

CHIEF PAY AND ACCOUNTS OFFICE
ANDAMAN AND NICOBAR ADMINISTRATION
PORT BLAIR

NOTICE

RECRUITMENT OF ACCOUNTANTS

The Chief Pay & Accounts Organisation, Andaman & Nicobar Administration, Port Blair will hold on **08/08/2010 (Sunday)** an “Open competitive examination” for recruitment to the Group ‘C’, Non-Gazetted, Ministerial post of **Accountant** in the Pay Band and Grade Pay/Pay Scale of **PB-2, Rs.5200-20200 with Grade Pay of Rs.2800/-** on temporary basis with the assistance of Staff Selection Commission, New Delhi in the Centre(s) to be set up at Port Blair, Rangat, Diglipur, Car Nicobar and Campbell Bay, for which applications are invited from the eligible candidates in the prescribed form (**Annexure**). The candidates who are registered in the Employment Exchange shall also apply for the post in the prescribed form irrespective of their name being sponsored by the Employment Officer, Port Blair.

2. Vacancies / reservations: The number of vacancies to be filled in are: Unreserved – **06**, ST-01, OBC – **03**, Total – **10 Nos**. These vacancies are provisional and may increase or decrease.

NOTE-I: Only local Scheduled Tribe candidates covered under the category of “Tribes” as specified under the constitution (A & N Islands) Scheduled Tribe Order 1959 are eligible to apply for the reservation against Scheduled Tribe quota.

NOTE-II: OBC of A & N Islands which are specified by the A & N Administration’s vide Notification No. 343/2005/F.No.8-3/2003-TW dated.16-12-2005 and subsequent Circular No.8-3/2003-TW / 295 dated 26-04-2006 are eligible to apply against vacancies reserved for OBCs. The candidates should furnish OBC certificate duly issued by the Revenue Authorities concerned of A & N Admn. in terms of Admn’s Circular No. 8-3/2003-TW/ 242 dated 30th March, 2006.

3. Educational Qualification: Bachelors degree in any stream of a recognized University (as on **08/06/2010**).

4. Age limit: **18-33** years for **male** and **18-38** years for **female** (as on **08/06/2010**) i.e. he/she must have been born not earlier than **08/06/1977 /72** respectively and not later than **08/06/1992**.

(relaxable for govt. servant and ST candidates upto 5 years and upto 3 years for OBC candidates in accordance with the instructions / orders issued by Govt. of India.)

5. Scheme of the Examination: The subjects for the written examination, the time allowed and maximum marks for each subject will be as follows:

Paper-I

SUBJECT	Number of questions/Marks	TIME ALLOWED	TIMINGS
Part-A : English Language	50	2(two) hours	10.00 AM to 12.00 NOON
Part-B : General Awareness	50		
Part-C: General Intelligence	50		
Part-D: Numerical Aptitude	50		

There will be a single paper for all the four subjects and candidates will be required to qualify in each of the four subjects separately.

(Contd.P/2)

Paper-II

<i>SUBJECT</i>	<i>Number of questions/Marks</i>	<i>TIME ALLOWED</i>	<i>TIMINGS</i>
Arithmetic	100(200 marks)	2(two) hours	02.00 PM to 04.00 PM

Paper-II will be evaluated in respect of only those candidates who qualify in Paper-I.

NOTE-I: Questions will be multiple choice objective type only. The question papers for **Paper-I-Part-B – General Awareness, Part-C- General Intelligence and Part-D- Numerical Aptitude and Paper-II-Arithmetic** will be set both in English and Hindi.

NOTE-II: Final selection of the candidates will be done on the basis of aggregate of marks obtained by the candidate in paper-I & paper-II.

NOTE-III: Candidates must write the papers in their own hand. In no circumstances, they will be allowed the help of a scribe to write the answers for them.

NOTE-IV: Candidates will be provided OMR Answer Sheets in the Examination Hall and information sought therein will have to be furnished by the candidates in Ball Point Pen and with HB pencil as instructed on the OMR sheet. For marking answer on the OMR sheet, candidates will have to mark Answer with HB pencil by blackening the rectangles completely. No marks will be awarded for a question, if the rectangular bracket is half filled/cross marked/tick marked/line marked.

NOTE-V: Candidates should bring their own HB pencil, Eraser, Ball point pen in the Examination Hall.

NOTE-VI: The Andaman & Nicobar Administration will have discretion to fix qualifying marks in any or all the subjects of the examination.

NOTE-VII: Candidates are not permitted to use calculator for answering objective type questions and therefore, they should not bring the same in the examination hall.

Syllabus: Paper-I:

Part-A – English Language : Questions in the test will be based on error recognition, fill in the blanks (using verbs, prepositions, articles etc.) vocabulary, spelling, sequence of sentences in a paragraph, sequence of words in a sentence, close passage and comprehension passage etc. etc. synonyms and antonyms will be asked in the context of the given passage.

Part-B – General Awareness: Question in this test will aim at measuring knowledge of current events besides knowledge of General Science / Social Science and their application to the society. This test will also include questions on sports, culture, history, geography, general polity etc. etc. These questions will be such that they do not require a special study of any discipline.

Part-C- General Intelligence: The test will include questions on analogies, similarities and differences, space visualisation, problem solving, analysis, judgement, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning, arithmetical number series, non-verbal series, etc. The test will also include questions designed to test the candidates abilities to deal with abstract ideas and symbols and their relationship, arithmetical computations and other analytical functions.

(Contd.P/3)

Part-D- Numerical Aptitude – Questions will be designed to test the ability of arithmetical computation of whole numbers, decimals and fractions and relationship between numbers. This test will also include questions on problems relating to percentages, ratio and proportion, average estimation, use of table and graphs, mensuration, time and distance, ratio and time etc.

Paper-II: Arithmetic: Detailed syllabus shall be published on receipt of the same from the Staff Selection Commission, New Delhi.

6. **Selection of candidates:** Final selection for appointment of candidates to the post of “Accountant” will be done on the basis of aggregate of marks obtained by the candidates in paper-I & paper-II.

7. **Probation Period:** Two years. On appointment to the post of Accountant, the officials will have to pass a ‘Departmental Confirmatory Examination (DCE)’ (within the probation period) conducted by the Principal Secretary (Finance), A & N Admn. within four consecutive chances. Those who do not qualify the DCE within the prescribed period are liable to be discharged from the Govt. Service.

8. **How to apply :** Application must be submitted in the form (**Annexure**) published below. The application form may be typed out in double space neatly and duly filled in all respects (alongwith its enclosures) should be sent to the “**Senior Accounts Officer-IV, Chief Pay & Accounts Office, Andaman and Nicobar Administration, Port Blair – 744 101**” latest by **08/06/2010 (05.00 PM)**. Applications received after the closing date will not be entertained under any circumstances. The Chief Pay & Accounts Office, Port Blair will not be responsible for postal delay. The envelope containing the application must be superscribed in bold letters as “**Application for recruitment of ‘Accountant’**”

9. **Documents to be attached with the applications form:**

- (a) Attested true copies of following documents:
- (i). Educational Qualification.
 - (ii). Proof of age (Matriculation/Secondary School Examination Certificate)
 - (iii). Employment registration card.
 - (iv). ST / OBC Certificate (wherever applicable)

Candidates are requested to submit attested copies of Original or provisional degree certificate issued by the University. **Candidates may note that attested copies of marksheet issued by the University in lieu of provisional/degree certificate will not be entertained.**

(b) Three copies of recent passport size photographs, out of which, one should be firmly pasted (not stapled) in the space provided in the **application form (Annexure)** and the other two copies kept alongwith the application form. *(NB: Please write his/her name on back side of the photograph)*

(c) Two self-addressed envelopes of 12 x 25 cm size, which must be affixed with Rs. 5/- postage stamp each.

10. Incomplete or unsigned applications or applications without photograph/necessary documents will be rejected summarily.

11. **Action against candidates found guilty of misconduct:**

Candidates are warned that they should not furnish any particulars that are false or suppress any material information while filling in the application form. Candidates are also warned 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, an explanation regarding this discrepancy should be submitted.

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A candidate who is or has been declared by the Administration to be guilty of :-

- (i) Obtaining support for his/her candidature by any means, or
- (ii) Impersonating, or
- (iii) Procuring impersonation by any person, or
- (iv) Submitting fabricated documents or documents which have been tampered with, or
- (v) Making statements which are incorrect or false or suppressing material information, or
- (vi) Resorting to any other irregular or improper means in connection with his candidature for the examination/selection, or
- (vii) Writing irrelevant matters including obscene languages or pornographic matter in the script, or
- (viii) Misbehaving in any other manner in the examination hall, or
- (ix) Using unfair means in the examination hall, or
- (x) Possessing Mobile Phones/Cellular Phones/Pagers/communication devices or any other unauthorized electronic gadget after commencement of the Examination inside the Examination premises/Hall, whether in use or not (Candidates by mere possession of any of these items will be deemed to have been using unfair means and would accordingly be liable to disciplinary action as deemed fit, including ban from future examination conducted by S.S.C./Administration), or
- (xi) Taking away the Questioning Booklet/Answer Sheet with him/her from the examination hall, or passing it on to unauthorised persons during the conduct of the examination, or
- (xii) Harassing or doing bodily harm to the staff employed by the Commission/Administration for the conduct of these examination, or
- (xiii) Violation of any of the instructions issued to candidates alongwith their Admission Certificates permitting them to take examination, or
- (xiv) Attempting to commit, or as the case may be abetting the commission of all or any of the acts specified in the foregoing clauses, may, in addition to rendering himself liable to criminal prosecution, be liable:-
 - (a) **to be disqualified** by the Commission/Administration from the examination for which he is a candidate as also from any other examination/selection of the Commission/Administration in which he might have appeared but the final result/selection has not yet been declared/made, and/or
 - (b) to be **debarred** either permanently or for a specified period which may extend upto 10 years:-
 - (i) by the Commission/Administration from any examination or selection held by them;
 - (ii) by the Andaman and Nicobar Administration/Central Government from any employment under them; and
 - (c) to disciplinary action under appropriate rules if he is already in service under Government, or
 - (d) to any other appropriate legal action.

12. Invalid application:

The applications having any of the following deficiencies or irregularities will be summarily rejected (the List is only illustrative & not exhaustive).

- (1) Applications not submitted in prescribed format as given in this employment notice.
- (2) Incomplete or illegible applications.
- (3) Unsigned/undated applications.
- (4) Without standard passport size photograph of good quality.
- (5) Affixing/attaching Xerox copy of Photograph.
- (6) Without specified signatures on Application form and on various Declarations.
- (7) Applications not filled in English or Hindi or not filled by candidate in his/her own handwriting.
- (8) Without proper certificates, in respect of ST/OBC candidates and Ex-servicemen/relaxation sought in age or physical standards. Certificate should be obtained from the competent authority in the prescribed format.
- (9) Under aged/over aged candidates.
- (10) Not having the requisite Educational Qualification on the specified date. (i.e as on **08/06/2010**)
- (11) Applications received after **17.00 hrs.** on closing date. (**08/06/2010**)
- (12) Photocopies of the relevant certificates not attested.
- (13) More than one application for the same post/group of posts by the same candidate or sent in one envelope.
- (14) Applications of more than one candidate sent in one envelope.
- (15) Any other irregularity.

13. Any dispute in regard to this recruitment will be subject to courts/tribunals having jurisdiction over A & N Administration, Port Blair.

14. All candidates in Govt. Service whether permanent or temporary capacity or work charged employees, other than casual duty or daily rated employees or those serving under public enterprises will be required to send their applications through proper channel latest by the closing date **i.e. 08/06/2010 (05.00 pm)**. Application shall be rejected if received late and / or not complete in all respects.

Place: Port Blair
Dated. 03/05/2010

Pay & Accounts Officer-IV

Annexure

Closing date: 08/06/2010
Date of Exam: 08/08/2010

Application for the post of "**Accountant**" in the Chief Pay & Accounts Organisation,
 Andaman & Nicobar Administration.

(In the columns below where boxes are provided, put "**√**" *mark* in the appropriate box)

Paste here a recent
 passport size
 photograph of the
 applicant

1.	Full Name of the applicant (in block letters)				
2.	a) Name of Father				
	b) Name of Mother				
3.	Postal address to which communication to be sent (in block letter)				
4.	Permanent home address (in block letter)				
5.	a) Date of birth (in Christian era) (as recorded in the Matriculation/Secondary Examination Certificate – Enclose attested copy of certificate)		<input type="text"/>	<input type="text"/>	<input type="text"/>
	b) Age as on 08/06/2010 (closing date)		<input type="text"/>	<input type="text"/>	<input type="text"/>
			Date	Month	Year
			Years	Months	Days
6.	Nationality(in block letters)				
7.	Are you seeking employment against General category or ST/OBC (Attach attested copy of reservation certificate for ST/OBC in respect of such candidate)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			General	ST	OBC
8.	Gender		<input type="checkbox"/>	<input type="checkbox"/>	
			Male	Female	
9.	Marital status		<input type="checkbox"/>	<input type="checkbox"/>	
			Married	Unmarried	
10.	Details of educational qualifications: (Give details of degree obtained beginning from graduate level and above)				
S.No.	Name of Exam	Name of University	Main/Elective subjects	Division secured in the Exam	Month & year of passing
11.	Are you a departmental candidate		<input type="checkbox"/>	<input type="checkbox"/>	
			Yes	No	
12.	Your Employment Exchange Registration Number and place of registration.				
13.	Choice of Centre of exam (One Centre to be indicated out of five centers viz. Port Blair, Rangat, Diglipur, Car Nicobar & Campbell Bay)				

14.	Whether attested true copies of the following document enclosed?		
	i) Matriculation/Secondary School Examination certificate	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	ii) Degree certificate/Provisional certificate issued by the University	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	iii) Schedule Tribe Certificate	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	iv) Employment registration card.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	v) OBC Certificate	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	vi) Other enclosure		
	a. Two self-addressed envelope duly stamped	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	b. Two spare passport size photograph (name to be written by the candidate on the backside)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

I do hereby declare that all the 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 particular information given above being false or incorrect, my candidature for the post of Accountant is liable to be rejected or cancelled and in the event of any mis-statement or discrepancy in the particulars being detected after my appointment, my services are liable to be terminated forthwith without any notice to me.

I have read the provisions in the Notice of the Chief Pay & Accounts Office, A & N Administration carefully and I hereby undertake to abide by them.

I further declare that I fulfill all the conditions of eligibility regarding age limits, educational qualification etc. prescribed for admission to the examination.

Place:

Date:

Signature of the applicant

(Application not signed by the candidate will be rejected)

NOTE-I: Candidates seeking reservations as ST/OBC must submit the attested copy of prescribed certificate in support of their claim alongwith the application form.

NOTE-II: The candidate must bring HB Pencil, Eraser and Ball Point Pen alongwith the Admit Card in the Examination Hall.

NOTE-III: The candidate must paste a copy of his/her recent photograph in the space provided for the purpose.

NOTE-IV: Candidate should be present in the Examination Hall half an hour before commencement of the Examination.

NOTE-V: The use of mobile phone & calculating devices including logarithm tables, electronic calculator etc. is not allowed.

NOTE-VI: Candidate must abide by the instructions given by the Supervisor / Invigilator. Failure to do so, will make the candidate liable to any such punishment as the Administration may decide.