THE DETAIL OF POST, ELIGIBILITY CRITERIA AND ROLES AND RESPONSIBILITY ARE AS DETAILED BELOW: -

Particulars	No of Post	Eligibility Criteria	Roles and Responsibility
Multi Tasking Staff (MTS)	03	**Educational Qualifications:** 10th Std Passed. **Experience**: 1 year in any Government / Autonomous / PSU etc. **Method of Recruitment**: Written Examination: 95 Marks. Interview: 5 Marks (Only 10 Candidates will be shortlisted for personal Interview)	➢ Dairy & despatch ➢ Making copies and preparing files. ➢ External movement of files/paper correspondence to various departments. ➢ Internal movement of files / paper correspondence ➢ Assisting establishment works in preparation of salary, records keeping, making arrangement for seminars, training etc. ➢ Visiting banks for depositing and withdrawing. ➢ Attending phone calls. ➢ Office attendant. ➢ Watch & ward duties during day time etc.

FORMAT FOR THE POST OF ………………………………..

<div style="float:right; border:1px solid black; padding:5px;">
Affix a recent passport size photograph duly attested by the candidate
</div>

1	Name of the candidate *(in block letter)*	
2	Father's / Husband's Name	
3	Date of Birth	
	Age (as on 27/02/2015)	……(Years) ……….(Months) ……. (Days)
4	Category	
5	Employment Registration No.	
6	Educational qualification	
7	Other qualification	
8	Experience	
9	Permanent address	
10	Address for communication / phone no. & mobile no. and email id.	

Note: Candidate should enclose the relevant copy of the certificate which are referred above.

I hereby declare that the information furnished above by me in this application are true and correct to the best of my knowledge and belief. I do understand that in the event of any information being found false or incorrect before or after the selection, my candidature is liable to be cancelled.

Place: Signature of the candidate

Date: Name & Address

To

        The Member Secretary
        SOVTECH
        Dr. B. R. Ambedkar Institute of Technology Campus
        Pahargaon
        Port Blair – 744103
        Email ID: sovtech@and.nic.in