

Port Blair, dated /12/2013

EMPLOYMENT NOTICE 35**RECRUITMENT TO THE POST OF TALLY CLERK, GATE KEEPER, AND MAZDOOR [SHIPPING GODOWN]/MAZDOOR[ALF] IN PORT MANAGEMENT BOARD, ANDAMAN AND NICOBAR ADMINISTRATION**

Applications are invited from eligible local candidates of A & N Islands for the following posts in Port Management Board. The number of Post, Scale of Pay and eligibility criteria are given below:

1	Name of post	Tally Clerk
1.1	Classification	General Central Services Group 'C' (Non- Gazetted) (Non- Ministerial)
1.2	No. of Posts	05 (Five)
1.3	Category	(OBC - 01) , (General - 04)
1.4	Scale of Pay	PB-1 ₹ 5200-20200 + Grade Pay ₹ 2400/-
1.5	Age Limit	18- 33 years for male 18-38 years for female (Relaxation for Govt. servants upto 5 years in accordance with the instruction or orders issued by Central Government)
1.6	Educational and other qualifications	Essential: 1. XIIth Std. passed from a recognized Board/ Institution. 2. Should possess certificate of atleast three months course in computer application. Desirable: Three years experience in Cargo/ Stevedoring Operation in any Indian Ports.

2	Name of post	Gate Keeper
2.1	Classification	General Central Services Group 'C' (Non- Gazetted) (Non- Ministerial)
2.2	No. of Posts	11 (Eleven)
2.3	Category	(OBC - 04) , (General - 07)
2.4	Scale of Pay	PB-1 ₹ 5200-20200 + Grade Pay ₹ 1800/-
2.5	Age Limit	18- 33 years for male (Relaxation for Govt. servants upto 5 years in accordance with the instruction or orders issued by Central Government)
2.6	Educational and other qualifications	Essential: 1. 10 th Std. passed from a recognized Board/ Institution. 2. Should possess good physique. 3. Should qualify in the trade test

3	Name of post	Mazdoor (Shipping Godown)
3.1	Classification	General Central Services Group 'C' (Non- Gazetted) (Non-Ministerial)
3.2	No. of Posts	23 (Twenty Three)
3.3	Category	(ST -01), (OBC -08), (General - 14)
3.4	Scale of Pay	PB-1 ₹ 5200-20200 + Grade Pay ₹ 1800/-
3.5	Age Limit	18- 33 years for male (Relaxation for Govt. servants upto 5 years in accordance with the instruction or orders issued by Central Government)
3.6	Educational and other qualifications	Essential: 1. Must have passed Secondary School Examination (10 th Std. pass) from recognized Board / Institution. 2. Should possess good physique. 3. Should qualify in trade test. Desirable: Capacity to speak Hindi.

4	Name of post	Mazdoor (ALF)
4.1	Classification	General Central Services Group 'C' (Non- Gazetted) (Non-Ministerial)
4.2	No. of Posts	62 (Sixty Two)
4.3	Category	(ST -13), (OBC -12), General - 37
4.4	Scale of Pay	PB-1 ₹ 5200-20200 + Grade Pay ₹ 1800/-
4.5	Age Limit	18- 33 years for male (Relaxation for Govt. servants upto 5 years in accordance with the instruction or orders issued by Central Government)
4.6	Educational and other qualifications	Essential: 1. Must have passed Secondary School Examination (10 th Std. pass) from recognized Board / Institution. 2. Should possess good physique. 3. Should qualify in trade test.

NB: The numbers of vacancies shown against each category or total are subject to variation.

(1) WRITTEN EXAMINATION:

- (i) The Eligible candidates will have to appear written test comprising of 80 marks.
- (ii) Date and time will be specified/ announced through Website (www.and.nic.in). News Paper/ AIR/ Mass media etc.

(2) Interview / Personality Test:

The candidates who qualify in the written test will be subjected to an interview of 20 marks by the selection Board. Date and Time for the Interview will be specified / announced through Website (www.and.nic.in). News Paper/ AIR/ Mass Media etc.

(3) Medical Examination

Successful candidates shall be subjected to medical examination and if not found medically fit for the post for which he/she has been selected, then their appointment shall be treated as cancelled.

(4) How to Apply

- i. A candidate needs to submit an application clearly indicating in the application the post for which he / she has applied.
- ii. Candidates may submit their application on a plain paper in the format given below along with the attested copies of certificates of age proof, category, education qualification and experience with 2 passport size photograph (**one should be affixed in the space given in the application form other should be attached alongwith the application form**) to Chief Port Administrator, Port Management Board, Port Blair on any working day upto ...**5.2.2014** Or by Post at the following address:
The Chief port Administrator
Port Management Board
Post Box No. 52, Port Blair
- iii. Applications received after the due date for submission specified in the Notice shall not be entertained and will be rejected.

(5) Closing Date

Application form should be reach the office of Chief Port Administrator, PMB, port Blair office latest by 1700 Hrs. on ...**5.2.2014**.

(6) Instructions in General

- i. All candidates shall be required to apply for the post in the prescribed format irrespective of the fact whether they are registered with the Employment Exchange or Not.
- ii. The Govt Servant / Departmental candidates must apply through proper channel only.
- iii. After scrutiny and acceptance of the application forms, a list of eligible candidates will be displayed at Port Management Board Administrative Building, Port Blair.
- iv. Applications found incomplete in any form are liable to be rejected and no further correspondence will be entertained in this regard. No Admit Card will be issued in case the application is rejected.
- v. Each eligible applicant will be issued an Admit Card, which will be required at all stages of the recruitment.
- vi. Benefit of OBC would be given only to those candidates who belong to the OBC category as notified by the Andaman & Nicobar Administration.
- vii. Original documents (educational qualification, age proof and other testimonials and category certificate) will be checked at the time of interview. The candidates therefore should bring their original documents/certificate only at the time of interview.
- viii. Date, Time and Venue of Written test and interview shall be communicated in the due courses through local news paper, AIR etc. and Administration Website (www.and.nic.in). Candidates are requested to be in contact with the PMB Office.
- ix. No TA or DA will be paid to the candidates for attending the selection process or interview.

**Assistant Director (Admn.)
Port Management Board**

Copy to :-

1. The Manager, Govt. Press, Port Blair with the request to publish the above notice in the Daily Telegrams on two consecutive days.
2. The Senior Correspondent, IP Division, Directorate of IP&T, Port Blair for favour of information and necessary action.
3. The News Editor, AIR for broadcasting the above news item through News Bulletin.
4. The Editor, Doordarshan Kendra, Port Blair with the request to telecast the above news through News Bulletin.
5. The Employment Officer, Employment Exchange, Port Blair with the request to sponsor the names of qualified candidates who possess the requisite qualification for the above mentioned post.
- ✓ 6. The State Information Officer, NIC, with the request to upload the above employment notice in the A&N vacancy website.
7. The Nodal Officer (IT), Port Management Board with the request to upload the above news item in the Website.


**Assistant Director (Admn.)
पत्तन प्रबंध बोर्ड
Port Management Board
पोर्ट ब्लेयर/Port Blair**

Closing Date: 5.2.2014

FORMAT**APPLICATION FOR THE POST OFIN PORT MANAGEMENT BOARD, ANDAMAN AND NICOBAR ADMINISTRATION**

To

The Chief Port Administrator
Port Management Board
Post Box No. 52, Port Blair

Paste recent passport size photograph duly attested by a Gazetted Officer (with one additional photograph)

Sub: Application for the post of
in PMB- Reg.

Sir,

With reference to advertisement for recruitment to the afore
mentioned post, I beg to submit my candidature as per following details.

1	Name of the applicant in BLOCK LETTERS (as recorded in educational certificate)			
2	Father's/ Husband's Name (in BLOCK LETTERS)			
3.	Gender			
4.	Marital Status			
5.	Category	General	OBC	ST
6.	Date of birth (as recorded in Xth pass certificate)	Day	Month	year
7.	Age as on 5.2.2014	Year	Months	Days
8.	Nationality			
9.	Education Qualification			
10.	Other Qualifications.			
11.	Employment Exchange Card No.			
12.	Permanent Address (in BLOCK LETTERS)			
13.	Address for communication			
14.	Telephone/ Mobile No. I f any			
15	Have you ever been arrested or tried in the court of law for any offence or convicted or fined by the court at the time of submitted their application form or is any case pending in a court of law? If so give details. Non disclosure will entail legal action.			
16.	Have you ever been debarred by any recruitment/ selection Board from appearing in any examination? If so please give details.			

17.	Are you ever employed in any Departments / Undertaking. If yes, give details with proof	
18.	Past experience, if any	

If after submission of this application form any criminal case is register against me or arrested / detained by police in any criminal case relevant details regarding the same will be communicated by me immediately to the Chief Port Administrator, Port Management Board, Port Blair, failing which it shall deemed to be suppressive of factual information.

I hereby declare that all statements made in this 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 the examination/ selection my candidature/ appointment is liable to be cancelled and in case of forged documents, a criminal case will be registered against me.

I have read all the provisions in the Notice of Vacancy published by PMB carefully and I hereby undertake to abide by all the provisions.

I further declare that I fulfill all the conditions of eligibility, Educational Qualification etc declared for the post.

Documents Enclosed:

	Yes	No
1. Educational Qualification	<input type="checkbox"/>	<input type="checkbox"/>
2. Other Qualification	<input type="checkbox"/>	<input type="checkbox"/>
3. Age proof (10 th Pass Certificate)	<input type="checkbox"/>	<input type="checkbox"/>
4. Category Certificate	<input type="checkbox"/>	<input type="checkbox"/>
5. Experience Certificate	<input type="checkbox"/>	<input type="checkbox"/>

Place:

Date:

(Signature of Applicant)
 (Application not signed by
 the candidate will be rejected)