

Employment Notice

Applications are invited from eligible candidates for the post of Junior Assistant in Andaman and Nicobar Islands Integrated Development Corporation Ltd.(ANIIDCO) as per the details given below:

1	Name of the post	Junior Assistant
2	Classification	Group 'C'
3	No. of post	15 posts (subject to variation) (General – 7, OBC – 5, ST – 2, Physically handicapped (HH-1))
4	Pay Band	Rs. 5,200 – 20,200 Grade Pay Rs. 1900/-
5	Age	Male 18-33 years, Female 18-38 years <u>Relaxation</u> : 3 yrs. for OBC & 5 yr. for ST candidates. <u>Note</u> : The crucial date for determining the age limit shall be the closing date of receipt of application.
6	Qualification	1. Degree from recognized University or equivalent 2. Knowledge of computer typing , MS word & MS Excel

7. Age relaxation for physically handicapped candidates will be allowed as per Govt. of India.
8. The candidates eligible for the post are required to apply in the prescribed proforma along with attested copies of educational qualification (degree certificate/Provisional certificate), age proof (CBSE certificate/birth certificate), category certificate etc with two copies of passport size photographs in addition to photographs pasted in the application (total 3 Photographs)(NB: please write your name on back side of the photographs) addressed to the Manager(P&A), ANIIDCO Ltd., Vikas Bhawan, Port Blair – 744101 and should reach this office latest by 31/12/ 2010.
9. Candidates must submit degree certificate/provisional certificate as proof of educational qualifications and mark sheets alone shall not be accepted. The candidates must also submit documentary proof regarding age and category failing which the application shall be summarily rejected.
10. The unsigned, incomplete applications, applications from ineligible candidates or applications received after due date shall be rejected without intimation.
11. The selected candidates will have to serve in any part of Andaman and Nicobar Islands.
12. All eligible candidates will be required to appear for written test. The written test is likely to be on 27/2/2011 (Sunday) at, Port Blair and in case of any change in the date it will be published in the Daily Telegrams. The list of eligible candidates will be displayed at Notice Board at Vikas Bhawan and hosted on website www.and.nic.in on 31/1/2011 Eligible candidates will have to obtain hall ticket from Vikas Bawan Port Blair during working hours on 24th and 25th February, 2011 and no individual call letters will be sent. The hall ticket will indicate date, time and venue of the written test.
13. Only those candidates who fulfill the eligibility criteria will be called for the written examination. The examination will be of 2 hours duration consisting of 120 objectives type multiple choice bilingual questions (in English & Hindi language except English questions) in the subjects of General Awareness, General Intelligence & Reasoning Ability, General English and Arithmetic & Numerical Ability. The answer of question will be given by the candidates in the computerized O.M.R. Answer Sheet with Blue/ Black Ball Point Pen.
14. Candidate who qualify in the written test based on the cut of marks to be decided by the Corporation will be called for computer Skill Test for typing, MS Word and MS Excel . The written test will have 80% weightage and Skill test will be 20% weightage, however it will be compulsory to qualify in the Skill test with minimum qualifying marks of 40%. The successful candidates will be decided based on the combined score of written Test and Skill Test.

General Manager
ANIIDCO.

PROFORMA

Paste here a
signed copy of
your recent
passport size
photograph

To

The Manager (P&A),
ANIIDCO Ltd.,
Vikas Bhawan,
Port Blair – 744101

Sub: Application for the post of Junior Assistant – Reg.

1.	Name of Candidate	:	
2.	Father's/Husband's Name	:	
3.	Date of Birth (documentary proof of CBSE certificate/Birth certificate should be attached)	:	
4.	Age as on 31/12/2010	:	
5.	Present Address for communication	:	
6.	Telephone number Land Mobile		
7.	Place of residence in the islands	:	
8.	Category(General/OBC/ST/PH) (documentary proof should be attached)	:	
9.	Educational Qualification (documentary proof should be attached)	:	
10.	Employment registration No.	:	
11.	Any other relevant information	:	

Declaration

I hereby declare that all statements made in the application of offer 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 the selection my candidature/appointment is liable to be cancelled/terminated.

Place:

Date:

Name and signature of the candidate