

**OFFICE OF THE DISTRICT & SESSIONS JUDGE  
ANDAMAN AND NICOBAR ISLANDS  
PORT BLAIR**

No. 1328-2017/CRT/179

Dated the 14<sup>th</sup> September, 2017

**RECRUITMENT TO VARIOUS GROUP 'C' POSTS OF LOWER  
GRADE CLERK, MTS AND DRIVER IN THE ESTABLISHMENT OF  
THE DISTRICT & SESSIONS JUDGE, ANDAMAN & NICOBAR  
ISLANDS.**

The District & Sessions Judge, Andaman & Nicobar Islands invites application for the below mentioned vacant posts classified as Group 'C'; Non-Gazetted from the eligible candidates in the proforma appended below

Sl. No	Name of Post	Lower Grade Clerk/Typist/Copyist	MTS	Driver
1.	No. of Post	09	17	02
2.	Category	General - 03 OBC - 03 ST - 01 DC - 02	General - 10 OBC - 06 ST - 01	General- 02
3.	Pay	Level -2 Rs.19900 in Pay Matrix + one advance increment	Level - 1 Rs.18000 in Pay Matrix	Level - 2 Rs.19900 in Pay Matrix
4	Educational and other qualifications	<u>Essential:-</u> a. Pass in Senior secondary school certificate examination (12 <sup>th</sup> Std.) or equivalent from a recognized Board/University. b. Should be able to type 35 words p.m in English or 30 words p.m in Hindi on Computer. c. Should qualify in the written examination. <u>Skill Test Norms on Computer</u> English typing @35 words per minute or Hindi Typing	<u>Essential:-</u> a. Matriculation (10 <sup>th</sup> std.) pass or equivalent from a recognized Board/University. b. Ability to read and write Hindi and English. c. Should qualify in a written test.  <u>Desirable:-</u> (i) Training in basic and refresher course in Home Guard and Civil Defence. (ii) Ability to ride bicycle	<u>Essential:-</u> a. Must have passed in 10 <sup>th</sup> std. From a recognized Institution. b. Must possess a valid Light Vehicle Driving License. c. Must qualify in the written examination and trade test.  <u>Desirable:</u> (i) 2 (two) years experience in driving Light Motor Vehicle. (ii) Must be able

		<p>@30 words per minute (Time allowed 10 minutes).35 w.p.m/30 w.p.m. correspond to 10.500 KDPH/9000 KDPH on an average of 5 key depressions on each word)</p> <p><u>Desirable:</u> working knowledge in Computer</p>	<p>to read English Numerals.                  (iii) Must have good knowledge of Traffic Regulations.                  (iv) Knowledge of motor mechanism and capable to locate and carry out minor running and repairs in vehicle</p>
5	Age limit	<p>Between 18-33 years for Male and 18-38 years for Female Candidates (Relaxable for Government Servants and ST Candidates upto five years and OBC Candidates by three years in accordance with the instructions or orders issued by the Central Government).                  Note: The crucial date for determining the age limit shall be the closing date of receipt of applications from candidates/names from local Employment Exchange.</p>	
6.	How to apply	<p>Applications in hard copies in the format appended below duly filled-in should reach the office of the District &amp; Sessions Judge, Andaman &amp; Nicobar Islands, Port Blair by <b>4 pm of 25.10.2017</b>. One spare recent passport size photographs should be enclosed.</p>	
7	Documents to be annexed	<p>The applications shall be annexed with self attested copies of certificates of educational qualifications and testimonials in support of the post applied for , local certificate, certificate in proof of age, community certificate, Aadhar Card, Employment Exchange Registration Card of Andaman &amp; Nicobar Islands, driving license in case of candidates applying for the post of Driver and two self addressed envelopes affixed with postal stamp worth Rs.41 each.</p>	
8.	<p><b><u>Scheme of Examination:</u></b>  <b><u>Lower Grade Clerk/Typist/Copyist</u></b></p> <p>Paper 1: Objective type multiple choice questions (100 marks) with ¼ negative marks for each wrong answers.</p> <p>Syllabus: English Grammar &amp; English Composition (30 marks), General intelligence &amp; reasoning , computer and general awareness ( 40 marks) and Mathematics (30 marks)</p> <p><b>All the questions will be within Class 12<sup>th</sup> standard.</b></p>		

Paper 2: Skill test in English Typewriting on computer as per skill test norms.  
Only the shortlisted Candidates in Papers -1 will be called for papers -2.

**Driver**

Paper-1: Trade Test and Skill Test as per norms.

Paper-2: Objective type Multiple choice questions (50 marks)

Syllabus - English Grammar, English general intelligence and reasoning,  
General awareness.

Only the successful candidates in Paper-1 will be called for Paper 2.

**All the questions will be within Class 10<sup>th</sup> standard.**

***There will be no negative marks for this category.***

**MTS:-**

Paper 1: Objective type multiple choice questions (100 marks) with  $\frac{1}{4}$  negative marks for each wrong answers.

Syllabus: English Grammar & English Composition (30 marks), General intelligence & reasoning and general awareness (40 marks) and Mathematics (30 marks)

Paper 2: Trade Test in Cycling on bicycle.

Only the successful candidates in Paper-1 will be called for Paper 2.

**All the questions will be within Class 10<sup>th</sup> standard.**

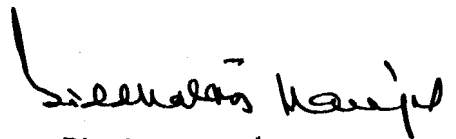
The number of vacancy may vary due to creation of new posts and/or promotion of existing staff.

**Definitions:-**

1. "MTS" (Multi-Tasking Staff) means and includes Daftry, Peon, Night Guard, Chowkidar, Gardener, Safaikarmachari, Farash and Orderly.
2. "OBC" Other Backward Class notified by the Andaman & Nicobar Administration.
3. "ST" Scheduled Tribes of Andaman & Nicobar Islands.
4. "DC" Departmental candidates in the establishment of the District & Sessions Judge, Andaman & Nicobar Islands whose services have been confirmed.

Instructions to candidate:-

1. Candidate must be an Indian National.
2. The applications for the post should be submitted in prescribed form alongwith all supporting documents, which must be self attested.
3. Candidates who submit the application in person shall drop the same in the application box kept in the reception counter of the office of the District & Sessions Judge. No application shall be entertained after **4.00 pm of the closing date i.e.25.10.2017.**
4. Applications sent by any other means in hard copies shall also be entertained till **4.00 pm of the closing date i.e.25.10.2017.**
5. Unsigned applications or incomplete applications or applications submitted without supporting documents as per requirements will be rejected outright without any intimation.
6. Once application is submitted, no additional documents/ certificates shall be received from the candidates thereafter.
7. The departmental candidates must submit their application duly filled in all respect supporting with all necessary documents as asked for through proper channel only. Due care be taken so that the applications of such candidates reach the office of the District & Sessions Judge before the closing date.
8. The eligible candidates (qualification, experience, age etc.) will be determined as on the last date of receipt of application form as mentioned in the notification. The date of birth mentioned in class 10<sup>th</sup> and matriculation certificate shall be taken into consideration and no other certificate shall be entertained as proof of age.
9. Any information/certificate/documents furnished by any candidate, which are found to be false/wrong or if any candidate as either wholly or partially suppressed any material information, the candidature of such candidate for the post shall be rejected/terminated at any stage of recruitment process and even after appointment offer is made. Penal action will also be taken against them.
10. Candidates claiming relaxation of age must attach necessary documents in support of relaxation alongwith the application.
11. The Hall ticket to be submitted alongwith the application shall remain valid for the written examination, skill/trade test and till conclusion of the selection process.
12. The Candidates can apply only for one post
13. Venue of the examination will be announced later.
14. To know all the information regarding recruitment, candidates, can visit the website of the District & Sessions Court, Andaman & Nicobar Islands i.e. (<http://andssw1.and.nic.in/dsc>) and also in the notice board of the District & Sessions Court, Andaman & Nicobar Islands, Port Blair.
15. Candidate applying for the post as mentioned much have attained the age of 18 years and must not attained over and above 33/38 years in respect of male and female candidates respectively as on **25.10.2017.**



**District & Sessions Judge  
Andaman & Nicobar Islands**

**OFFICE OF THE DISTRICT & SESSIONS JUDGE  
ANDAMAN AND NICOBAR ISLANDS  
PORT BLAIR**

Application for the post of LGC/TYPIST/COPYIST, MTS AND DRIVERS

Affix Self  
attested  
passport sized  
Photograph  
here

1.	Name in BLOCK LETTERS	
2.	Name of Father/husband	
3.	Aadhar Card No.	
4.	Sex	
5.	Marital Status	
6.	a) Date of birth as recorded in the AISSE/SSE(10 <sup>th</sup> ) pass certificate.	
	b) Age as on 25.10.2017	
	c) Period of age relaxation, if any, claimed	
7.	Nationality	
8.	Educational Qualification	
9.	Any other qualification	
10.	Experience, if any	
11.	Category	
12.	Local Certificate Number (Not mandatory)	
13.	Employment Exchange Card Number, if any.	
14.	Permanent Address	
15.	Present Address with contract number	
16.	Address for communication with contact number	

**DECLARATION**

I \_\_\_\_\_ (mention name here) do hereby declare that the information given above is 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 test/appointment, my candidature/appointment is liable to be cancelled/terminated besides criminal prosecution.

Place:

Date:

**(Signature of the Applicant)**

**OFFICE OF THE DISTRICT & SESSIONS JUDGE  
ANDAMAN AND NICOBAR ISLANDS  
PORT BLAIR**

No. 2017/CRT/179

Dated:

**HALL TICKET FOR WRITTEN EXAMINATION  
(To be filled by the Office)**

Date of Examination:	Time:
Venue of skill test/trade test:	
Roll No.	

(To be filled by the candidate in his/her own handwriting in CAPITAL LETTERS only)

Post applied for .....

1. Name of the Candidate:
2. Father's/Husband's Name:
3. Marks of Identification: a).....
4. Signature of the Candidate: .....

<p>Affix Self attested passport sized Photograph here</p>
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**(For office use only)**

**Chief Administrative Officer  
District & Sessions Court, Port Blair.**

**OFFICE OF THE DISTRICT & SESSIONS JUDGE  
ANDAMAN AND NICOBAR ISLANDS  
PORT BLAIR**

No.

2017/CRT/179

Dated:

**HALL TICKET FOR SKILL TEST/TRADE TEST  
(To be filled by the Office)**

Date of skill test/trade test:

Time:

Venue of skill test/trade test:

Roll No.

(To be filled by the candidate in his/her own handwriting in CAPITAL LETTERS only)

Post applied for .....

1. Name of the Candidate:
2. Father's/Husband's Name:
3. Marks of Identification: a).....
4. Signature of the Candidate : .....

Affix Self  
attested  
passport  
sized  
Photograph  
here

**(For office use only)**

**Chief Administrative Officer  
District & Sessions Court, Port Blair.**