

अंडमान तथा निकोबार प्रशासन
Andaman & Nicobar Administration
उद्योग निदेशालय
Directorate of Industries
पोर्टब्लेयर
Port Blair

EMPLOYMENT NOTICE

Application from **Candidate Domicile of Andaman & Nicobar Island** is invited in prescribed application form for filling up the vacant post of Supervisor (Coir) under Directorate of Industries, A & N Administration. The particulars are as follows:

1. Designation of the post(s) to be filled	Supervisor (Coir)
2. Category of Post	CCS Group C' Non Ministerial
3. No of Posts	One (ST Category)
4. Pay Scale	Rs 4000-6000 (pre-revised) Pay Band 5200-20200 Grade Pay 2400 (revised)
5. Description of duties & responsibilities	<ul style="list-style-type: none">• Shall be responsible for supervision of the works in Extension center of Coir in Andaman & Nicobar Islands.• Shall be responsible for implementation of training programmer as per syllabus in a systematic manner.• Shall be responsible for undertaking theoretical/ practical classes [Maintenance of proper notes] of trainees as per the syllabus.• Shall be responsible for conducting study tour in local Industries units as per the syllabus.• Shall be responsible for maintenance of discipline in the trainees.• Shall Assist Technical Assistant (coir) in<ul style="list-style-type: none">➤ Maintaining the stock of Raw materials drawn and finished goods produced and shall maintain proper records as per rules.➤ For maintenance of all machineries fixed in the work floor.➤ For preparing job sheet for all jobs undertaken in the workshop and shall maintain proper record viz. job sheet/ Job register etc.➤ For proper planning of new machines/ raw materials and other requirements.➤ For maintenance of discipline in the centre.• To attend to any other duties as may be assigned by Director of Industries/ Industries Officer/ manager [Workshop].

6. Qualification required		
(i) Essential		
A	i.	Must have passed 10 th Standard.
		And
	ii.	Should possess certificate in advance training in Coir technology from a recognized institution
	iii.	Two years experience in Coir processing technology.
7. Age limits if any		Male 18-33 years; Female 18-38 years relaxable to ST Candidates as per rules of Govt. of India
8. Last date for receipt of application		25.08.2010
Note	<ul style="list-style-type: none"> • The candidates shall ensure that the application duly filled in along with 2 Passport size photograph duly attested by any Gazetted Officer is submitted well before the last date for receipt of application. • Application received after the closing date shall summarily be rejected. • Application submitted by post should be sent well in advance so as to receive within the closing date. • Application received by post after the closing date shall also be summarily rejected. 	

Director of Industries

Application Form

**Application for the post of Supervisor (coir) in
Directorate of Industries A&N Administration, Port Blair**

1. Name of the applicant (in capital letters)	
2. Fathers Name (in capital letter)	
3. Address a. Residential (in capital letters)	
b. For correspondence (in capital letters)	
4. Date of Birth (enclose attested photocopy of certificate)	date Month Year
5. Qualification possessed: a. Academic: (enclose attested photocopy of certificates in proof)	
b. Technical (enclose attested photocopy of certificates in proof)	
c. Any other qualification/ experience (enclose attested photocopy of certificates in proof)	
6. Whether Scheduled Tribe	Yes / No (enclose attested photocopy of certificate issued by competent authority in proof)
7. Domicile of A & N Islands	Yes / No (enclose attested photocopy of Local certificate issued by competent authority in proof)
8. Any other relevant information	

Date:

Place:

Signature of the applicant