

NOTICE ON VACANCY FOR RECRUITMENT IN AMALGAMATED IT CADRE

RECRUITMENT TO GROUP “C” VACANT POSTS OF COMPUTER ASSISTANT GR.’A’ PROPOSED TO BE FILLED IN THE AMALGAMATED IT CADRE, DEPARTMENT OF INFORMATION TECHNOLOGY, ANDAMAN & NICOBAR ADMINISTRATION BY CONDUCTING OPEN RECRUITMENT EXAMINATION.

1. Department of Information Technology, Andaman & Nicobar Administration invites **ONLINE APPLICATIONS** from among the eligible candidates to fill-up the following Group ‘C’ Non-Ministerial posts in the Pay Band and Grade Pay as indicated against the post under Amalgamated Information Technology Cadre, Department of Information Technology, Andaman & Nicobar Administration. No application through any other mode will be accepted. The selection will be done by conducting open “**RECRUITMENT EXAMINATION**” by the Department of IT, Andaman & Nicobar Administration with the assistance of Recruitment Agency.

SNo	Name of the Post	Group	Pay Band and Grade Pay
1	Computer Assistant Gr.’A’	Group ‘C’	PB-1, Rs. 5200-20200, Grade Pay – Rs.2400/-

2. Details of vacancies

SNo	Name of Post	Category wise details of vacancies			Total
		UR	OBC	PwDs	
1	Computer Assistant Gr.’A’	1	1	1	3

Note – I

- (a) Abbreviations used : UR – Un-Reserved, OBC – Other Backward Classes, PwDs – Person with disability
- (b) The number of vacancies is tentative and may increase or decrease at sole discretion of A&N Administration.
- (c) The candidates who have registered their candidature in the Employment Exchanges must also submit **ONLINE APPLICATION** in the website irrespective of their name being sponsored by the Employment Exchanges or otherwise.
- (d) The nature of vacancy is temporary, but likely to continue and 02 year probation period subject to extension further at the discretion of competent authority.
- (e) Reservation for OBC applicable to those OBCs as specified in the Administration circular No. 8-3/2003-TW dated 30th March, 2006.
- (f) Reservation for disabled persons (Persons with disability) shall be applicable as per the guidelines/instruction issued by the Govt./ A & N Administration from time to time.

3. Age Limit

- (a) 18 to 33 years for male
- (b) 18 to 38 years for female

Note – II

- (a) A Candidate for this examination must have attained the age of 18 years and must not have attained the age over and above 33/38 years in respect of male/female candidates respectively as on the closing date of receipt of online application.
- (b) As per Order dt.20.10.2022 issued by Personnel Department, A & N Administration, relaxation of upper age limit by two years over and above the upper age limit prescribed in the Recruitment Rule will be provided for the direct recruitment of all Group ‘C’ posts. The age relaxation available to various categories shall also be applicable over and above the relaxation given vide Order dt.20.10.2022.

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

Sl No	Category	Age relaxation permissible beyond the upper age limit	Male	Female
	ST	5 years	38 years	43 years
	OBC	3 years	36 years	41 years
	PwD (unreserved)	10 years	43 years	48 years
	PwD (OBC)	13 years	46 years	51 years
	PwD (ST)	15 years	48 years	53 years
	Ex-Servicemen (ESM)	03 years after deduction of the military service rendered from the actual age as on closing date of receipt of online application		
	Central Government Civilian Employees: Who have rendered not less than 3 years regular and continuous service as on closing date for receipt of online applications.	Up to 40 years of age.		
	Age relaxation to DRM and contract employees including SSCT	In accordance with the instructions/ orders issued by the Andaman & Nicobar Administration, vide Circular No.45/1998-PW dated 19.11.2011. Up to 40 years of age.		

4. Educational and other qualifications

4.1. Essential Qualifications

Essential Qualifications	<p>(A) Diploma in Computer Engineering of 3 years duration after (10+2) from recognized institution.</p> <p style="text-align: center;">OR</p> <p>Post Diploma in Computer Application or Post Graduate Diploma in Computer Application (after 3 years Diploma in any Engineering field or Degree in Science from a recognized institution.</p> <p style="text-align: center;">OR</p> <p>Pass in Senior Secondary School Certificate (XII Std.) from a recognized Institution/Board or University with one year Certificate course in Computer Application/Programming from a recognized institution.</p> <p style="text-align: center;">AND</p> <p>(B)(i) Should qualify written proficiency test. (ii) Should possess a speed of not less than 6000 key depression per hour for data entry work and should qualify the Aptitude test.</p>
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Note – III

- (a) Institutions include both Government and Private Institutions imparting training in the field of IT.
- (b) Modular courses of 3 months/ 6 months adding to one year duration will not be considered as one year Certificate Course.
- (c) Higher qualification in the field of IT such as BE/B.Tech (Computer Science or IT), BCA, MCA, ME/M.Tech (Computer Science or IT) etc from recognized institutions being higher than Diploma will be eligible.

4.2. PROCESS OF CERTIFICATION AND FORMAT OF CERTIFICATES:- 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/PwD status will not be entertained and their candidature/applications shall be considered under General (UR) category.

Note – IV

- a. Candidates are cautioned that they shall be permanently debarred from the examination conducted by the A & N Administration in case, they fraudulently claim OBC/PwD status.

4.3. Persons with Visual disability of less than forty percent (40%) will not be considered as visually handicapped persons. One eyed candidates and partially blind candidates who are able to read the normal Question Paper set for all the candidates with or without magnifying glass and who wish to write/indicate the answer with the help of Magnifying Glass will be allowed to use the Magnifying Glass in the Examination Hall and will not be entitled to a Scribe. Such candidates will have to bring their own Magnifying Glass to the Examination Hall. Similarly, other persons with less than forty percent (40%) disability will not be considered under the VH/HH/OH/MI category as the case may be.

5. Eligibility Conditions

- (i) Applicant must be an Indian National.
- (ii) All candidates shall be required to apply through Online for the post whether they are registered with the Employment Exchange or otherwise.
- (iii) The Departmental Candidates must also apply online. No objection Certificate's issued by the Head of the Department must be produced at the time of verification of original certificates/documents.

6. Fee Payable: Rs.25/- (Rupees Twenty-Five Only) either by remitting the money in Account No.41881546799 Bank Name & Branch: State Bank of India, Dollygunj Branch, IFSC Code: SBIN0017178 by Online /Internet Banking or UPI or scanning QR Code.

Note VI

- a. Women candidates/ST/Persons with Benchmark Disability Candidates of all community are exempted from payment of fee.
- b. No fee exemption is available to General/OBC/EWS male candidates and they are required to pay the full prescribed fee.

7. Center of Examination: The Recruitment examination will be held only at Port Blair in one or more examination centers. The Centre of examination/time and duration will be mentioned in the Admit Card of the candidate.

8. How to Apply

- a. The ONLINE application can be submitted through the eRecruitment Portal of A&N Administration (<https://erecruitment.andaman.gov.in/crap/>) **from 05.05.2023 from 11:00 AM to 31.05.2023 upto 12 midnight** by the eligible candidates for the post of Computer Assistant Gr.'A'.
- b. Online application consists of four sections viz. (1) Personal details, (2) Qualification details(4) upload Documents, Photograph and Signature and (4) Payment.
- c. Only those application which are complete with all the above four 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 later point of time through appropriate options in the recruitment portal. All such applications are to be completed before the last date of online application. The candidate are advised to review the application in preview section before finally submitting the application. It may be noted that once the application is submitted, the same cannot be changed or edited.
- d. 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 to facilitate candidate. Those, who may fail to take print out immediately after submitting their application can download the filled in forms later also.
- e. Candidates have to upload good quality Photograph and Signature in jpeg format. If the uploaded photograph is not legible and of poor quality then his/her admission to the examination hall may be prohibited.

Note IV

- (a) The size of the scanned image of recent Photograph of the candidate should not exceed 50 kb in 8bit JPEG format and the resolution recommended is 200x230 (width x height).
- (b) The size of scanned image of Signature of the candidate should not exceed 20 kb and the recommended resolution is 140x60 (width x height) in jpeg format.

9. Copies of documents with the downloaded application to be submitted at the time of documents verification after the written examination

- a) One copy of recent Passport size photograph.
- b) Self Attested copies of certificates in respect of :-
 - i) Essential Qualification Certificate of the respective field and higher qualification if any issued by the competent authority in respect of the post (category of posts) applied for. (Provisional certificate etc. shall not be entertained).
 - ii) Xth Pass Certificate issued by the CBSE or any other recognized Board of School Education indicating the date of birth. (Provisional certificate etc. will not be entertained)
 - iii) OBC/ ST Certificate issued by any Revenue Authority Competent within the jurisdiction of A&N Administration in respect of such reserved Category.
 - iv) For Meritorious Sports persons for such category of candidate, Certificate issued by the Competent Authority (Sports Authority of India or A & N Sports Council).
 - v) Employment Registration Certificate/Card issued by the Competent Authority, under A & N Administration indicating registration number.

10. Selection Criteria :Selection will be as per the following criteria:

- (i) By Recruitment Examination conducted through Computer Based Test as per the following scheme.

Scheme of CBT	No. of questions	Total Marks	Duration
Objective multiple choice question paper	100	100	2 hours

- (ii) Qualify Skill Test (Data Entry Test)- Candidates qualifying the Written Examination (Computer Based Test) will only be eligible for Skill Test. Candidates should possess a speed of not less than 6000 key depression per hour for data entry work to qualify the Aptitude/Skill Test.

Note – V

- (a) Recruitment Examination Centre, Date and time of Recruitment Examination will be notified later.
- (b) Date and time of Skill Test will be notified after the declaration of result of exam held through CBT mode.
- (c) The date of Recruitment examination will be notified in the Local Newspaper (i.e. “The Daily Telegrams”) and A&N Administration’s website and will be announced through All India Radio & Doordarshan. The **Admit Card** for the Recruitment examination will be available to be downloaded accordingly from the website <https://erecruitment.andaman.gov.in/crap/>
- (d) All the candidates whose applications were received online will be called for appearing to the Recruitment Examination. Department of IT, A & N Administration will not undertake detail scrutiny of the applications for the eligibility and other aspects at the time of Recruitment Examination. Therefore, the candidature will be accepted provisionally.
- (e) The shortlisted candidates, who qualify the recruitment examination, will be called for certificate/document verification in person.
- (f) The candidates shortlisted for certificate/document verification will be on the basis of merit in the Recruitment Examination, in the respective category.

10. Mode of selection

Provided that OBC and PwD candidates, who are selected on their own merit without relaxed standards, will not be adjusted against the reserved share of the vacancies. Such OBC and PwD candidates will be accommodated against the general/unreserved vacancies as per their position in the overall Merit List.

The reserved vacancies will be filled up separately from amongst the eligible OBC candidates, who are domicile of A & N Islands and who are lower in merit than the last General candidate (UR) in merit list of un-reserved category but otherwise found suitable for appointment even by relaxed standard.

Physically Handicapped (OH/VH) category candidate who qualifies on the basis of relaxed standards viz. age limit, experience or qualifications, permitted number of chances in written examination, extended zone of consideration, etc. is to be counted against reserved vacancies and not against general vacancies subject to fitness of such candidate for selection. Such candidates may also be recommended at relaxed standards to the extent of the number of vacancies reserved for them, to make up for the deficiency in the reserved quota, irrespective of their rank in the order of merit.

In so far as cases of Ex-Serviceman are concerned, deduction of the military service rendered from the age of Ex-Servicemen of A & N Islands is permissible against the reserved or unreserved posts and such exemption cannot be termed as relaxed standards with regard to age. Refer <http://disabilityaffairs.gov.in/content/Group-C.pdf> regarding the posts identified suitable for PwD person.

Success at the examination confers no right of appointment whatsoever unless the A & N Administration is satisfied after such enquiry as may be considered necessary

that the candidate is suitable in all respects of appointment to the service/post and the decision in this regard shall be final & binding.

11. Subject for Written Examination and marks and qualifying criteria:

Subject	No. of questions	Maximum Marks	Duration of exam
General English	15	15	2 Hours
Numeric Ability	15	15	
General Knowledge	20	20	
Computer Knowledge	50	50	

Qualifying Criteria in Written Examination (Computer Based Test)

The qualifying marks for different categories is as follows:

- (a) Un-Reserved / General Category- 50 Marks
- (b) OBC - 40 Marks
- (c) PwD - 40 Marks

Note VI

- (a) Each question shall carry 1 (one) mark.
- (b) There will be negative marking of 0.25 for each wrong answer.

12. Resolution of Tie Cases

In cases where more than one candidate secures the equal aggregate marks, tie will be resolved by applying the following methods one after another:-

- a. Date of birth i.e. the candidate older in age gets preference.
- b. By referring to the alphabetical order of the names taking first name into consideration.

13. Indicative syllabus for written examination:

- a. General English (Senior Secondary level)

Questions in this test will be set to assess the knowledge of English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms etc. There may also be questions based on comprehension of a passage.

- b. Numerical Ability (Senior Secondary level)

Questions will be designed to test the ability of arithmetical computation of whole numbers, decimal and fraction and relationship between numbers. This test will also include question on problems relating to percentage, ratios and proportions, average estimation, use of table and graphs, mensuration, time and distance, ratio and time etc.

- c. General Knowledge (Senior Secondary level)

Questions will be designed to test the ability of the candidate's general awareness of the environment around him and its application to the society. Questions will also be designed to test knowledge of current affairs, observations/experience and elementary knowledge of computers. The test will also include questions relating to India including Andaman & Nicobar Islands and other countries especially, pertaining to History, Culture, Geography, Economics, Science, General Politics and Scientific Research etc.

- d. Computer Knowledge- Fundamentals of Computers, Basic Hardware, Operating Systems, Networking, Software including open source, Malicious tools, viruses, antiviruses.

11. Verification of documents

All the successful candidates short listed after skill test should get their original certificates/ Testimonials duly verified as are mandatory and submit another self attested copy of all those mandatory certificates /testimonials in person alongwith the printed copy of Online Application to the authorized officers/officials at the prescribed venue on the schedule date & time, failing which, his/her candidature shall be struck off from the relevant panel for all purposes and no further request/correspondence shall be entertained.

12. General information and instructions to be complied with by the Candidates in the written examination

- a. Written examination will be objective type and will be conducted in the Computer Based Test (CBT) mode.
- b. Questions will be in English only
- c. In the question papers, wherever necessary, the metric systems of weight and measures only be used.
- d. Candidates are not permitted to use calculators and other electronic gadgets except as specified in the Notice. They should not, therefore, bring the same inside the Examination Premises/ Venue.
- e. If any candidate is found to possess mobile phones or any other means of wireless communication in the working (Switch on) or switched off mode, his/her candidature shall be cancelled forthwith.

13. Admission to the Examination

- (a) All candidates who apply in response to this advertisement by the CLOSING DATE FOR RECEIPT OF ONLINE APPLICATION are assigned registration numbers/unique application number. Candidates must note down the registration number/unique application number as this will be required for downloading the ADMIT CARD.
- (b) Using this Registration number/unique application number, Candidates will be able to download the Admit Card for the recruitment examination. Admit Card to candidates for recruitment examination will be issued by the Department through online mode only. Candidate shall download their Admit card from the website. Candidates are advised to regularly read the local newspapers or visit the Departmental website for any updates on this recruitment. **No admit card for the aforesaid posts will be send by post.**

- (c) The candidates must carry the Admit Card downloaded from the website, along with one recent passport size photograph and at least a photo-bearing identity card such as Islander Card, Pan Card, Voter ID Card, Driving License, Aadhaar Card, etc. issued by the Competent Authority in original while attending the recruitment examination, failing which they shall not be allowed to appear for the examination.
- (d) Candidates must abide by the instructions overleaf of the Admit card and given at the examination centres. Candidates must retain the Admit Card for future record and to be produced at any stage of recruitment processes even after qualifying the recruitment examination.
- (e) The photographs used by the candidates must be a recent, coloured and against a light- background. If flash is used then ensure that there is no red-eye and, in case of glasses, your eyes should be visible. The face should not cover less than 80 % of the entire photo.

15. General Instructions to the Candidates

- (a) Candidates are advised to fill the ONLINE application carefully with due diligence as once application is submitted cannot be modified.
- (b) Before filling his/her online application, the candidate must carefully read the eligibility conditions for the examination and satisfy himself/herself that he/she fulfills all eligibility conditions and should upload all requisite documents to avoid rejection of his/her candidature.
- (c) Request for change/correction, in any particulars in the application form, once submitted will not be entertained under any circumstances. The Department will not be responsible for any consequence arising of non-acceptance of correction/addition/deletion in any particular filled in the online application form whatever the reasons may be.
- (d) The candidates appearing for the examination are requested to be present at the center of the examination, one hour before the commencement of recruitment examination.
- (e) No TA/ DA will be paid to the candidates for appearing in the recruitment examination.
- (f) Final selection for appointment of candidates to the respective post will be made on the basis of the marks secured on merit basis in recruitment examination and qualifying skill test, subject to verification of character and antecedents and medical examination from the appropriate authority.
- (g) Candidates seeking reservation benefits available for OBC/PwD etc. must ensure that they are entitled to such reservation as per eligibility prescribed in the Notice. They should also be in possession of the valid required certificates in the prescribed format in support of their claim at the time of application.
- (h) Central Government civilian employees/servants, departmental Candidates of A&N Administration claiming age relaxation should be in possession of a certificate in the prescribed format from their office in respect of length of continuous service which should be for not less than three years in the immediate period preceding the closing date for receipt of application. They should continue to have the status of Central Government civilian employees / servants till the time of appointment, in the event of their selection.
- (i) The candidates must fill their name, date of birth, father's name and mother's name strictly as given in the matriculation certificate otherwise their candidature will summarily be cancelled at the time of document verification or as and when comes into the notice of the department.
- (j) Admit Card for the Written Examination as well as skill test 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 through Internet at <https://erecruitment.andaman.gov.in/crap/>, 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.

(k) Helpdesk:- Candidates may contact Department of Information Technology, A & N Administration through email id dit.ana.pb@gmail.com to clarify/resolve any problem related to registration of online application. The candidates are also requested to provide their mobile number in the email.

16. Action against candidates found guilty of misconduct

While filling the application form, the candidates are cautioned that they should not furnish any particular that is false or suppress any material information. Candidates are also cautioned that they should in no case, attempt to alter or otherwise tamper with any entry in a document or the attested certified copy submitted by them, nor should they submit a tampered/fabricated document. If there is any inaccuracy or any discrepancy, in filling OMR Sheet, OMR Sheet will not be evaluated. Without prejudice to criminal action/ debarment from A & N Administration's examination wherever necessary, candidature will be summarily cancelled at any stage for a period of maximum 3 years of the recruitment in respect of candidates found having indulged in any of the following malpractices:-

- a. In possession of MOBILE PHONE & ACCESSORIES AND OTHER ELECTRONIC GADGETS WITHIN THE PREMISES OF THE EXAMINATION CENTRES, WHETHER IN USE OR IN SWITCHED OFF MODE AND IN PERSON OR OTHERWISE.
- b. Involved in various malpractices.
- c. Using unfair means in the examination hall like copying, cheating etc.
- d. Obtaining support for his / her candidature by any means.
- e. Impersonate/ procuring impersonation by any person.
- f. Submitting fabricated documents or documents which have been tampered with.
- g. Making statements which are incorrect or false or suppressing material information.
- h. Resorting to any other irregular or improper means in connection with his/her candidature for the examination.
- i. Misbehaving in any other manner in the examination hall with the Supervisor, Invigilator or Administration's representatives.
- j. Taking away the Answer Sheet with him/her from the examination hall, or passing it on to unauthorized persons during the conduct of the examination.
- k. Intimidating or causing bodily harm to the staff employed by the Administration for the conduct of examination.
- l. To be ineligible for the Examination by not fulfilling the eligibility conditions mentioned in the Notice.
- m. Candidature can also be cancelled at any stage of the recruitment on any other ground which, the A & N Administration considers to be sufficient cause for cancellation of candidature.

17. A & N Administration's decision shall be final and binding

The decision of the A & N Administration in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s) allotment of examination centres, selection and allotment of posts/organizations to selected candidates shall be final and binding on the candidates and no enquiry/correspondence shall be entertained in this regard.

18. Courts Jurisdiction

Any dispute in regard to this recruitment shall be subject to Courts/tribunals having jurisdiction over the A & N Administration only.

19. Selection of Candidates

- a. Final Selection for appointment to the post(s) notified herein will be made on the basis of total marks secured in the written Examination subject to the candidates qualifying in the Skill Test.

- b. The Skill Test will be conducted only for the candidates who are found successful in the Written Examination.

Secretary (IT)
A & N Administration