



**HEADQUARTERS ANDAMAN & NICOBAR COMMAND,
PORT BLAIR**

**RECRUITMENT OF LOWER DIVISION CLERK &
MULTI-TASKING STAFF (OFFICE & TRAINING)
BY ABSORPTION**

ADVT NO – ANC-01/2022

ONLY OFFLINE APPLICATION WILL BE ACCEPTED

NO INTERVIEW WILL BE HELD FOR RECRUITMENT

1. Headquarters, Andaman & Nicobar Command, Port Blair invites applications **THROUGH PROPER CHANNEL** for the following posts (General Central Services, Group 'C' Non-Gazetted) to be filled up **by Absorption from persons working in similar, equivalent or higher grades in the Civil posts of the Defence Services** as mentioned against each at para 2(b) and possessing the requisite qualification/ eligibility criterion in the prescribed proforma as given at Annexure-I. Eligible candidates are to apply through proper channel (application in other forms of mailing will not be accepted) by Registered / Speed Post. The details of the posts are as under:

<u>Ser.</u>	<u>Name of the post & Classification</u>	<u>Place of posting</u>	<u>No. of Vacancies</u>	<u>Pay scale as per 7th CPC Pay Matrix</u>
(a)	Lower Division Clerk (Non-Ministerial)	HQ ANC, Port Blair	05	Level-2 (Rs.19900 - 63200)
(b)	Multi-Tasking Staff (Office & Training). (Non-Ministerial & Non-Industrial)		05	Level-1 (Rs.18000 – 56900)

2. **The eligibility criteria are as follows:-**

- (a) **Age** – Not exceeding 56 years as on closing date of receipt of applications
- (b) **Essential Qualifications**

<u>Ser.</u>	<u>Name of the Post</u>	<u>Essential Qualifications</u>	<u>Eligibility</u>
(i)	Lower Division Clerk	(i) 12 th class pass from a recognized Board or University and, (ii) Skill Test : A typing speed of 35 words per minute in English or 30 words per minute in Hindi on computer (Time allowed-10 minutes). (35 words per minute and 30 words per minute correspond to 10500 Key Depressions Per Hour / 9000 Key Depressions Per Hour on an average of 5 key depressions for each words).	Persons working in similar, equivalent or higher grades in the Civil posts of the Defence Services including Armed Forces Headquarters Clerical Services

<u>Ser.</u>	<u>Name of the Post</u>	<u>Essential Qualifications</u>	<u>Eligibility</u>
		Matriculation pass or –	Persons working in similar, equivalent or higher grades in the Civil posts of the Defence Services including Integrated Headquarters of Ministry of Defence (Army, Navy & Air), Integrated Defence Headquarter and Inter Service Organisation under the Ministry of Defence.
(ii)	Multi-Tasking Staff (Office & Training)	equivalent from a recognized Board/ Institute.	

3. **Provisional Appointment Letter**. The appointment of provisionally selected candidates will strictly be based on the merit position, subject to satisfactory verification of documents, medical examination and other requirement as applicable and specified by the Government of India and Appointing Authority.

4. **Document Verification**. All relevant documents pertaining of age, education, identity, address, category, caste, service etc., will be scrutinized and verified prior to provisional appointment as per extant DoP&T policy. Date and venue for document verification will be intimated to the provisionally selected candidates through letter which will be sent to the respective address of the candidates by post or through Registered e-mail IDs.

5. **Last Date / Crucial Date**. The last date / crucial date for determining the eligibility of the applicants will be counted 60 days after excluding the first date of publication in the Employment News [for eg. For the vacancy published in the Employment News dated 18-24 Apr XXXX, the crucial date will be 60 days counted from the 19 Apr XXXX (excluding the first date of publication)].

6. **How to apply**. The application should be on plain paper (A4 size) (good quality paper should be used) either neatly hand written or typed as per the prescribed Format, affixed with latest passport size colour photograph duly attested by self. The envelop must be super-scribed on the top as **"APPLICATION FOR THE POST OF "LOWER DIVISION CLERK/ MULTI-TASKING STAFF (OFFICE & TRAINING)" BY ABSORPTION** and sent through proper channel to **"THE COMMANDER-IN-CHIEF (FOR OI/C CIVILIAN RECRUITMENT, HEADQUARTERS ANDAMAN & NICOBAR COMMAND, PORT BLAIR - 744102", SOUTH ANDAMAN, ANDAMAN & NICOBAR ISLANDS"**.

7. The following documents are to be sent alongwith the application (Annexure-II)

(a) CR Dossier in original / photocopies of the **Annual Performance Appraisal Reports (APARs) for the last five years**, duly attested by an officer of the rank of Under Secretary of the Govt. of India or above.

(b) Disciplinary/ Vigilance clearance certificate.

(c) Integrity Certificate

(d) A Statement of major / minor penalty, if any, imposed during the last ten years.

(e) Cadre Clearance Certificate.

(f) Self-attested copies of Certificate / Marks sheet in support of educational / technical/ other qualifications etc., Original Certificates / Mark sheets should be produced when asked for.

(g) A passport size photograph duly attested on reverse (by current employer) should be pinned with the application.

GENERAL INSTRUCTIONS.

- (a) The vacancies indicated above are provisional and may be increased / reduced or even made NIL without assigning any reasons.
- (b) Attested copies of educational qualifications, experience and other Certificate should be enclosed with the application in support of candidates claim against the requisite eligibility criteria. Candidates may be required to produce original certificates for verification at the time of interview/ selection.
- (c) Incomplete applications, applications with insufficient details, and/ or those received late and/ or not accompanied by supporting certificate / documents and/or in the format other than prescribed, would be summarily rejected. No correspondence in this regard would be entertained.
- (d) Headquarters, Andaman & Nicobar Command reserves the right to shortlist the applications, if necessitated. Mere submission of the application does not guarantee for being shortlisted / selected for the post applied for. No correspondence will be entertained on this matter.
- (e) The Competent Authority reserves the right to select the criteria for Shortlisting of candidates. Competent Authority also reserves the right to cancel part of whole of any recruitment process at any stage in this employment notification without assigning any reason thereof.
- (f) The 'Curriculum Viatæ' (CV) duly supported by documents will be assessed by the Selection Committee while selecting candidates for appointment to the post of absorption basis.
- (g) Any candidate once selected shall not be allowed to withdraw or refuse to join and it shall be the responsibility of the sponsoring authority to release the selected candidate within one month of issue of appointment order.
- (h) The last date / crucial date for determination of the qualifying service for the post will be the closing date of the receipt of application.
- (i) Submission of false / incorrect / incomplete and/or dubious / bogus documents shall be a disqualification for the post.
- (k) Canvassing in any form and/ or bring in any influence, political or otherwise will be a disqualification for the post.
- (l) Only provisionally selected candidates will be informed about their selection after the selection process and no other correspondence would be entertained.
- (m) Candidates are requested to ensure that they fulfill the eligibility conditions before applying for the post.
- (n) The terms and conditions given in this advertisement are subject to change and should, therefore be treated as guidelines only.
- (p) The advertisement has been uploaded on website www.andaman.gov.in.

RECRUITMENT IN THE HEADQUARTERS ANDAMAN & NICOBAR COMMAND IS ABSOLUTELY FAIR

e-mail: crc-hqanc@navy.gov.in

Contact No.: 03192-248041

BIO-DATA/ CURRICULUM VITAE PROFORMA

**RECRUITMENT OF 'LOWER DIVISION CLERK/ MULTI-TASKING STAFF
(OFFICE & TRAINING) BY ABSORPTION' - HQANC(PB)**

Post Applied For _____					<div style="border: 1px solid black; padding: 5px; text-align: center;"> Paste a recent Color Photo (Passport size) </div>
1	Name and Address (in Block Letters)				
2	Date of Birth (in Christian era)				
3	Aadhaar Card No				
4(i)	Date of entry into service				
(ii)	Date of retirement under Central / State Government rules				
5	Educational Qualifications (Matriculation onwards)				
6	Whether Educational and other qualifications required for the post are satisfied (if any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)				
	Possess Qualification (YES / NO)				
	Qualifications required as mentioned in the Advertisement / vacancy circular				
	Qualifications possessed by the Officer				
	Essential				
	Essential				
	(A) Qualification				
	(B) Experience				
	Desirable				
	(A) Qualification				
	(B) Experience				
6.1	Note: This column need to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by Administrative Ministry / Department / Office at the time of issue of Circular and issue of Advertisement in the Employment News.				
6.2	In case of Degree and Post Graduate Qualifications Elective / Main subjects and subsidiary subjects may be indicated by the candidates.				
7	Please state clearly whether in the light of entries made by you above, you meet the Essential Qualifications and work experience of the post				
7.1	Note: The Borrowing Departments are to provide their specific comments / views confirming the relevant Essential Qualification / Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied)				
8	Details of employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.				
	<u>Office / Institution</u>	<u>Post held on regular basis</u>	<u>From</u>	<u>To</u>	<u>*Pay Band and Grade Pay/Pay Scale of the post held on regular basis</u> <u>Nature of Duties (in detail) highlighting experience required for the post applied for</u>

	<p>* Important - Pay Band and Grade Pay granted under ACP / MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay / Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:-</p>											
	<table border="1"> <tr> <th><u>Office / Institution</u></th><th><u>Pay, Pay Band and Pay Level drawn under ACP/MACP Scheme</u></th><th><u>From</u></th><th><u>To</u></th></tr> <tr> <td> </td><td> </td><td> </td><td> </td></tr> </table>	<u>Office / Institution</u>	<u>Pay, Pay Band and Pay Level drawn under ACP/MACP Scheme</u>	<u>From</u>	<u>To</u>							
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9	Nature of present employment i.e Ad-hoc or temporary or Quasi permanent or Permanent											
10	<p>In case the present employment is held on deputation / contract basis, please state</p> <table border="1"> <tr> <td> <p>(a) <u>The date of initial appointment</u></p> </td><td> <p>(b) <u>Period of appointment on deputation / contract</u></p> </td><td> <p>(c) <u>Name of the parent Office / Organisation to which applicant belongs</u></p> </td><td> <p>(d) <u>Name of the post and pay of the post held in substantive capacity in the parent organisation</u></p> </td></tr> <tr> <td> </td><td> </td><td> </td><td> </td></tr> </table>				<p>(a) <u>The date of initial appointment</u></p>	<p>(b) <u>Period of appointment on deputation / contract</u></p>	<p>(c) <u>Name of the parent Office / Organisation to which applicant belongs</u></p>	<p>(d) <u>Name of the post and pay of the post held in substantive capacity in the parent organisation</u></p>				
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10.1	<p>Note: In case of Officers already on deputation, the application of such officers should be forwarded by the parent Cadre / Department alongwith Cadre clearance, Vigilance clearance and Integrity Certificate.</p>											
10.2	<p>Note: Information under Column 10(c)&(d) above must be given in all cases where a person is holding a post on deputation outside the cadre / organisation but still maintaining a lien in his parent Cadre / Organisation</p>											
11	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details											
12	<p>Additional Details of present employment:</p> <p>Please state whether working under (indicate the name of your employer against the relevant column)</p> <table border="1"> <tr> <td>(a) Central Government</td></tr> <tr> <td>(b) State Government</td></tr> <tr> <td>(c) Autonomous Organisation</td></tr> <tr> <td>(d) Government Undertaking</td></tr> <tr> <td>(e) Universities</td></tr> <tr> <td>(f) Others (specify)</td></tr> </table>				(a) Central Government	(b) State Government	(c) Autonomous Organisation	(d) Government Undertaking	(e) Universities	(f) Others (specify)		
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(f) Others (specify)												
13	Please state whether you are working in the same Department i.e HQANC and are in the feeder grade or feeder to feeder grade											

14	Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale		
Total emoluments per month now drawn			
15	<u>Basic pay in PB</u>	<u>Grade Pay/ Level in 7th CPC Pay Matrix</u>	<u>Total Emoluments</u>
16	In case of applicant belonging to an Organisation which is not following the Central Government Pay scales, the latest salary slip issued by the Organisation showing the following details be enclosed.		
	<u>Basic pay with Pay Scale of Pay and rate of increment</u>	<u>Dearness Pay/Interim relied/ other Allowances etc. (with break up details)</u>	<u>Total Emoluments</u>
17A	<p>Additional Information: If any, relevant to the post you applied for in support of your suitability for the post (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training (iii) Work experience over and above prescribed in the Vacancy Circular / Advertisement Note: Enclose a separate sheet, if the space is insufficient</p>		
17B	<p>Achievements : The candidates are requested to indicate information with regard to : (i) Research publications and reports and special projects (ii) Awards/ Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/ institutions / societies and., (iv) Patents registered in own name or achieved for the organisation (v) Any research / innovative measure involving official recognition (vi) Any other information (Note: Enclose separate sheet if the space is insufficient)</p>		
18	Please state whether you are applying for deputation (ISTC/Absorption / Re-employment Basis. # (Officers under Central / State Governments are only eligible for "Absorption". Candidates of Non-Government Organisation are eligible only for Short Term Contract)		

	# (The option of 'STC' / 'Absorption' / 'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").	
19	Whether belongs to SC/ST _____	

I have carefully gone through the vacancy circular / advertisement and I am well aware that Curriculum Viate duly supported by the documents in respect of Essential Qualification / Work experience submitted by me will also be assessed by the Selection Committee at the time of selection of post. The information / details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed / withheld.

Signature of Candidate _____

Address: _____

Mobile No. _____

E-Mail ID _____

Date: _____

CERTIFICATION BY THE EMPLOYER / CADRE CONTROLLING AUTHORITY

1. ~~The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/ She possesses educational qualification and experience mentioned in the vacancy Circular. If selected, he/ she will be relieved immediately.~~

2. Also certified that:

(i) There is no vigilance or disciplinary case pending / contemplated against Shri/Smt. _____

(ii) His/ Her integrity is certified.

(iii) His/ Her CR Dossier in original is enclosed / photocopies of the ACRs for the last 05 years duly attested by an Officer of the rank of Under Secretary of the Govt. of India or above are enclosed.

(iv) No major / minor penalty has been imposed on him / her during the last 10 years
OR A list of major / minor penalties imposed on him/ her during the last 10 years is enclosed (as the case may be)

Countersigned

(Employer / Cadre Controlling Authority with seal)

