

File No.A-12/1/2024-SW-SW-AN/ 1905
ANDAMAN & NICOBAR ADMINISTRATION
DIRECTORATE OF SOCIAL WELFARE
GOALGHAR, PORT BLAIR

VACANCY NOTICE

Applications are invited from eligible candidates possessing the requisite qualification and experience for filling up of vacancy of Group "C" Non-Gazetted Non-Ministerial post under the establishment of Directorate of Social Welfare, A & N Administration indicated as under:-

Post preference	Name of the Post	Educational Qualification	No of Vacancies	Vertical Reservation				Horizontal Reservation		
				UR	ST	OBC	EWS	PwD	MSP	ESM
1	2	3	4	5	6	7	8	9	10	11
1	Craft Instructor Group C N/G, Non-Ministerial Level-2 (Rs.1990 0-63200)	Essential a) Must have passed secondary school examination (Xth Std.) from a recognized Board/Institution b) Must possess a trade certificate in Carpentry/Wood working from a recognized industrial training institute (ITI)/Industries department c) Must qualify trade test. Desirable : 2 Years experience in Carpentry/Wood working from a registered firm/Wood based industry and possess sound health	01	01	-	-	-	-	-	-
2	Cook Group C, Level-01 Pay Matric (Rs.1800 0-56900)	Essential 1) Must have passed secondary school examination (10th Std.) from a recognized Board/Institution. 2) Two years experience in cooking of different kind of food items in Hostel/Restaurant. 3) Must possess sound health. 4) Must qualify in proficiency test.	03	-	-	02	01	-	-	-
3	Peon/MTS Group C, Level-01 Pay Matric (Rs.1800 0-56900)	Essential Must have passed secondary school examination (10th Std.) from a recognized Board/Institution. Desirable : Ability to ride bicycle/motorcycle with license.	-	-	-	-	01	-	-	-

Abbreviations:

UR-Un-reserved, ST-Scheduled Tribes, OBC-Other Backward Classes, EWS-Economically Weaker section, PwD-Person with Disability , MSP-Meritorious Sports person, ESM-Ex-Servicemen.

2. Details of Vacancies

Number of vacancies (Subject to variation) notified vide this publication in respect of various categories of Group-C posts as detailed above and the candidate may apply for one or more post(s) in order of his/her preferences for the posts, if he/she stands eligible in terms of essential qualifications for the posts as prescribed under column 3 above.

3. Eligibility Conditions:

- a) All candidates shall be required to apply online for the post(s) whether they are registered with the Employment Exchange or otherwise.
- b) The Departmental candidates can also apply online. "No objection Certificate" issued by the Head of Department must be produced at the time of verification of original certificates/documents.
- c) The candidates should apply for the posts in order of their preferences indicate post(s).
- d) Applicant must be an Indian Citizen.

4. Age Limit

The age limits for the post as per Recruitment Rules are :

- (i) For males - 18-33 years
- (ii) For females - 18-38 years

Note: A Candidate for this examination must have attained the age of 18 years and must not attained the age over and above 33/38 years in respect of male/female candidates respectively as on the closing date of receipt of on-line application.

Besides the above, age relaxation in respect of reserved categories of aspirants permissible beyond the upper age limit are as detailed below:

Sl	Category	Age-relaxation permissible beyond the upper age limit	Male	Female
1	OBC	3 years	36 yrs	41 yrs
2	PwD(unreserved)	10 years	43 yrs	48 yrs
3	PwD(OBC)	13 years	46 yrs	51 yrs
4	PwD(ST)	15 years	48 yrs	53 yrs
5	Es-Servicemen (ESM)	03 years after deduction of the military service rendered from the actual age as on closing date of receipt of online application		
6	Central Government civilian employees: who have rendered not less than 03 years regular and continuous service as on closing date of receipt of online applications	Upto 40 years of age		
7	Age relaxation to DRM and contract employees.	In accordance with the instructions /orders issued by the Andaman & Nicobar Administration vide Circular No.45/1998-PW dated 19.11.2011, upto 40 years of age.		

Note: Candidates who wish to be considered against the vacancies reserved or seek age relaxation must produce their original certificates issued

by the competent authority and to submit a copy of the original certificate duly self-attested whenever sought by the Administration, otherwise their claims for OBC/EWS status will not be entertained. Certificate for the status of creamy layer issued between 31.06.2022 and 31.06.2024 only will be accepted.

5. Mode of Selection: Competitive Written Examination (date will be published separately in the Daily Telegrams/All India Radio and in the departmental website including state portal).

6. Fee Payable: Candidates (Except Female/ST/Persons with Benchmark Disability Candidates) are required to pay a fee of **Rs.25/- (Rupees Twenty five only)** by using Net Banking, VISA/Master/Rupay/ Credit/Debit Card, UPI Payment/QR Code to the following Account:

Account No.:41881546799

Account Name: Principal, Dr. B.R.AMBEDKAR INSTITUTE OF TECHNOLOGY (Recruitment Exam Fee)

IFSC: SBIN0017178

Bank: State Bank of India

Branch: DOLLYGUNJ

7. Subject of the written examination, time allowed and maximum marks for each subject will be as follows:

Sl	Subject	No. of Questions (each Question shall carry 01 mark)	Maximum marks	Total Duration of examination
I	General Intelligence and reasoning	50	50	2 Hours (time slot & date will be indicated in the hall ticket)
II	Numerical aptitude	50	50	
III	General English	50	50	
IV	General Awareness	50	50	


Note: There will be negative marking of 0.25 marks for each wrong answer. No marking or no negative marking will be awarded to unanswered questions. Candidates are therefore, advised to keep this in mind while answering the questions.

8. General Instructions:

- (i) The Candidates should register their full particulars of the Application through online at <https://erecruitment.andaman.gov.in>. The online application will be accepted from 08.06.2024(from 11.00 AM) to 07.07.2024(upto 12 midnight). The candidates should provide all the mandatory details in the online portal failing which, the application will not be accepted. Photograph (**clear passport size**) to be uploaded should be of 8 bit JPEG format and its size should be between 10 kb to 50 kb with resolution of 100x200 (pixels). It is also advised to enable Javascript in the browser such as Internet explorer, Firefox, Google chrome etc. to successfully upload your online application. The website will also allow the applicant to take print out forthwith of the submitted application. Those who fail to take print out immediately after submitting their application can download the filled information later also. Acknowledgement of the receipt of application may also be obtained after successful completion of online filling.
(ii) All the candidates who have duly registered their name in the local employment exchange as un-employed must enter their registration number at the appropriate box of the application while filling online.
2. Documents to be uploaded alongwith the online application.

- a. One copy of recent passport size photograph and signature.
 - b. Copies of certificates in respect of:
 - i. Essential Qualification certificates of the respective field and higher qualification if any issued by the competent authority in respect of the post applied for (Provisional certificate shall be entertained).
 - ii. Proof of age (Birth Certificate/Xth Pass Certificate).
 - iii. Proof of Identity (Photo Identity).
 - iv. Copy of experience certificate in an Institution established for the welfare of children.
 - v. Proof of age relaxation for all categories (employment certificate issued by competent authority for Govt. Servants/DRM/Contract employees)
 - vi. NOC for Government Servants shall be submitted.
 - vii. Employment Registration Certificate/Card issued by the competent authority under A&N Administration indicating registration number.
3. The shortlisted candidates will be informed for submitting the copies of above documents alongwith copy of downloaded application.
 4. Closing date for online application: 07.07.2024 till midnight.
 5. Admission to the examination
- a. Helpdesk: Candidate may contact the Administration through email: adsocialwelfare@gmail.com or directorsw4@gmail.com to clarify/resolve any problem related to registration of online application. The candidate can also seek clarification on telephone (Telephone No.03192-235037) between 10.00 AM to 05.00 PM on all working days i.e. Monday to Friday.
 - b. Before filling the online application, the candidate must carefully read the eligibility conditions for the examination and satisfy that he/she fulfils all eligibility conditions and should upload all requisite documents to avoid rejection of his/her candidature.

Admit card for the Written examination indicating the schedule date, time table, venue /centre of the examination will be made available on the website which is to be downloaded/printed out by all the candidates from <https://erecruitment.andaman.gov.in> in which the candidates themselves should generate (download) in hard form and the A&N administration shall not be responsible for non-receipt /delay in obtaining the same by the candidate. Those candidates who qualify all requisite eligibility criteria only will be issued admit cards. Candidates appearing for examination without admit card and photo ID proof shall not be allowed to attend the examination.


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