

## NOTICE OF VACANCY

Applications are invited from eligible candidates, who possess the requisite qualifications, for filling up the following vacant post in the Department of Environment and Forests, Andaman and Nicobar Administration.

Name of Post	Stenographer Grade III (general)
Number of vacancy	02 (two)
Category	One post reserved for OBC and one post for ST
Pay Band	PB –I Rs.5200-20200 + Grade Pay 2400/-
Age Limit	18-33 years for male 18-38 years for female (Age relaxable for Govt. servants in accordance with the instruction or orders issued by the Central Government from time to time.) Note : The crucial date for determining the age limit shall be the closing date of receipt of applications from the candidates.
Educational and other qualification	<b><u>Essential</u></b> <ol style="list-style-type: none"><li>1. Pass in Senior Secondary School Certificate (XIIth) or equivalent from a recognized Board/University.</li><li>2. Should pass in shorthand and typewriting Examination with a speed of 80 words per minute in shorthand and 40 words per minute in typewriting for becoming eligible for appointment to the post.</li><li>3. Should qualify in the written examination as well as trade test conducted by the Department.</li></ol> <b><u>Desirable</u></b> Trained in use of Computers.

2. Application in the enclosed format duly filled in along with attested copies of certificate/ testimonials of educational and other qualification, date of birth, and two recent passport size photographs duly attested by a Gazetted Officer should reach to the office of the Principal Chief Conservator of Forests, Andaman and Nicobar Islands, Vansadan, Haddo on or before 31<sup>st</sup> August 2009.

3. Candidates are advised to post the application well before the closing date so that it reaches in the office of the Principal Chief Conservator of Forests, Andaman and Nicobar Islands, Vansadan, Haddo by closing date. No application received after the closing date will be accepted under any circumstances.

4. Departmental candidates should send their application through proper channel to the Principal Chief conservator of Forests Vansadan, Haddo and the application should reach by due date. Application received late or incomplete in any respect or not meeting the conditions of eligibility summarily shall be rejected.

5. Candidates may note that they should not attach the original certificate in support of their education qualification, age, local and ST along with their application. These documents will be called for from the candidates at the time of interview.

Deputy Conservator of Forests  
(Headquarters)  
(F.20 (E)/13)

**FORMAT****APPLICATION FOR THE POST OF STENOGRAPHER GRADE III IN  
THE DEPARTMENT OF ENVIRONMENT AND FORESTS, ANDAMAN  
AND NICOBAR ADMINISTRATION.**

Paste passport size photograph
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(also attach a spare copy of passport size photograph  
duly attested by a Gazetted officer.)

1	Name in block letter (as recorded in educational certificate)	
2	Father /Husband name	
3	Sex	
4	a. Date of birth (as recorded in educational certificate) b. Age as on 31.08.2009 (Complete year and month)	Date                      month                      year  Year                      month
5	a. Education qualification  b. Other qualification	1.  2.
6	Past experience, if any	
7	Employment exchange card No. (if any) (enclose attested copy of card)	
8	Postal address for communication.	

I hereby declare that all 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.

I have read the provisions in the notice of vacancy of the Department of Environment and Forests carefully and I hereby undertake to abide by them.

I further declare that I fulfill all the conditions of eligibility regarding age limit, educational qualification etc. prescribed for the post.

Place	(Signature of the applicant)
Date	(application not signed by the candidate Will be rejected)

**Note I:** Candidates are advised to post the application well before the closing date so that it reaches in the office of the Principal Chief Conservator of Forests, Andaman and Nicobar Islands, Vansadan, Haddo by closing date. No application received after the closing date will be accepted under any circumstances.

**Note II:** Departmental candidates should send their application through proper channel to the Principal Chief conservator of Forests Vansadan, Haddo and the application should reach by due date. Application received late or incomplete in any or not meeting the conditions of eligibility summarily respect shall be rejected.

**Note III:** Candidates may note that they should not attach the original certificate in support of their education qualification, age, local and ST along with their application. These documents will be called for from the candidates at the time of interview.