 months or 12 months Correctional Administration's course as prescribed under Andaman & Nicobar Prison Manual-2004 from any correction administration institute situated at neighbouring state or anywhere in India as decided by the competent authority

### 7. MEDICAL EXAMINATION

All successful candidates shall be subjected to medical examination as given below:-

- Minimum distant vision should be 6/6 and 6/9 of two eyes without correction i.e. without wearing of glasses. The candidate should not have Colour Blindness.

- ii) The candidate must not have knock knee, flat feet, varicose vein or squint eyes, bow legs, inability to flex the fingers properly or any other obvious deformities.
- iii) The candidates must be in good mental and physical health and free from any physical defects likely to interfere with the efficient performance of Watch and Ward duties.
- iv) Every candidate shall have to go through a medical examination by G.B Pant Hospital Port Blair before appointment.

#### **8. CENTRE OF EXAMINATION**

The above Physical Measurement Test/Physical Endurance Test and Written Test all will be conducted at Port Blair Centre Only. Candidates are advised to make suitable arrangement at their own for appearing the above tests on the scheduled date & time which will be communicated well in time through website /the local daily newspapers and through other media.

#### **9. RESOLUTION OF TIE CASES**

In cases where more than one candidate secures equal marks in written exam, tie will be resolved by applying the following methods one after another.

- i) By checking Date of Birth i.e., the candidate older in age gets preference.
- ii) By referring to the alphabetical order of the names taking first names into consideration.

#### **10. HOW TO APPLY**

- (i) The application must be submitted ONLINE. Intending candidates can submit their application through website <http://erecruitment.andaman.gov.in> or [www.andaman.gov.in](http://www.andaman.gov.in) The last date of submission of online application is **14.08.2021 upto 05 PM**. Candidates are advised to submit their application well in time to avoid last minute rush.
- (ii) The web link <http://erecruitment.andaman.gov.in> or [www.andaman.gov.in](http://www.andaman.gov.in) will be opened **on 15.07.2021** onwards and the same will be closed on **14.08.2021** sharp.
- (iii) The candidates should upload the scanned copies of relevant documents while filling up of online applications viz. 10<sup>th</sup> Pass Certificate, OBC (Non Creamy Layer) / EWS certificate (whichever is applicable) and age relaxation certificate (if applicable).
- (iv) The submission of any fake/forged document shall entail the registration of a criminal case against the candidate(s) in accordance with law in force besides cancellation of his/her candidature.
- (v) The online applications consist of 05 sections viz. 1. Personal Details, 2. Post Details, 3. Qualification Details, 4. Other Details and 5. Upload Photograph & Signature.
- (vi) Only those online applications which are complete with all the above mentioned 05 sections will be treated as complete. However, applications that are submitted partially, due to reasons such as network issues, can be resumed and completed at a later point of time through appropriate options in Recruitment Portal. All such incomplete applications are to be submitted completely before the last date of online applications.
- (vii) An acknowledgement receipt in the form of application form will be generated after filling up the online application form. The hardcopy of the online application form should keep the candidates with them for future reference and shouldn't be submitted to anywhere unless asked for.

#### **11. INSTRUCTIONS FOR FILLING THE ONLINE APPLICATION FORM**

- (i) Candidates can apply online through website <http://erecruitment.andaman.gov.in> or [www.andaman.gov.in](http://www.andaman.gov.in)

- (ii) Before filling online application, candidates are advised to read thoroughly and understand the Recruitment Notice and Online Filling Instructions by clicking on “**VIEW**” and “**INSTRUCTIONS**” link.
- (iii) Candidate can start filling up of online application form by clicking on “**APPLY ONLINE**” link.
- (iv) The Candidate has to go through following steps for completing his/her online submission.
  - a. Personal Details
  - b. Qualification Details (Including uploading of documents)
  - c. Upload photograph and signature
  - d. Final Confirmation and Submission
- (v) The candidate should enter all required information correctly in all fields of the online application.
- (vi) Personal Details once saved cannot be modified later again.
- (vii) Candidates are advised to keep their scanned copy of photograph (File Size between **20 KB to 50 KB** in the **.jpg/.jpeg format**) and signature (File Size between **10 KB to 20 KB** in the **.jpg/.jpeg format**) before applying.
- (viii) After filling the fields, the candidate can save the information and continue to next form by using the “**CONTINUE**” button. Candidate can edit data in qualification, photograph, and signature till the final confirmation & submission, by clicking on “**EDIT APPLICATION**” button.
- (ix) At the bottom of the page there is a ‘Declaration’ **for** candidates in the final confirmation form. Candidates are advised to go through the contents of the **Declaration** carefully. Candidate has the option to either agree or disagree with the contents of Declaration by clicking on ‘**I agree and accept the declaration**’ or ‘**I do not agree with the declaration**’ option buttons. In case the candidate opts to disagree, the application will be dropped and the procedure will be terminated. Accepting to agree only will submit the Online Application.
- (x) Click on “**CONFIRM & SUBMIT**” for final submission of the application form.
- (xi) An online generated application form will be appeared on confirmation. Take a clear printout of the online application after confirmation. A Registration Number will be generated in the printed application form.

## **12. Miscellaneous Guidelines for Photograph & Signature**

### **i. PHOTOGRAPH IMAGE:**

- Photograph must be a recent passport size colour picture and must be true image representation of the candidate. Any attempt to use morphed /manipulated photograph will result in immediate rejection of the candidature.
- The picture should be in colour, against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face.
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows.
- If you have to use flash, ensure there’s no “red-eye”.
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred).
- Size of file should be between 20kb–50kb.

### **ii. SIGNATURE IMAGE:**

- The applicant has to sign on white paper with Black Ink pen.
- The signature must be signed only by the applicant and not by any other person.
- If the Applicant's signature on the answer script, at the time of the examination, does not match the signature on the Attendance Sheet, the candidate will be debarred from the examination.
- Dimension of the image 140 x 60 pixels (preferred).
- Size of file should be between 10KB – 20KB.

### **13. GENERAL INSTRUCTIONS**

- (i) After scrutiny and acceptance of the application forms, each applicant will be issued an Admit card, which will be required at every stage of the recruitment process. The information regarding issue of Admit cards shall be published on <http://erecruitment.andaman.gov.in> or [www.andaman.gov.in](http://www.andaman.gov.in) and local daily News papers & other media in due course.
- (ii) The benefit of OBC (Non-Creamy layer) would be given only to those candidates who belong to the OBC (Non-Creamy layer) category as notified by the Andaman and Nicobar Administration.
- (iii) The candidates, who filled category as OBC & EWS, but fails to upload OBC (Non Creamy Layer) & EWS certificate (whichever is applicable), will be treated as "General Candidates" and the category of such candidates shall not be allowed to change under any circumstances.
- (iv) The information furnished by the candidates in the online application form including enclosures shall be considered final and no claim regarding possession of Category certificate (OBC) or any other educational qualification for particular post or any other information shall be entertained later on.
- (v) The admit cards will be issued after thorough scrutiny of online applications. The list of eligible and non-eligible candidates will be published on the website <http://erecruitment.andaman.gov.in> or [www.andaman.gov.in](http://www.andaman.gov.in) and on the notice board of O/o. The Superintendent, District Jail, Prothrapur, Port Blair.
- (vi) Incomplete applications in any form are liable to be rejected. No further correspondence will be entertained in this regard and no Admit Card will be issued to such candidates.
- (vii) Candidates seeking age relaxation in-terms of A & N Administration's circular vide No. 45/1998-PW dated 19/09/2011 should enclose/upload the relevant certificate & documents in support of their claim.
- (viii) Candidates shall prepare for the Physical Endurance Test and participate at their own risk. The A & N Prison Department will not be responsible for any physical injury in the above said physical test or any casualty suffered by any candidate during the Physical Endurance Test.
- (ix) Candidates failing at any stage during the process of recruitment will be eliminated at that stage itself.
- (x) The candidates who are not satisfied with the recruitment board during physical measurement event may appeal in writing before the Appellate Authority on the same day. The Appellate Authority will decide all such appeals at his discretion.
- (xi) No TA or DA will be paid to the candidates for attending the selection process. The candidates will have to appear for the tests at their own cost.
- (xii) Any subsequent information or update or corrigendum in respect of this recruitment drive shall be published in local daily newspapers and on the website of <http://erecruitment.andaman.gov.in> or [www.andaman.gov.in](http://www.andaman.gov.in), as and when required.
- (xiii) Candidates who do not fulfil the eligibility criteria will not be allowed to take physical test etc., even if admit card is issued inadvertently because of clerical mistake or oversight.
- (xiv) All eligible candidates must bring one photo identity proof such as Passport/Aadhaar/PAN Card/Driving Licence/Voter's Card. The photocopy of Identity proof (duly self attested) should be submitted along with Admit

- Card to the Chairman/Member of recruitment board at the time of Physical Measurement/Endurance Test and to the Invigilator in the examination hall at the time of Written Test, failing which the candidate(s) will not be permitted to appear for the test.
- (xv) The Candidates are advised that do not submit double applications for same candidate. If any online application submitted by the candidate(s) is incomplete due to any reason the same can be continued and completed by given option.
- (xvi) Candidates serving in Govt./Quasi Govt. offices, any other Public Sector undertakings are advised to submit 'No Objection Certificate' from their employer in the event of his/her selection to the said post during document verification, failing which their candidature may not be considered.
- (xvii) In case, it is detected at any stage of recruitment process that any candidate(s) does not fulfill the eligibility norms and / or that he / she has furnished any incorrect / false information or has suppressed any material fact(s), his /her candidature will be stand cancelled. If any of these shortcomings is / are detected even after appointment, his /her services are liable to be terminated.
- (xviii) Appointment of selected candidates is subject to successful completion of his/her original documents verification by the Selection/Verification Board, being declared medically fit as per the Medical Standard requirement mentioned above and clearance of Police Verification Report. The newly appointed candidates would be kept in probation for a period of 3(Three) years.
- (xix) In case of any dispute arises, the decision of competent authority of A & N Prison Department in all matters regarding eligibility, conduct of examination, other tests and selection would be final and binding on all candidates. No representation or correspondence will be entertained by A & N Prison Department in this regard.
- (xx) If required, the thumb impression of the candidates in digital format may also be captured at any stage of recruitment process for biometric verification of the genuineness of the candidates and in case of any candidate is found to be not genuine, his/her candidature will be cancelled followed by legal action under relevant laws in force.
- (xxi) In case of any query, candidates are advised to contact O/o. the Superintendent of Jail, District Jail, Prothrapur, Port Blair over Phone No. 03192-261142.
- (xxii) The Competent Authority of A & N Prison Department reserves the right to accept/reject any application and also reserves the right to cancel the recruitment process without assigning any reason thereof.
- (xxiii) Any dispute in regard to this recruitment will be subject to courts/tribunals having jurisdiction over A & N Islands, Port Blair.

**अधीक्षक (कारागार)**  
**Superintendent (Prison)**

## FORMAT

### **APPLICATION FOR THE POST OF WARDER (Male & Female), ANDAMAN & NICOBAR PRISON DEPARTMENT**

To

The Superintendent of Prison,  
District Jail, Prothrapur,  
Port Blair,  
Andaman & Nicobar Islands

**Affix Recent  
Passport Size  
Photograph**

**Sub:- Application for the post of Warder, A & N Prison Department .**

Sir,

With reference to advertisement for recruitment to the aforementioned post, I submit my candidature, as per following details:-

	Name of Applicant (in BLOCK letters)	
	Father's Name (in BLOCK letters)	
	Permanent Address	
	Address for communication	
	Telephone/Mobile No. if any	
	Nationality	
	Date of Birth	_____(Day)_____(Month) _____(Year)
	Age as on .....	_____(Years) ____ (Months) ____ (Days)
	Sex (put ✓ mark on the appropriate box)	Male <input type="checkbox"/> Female <input type="checkbox"/>
	Category (put ✓ mark on the appropriate box)	General <input type="checkbox"/> OBC <input type="checkbox"/> ST <input type="checkbox"/> Ex-SM <input type="checkbox"/>
	Educational Qualification	
	Has any criminal case ever been registered against you? Is any criminal case pending against you? If so, the status be furnished.	

	Have you ever been arrested or tried for any offence or convicted or fined by any Court of law? Have you ever furnished any bail bond before any Court of law?	
	Have you ever been debarred by any Recruitment / Selection Board from appearing in any examination? If so, please give details.	

I do hereby declare that all the information furnished by me and 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 information being false or incorrect or ineligibility being detected before or after my selection, my candidature/appointment is liable to be cancelled and in case of submission of fake/forged documents, a criminal case will be registered against me.

I do hereby further declare that if after submission of this application form, if any criminal case is registered against me or in case of my arrest/detention by police in connection with any case, I shall communicate the same immediately to the Superintendent of Prison, District Jail, Prothrapur, Port Blair, failing which, it shall be deemed to be suppression of factual information.

Signature of the applicant

Date:.....

Documents enclosed:

	Yes	No
1. Educational Qualification	<input type="checkbox"/>	<input type="checkbox"/>
2. Age proof (10 <sup>th</sup> pass certificate)	<input type="checkbox"/>	<input type="checkbox"/>
3. Category certificate	<input type="checkbox"/>	<input type="checkbox"/>
4. 2 Nos. Passport size photograph	<input type="checkbox"/>	<input type="checkbox"/>

