

VACANCY NOTICE

RECRUITMENT TO THE GROUP 'C' (GRADUATE LEVEL) POSTS TO BE FILLED IN DIRECTORATE OF IP&T BY CONDUCTING OPEN, COMPETITIVE RECRUITMENT EXAMINATION ON **09.07.2023 (Sunday)**

1. The Directorate of IP&T, A&N Administration has going to conduct "Open Competitive Recruitment Examination on **09.07.2023 (Sunday)** for filling-up Group "C" vacant posts as per the details given below, for which, ONLINE APPLICATIONS are invited from eligible candidates.
2. **DETAILS OF VACANCIES:-**

Sl.No.	Name of the post	Classification	No. of vacancies	Vertical Reservation			
				UR	OBC	ST	EWS
01.	Assistant Manager	Group-C	01*	01	-	-	-
02.	News Reporter	Group-C	02*	01	01	-	-

*Number of vacancies subject to variation notified vide this publication in respect of various categories of Group C posts are detailed in the Annexure -I.

3. **Pay Scale and Qualification:-**

Sl. No.	Name of the post	Pay Level	Essential Qualification	Desirable
01.	Assistant Manager	Level -5 (Rs.29200-92300)	Degree from a recognized university with Diploma in Travel & Tourism Management from a recognized Institute.	
02.	News Reporter	Level -5 (Rs.29200-92300)	(i).Bachelor's Degree from a recognized university with English and Hindi as Main Subject (ii).One year Diploma in Journalism. (iii).Flair for English and Hindi writing.	02 years experience in reporting work in a News Paper/News Agency.

The candidate may apply for one or more post(s) in order of his/her preferences for the posts, if he /she stands eligible in terms of essential qualifications for the post/posts as prescribed under column 4 & 5 of the Annexure-I

N.B.

1. Number of vacancies shown under column 6 to 13 of the Annexure-I are subject to variation.
2. Reservation of ST candidates as applicable to those ST as specified in the constitutional Order No. 1959 A&N Islands (Schedule Tribes)
3. Reservation for OBC applicable to those OBCs as specified in the Administration Circular No. 8-3/2003-TW dated 30th March, 2006 .
4. Reservation for disable persons (person with disability) EWS, Ex-serviceman, Meritorious Sports Person etc. shall be applicable as per the guidelines/ instruction issued by Govt./ A&N Administration from time to time.

4. Eligibility Conditions for Group C posts

- (i) All candidates shall be required to apply online for the post(s) whether they are registered with the Employment Exchange or otherwise.

- (ii) The Departmental Candidates must also apply online, 'No objection Certificate's issued by the concerned Head of the Department must be produced at the time of verification of original certificates/ documents.
- (iii) The candidates/ aspirants who fulfil all the essential criteria as per the vacancy notice may apply to the post(s).
- (iv) The candidates should apply for the posts in order of their preferences *indicate post code (see column no.2 of Annexure-I)
- (v) The written Examination Centres will be communicate later through local News papers and online platform of the Administration
- (vi) Applicant must be an Indian Citizen.

5. Age Limit :-

The age limits for posts as per Recruitment Rules of Assistant Manager & News Reporter are as under:-

Sl.No.	Name of posts	Age limit as per RR
1	Assistant Manager	Not exceeding 30 years
2	News Reporter	18- 33 years for Male 18- 38 years for Female

Note:- A candidate for this examination must have attained the age of 18 years and must not have attained the age over and above upper age limit in respect of male/ female candidates respectively as on closing date of receipt of online application.

02(Two) years relaxation of upper age limit will be allowed above the upper age limit of prescribed in the relevant Recruitment Rule vide **Order No. 2285** dated 01.09.2022 of the Administration.

Besides the above, age relaxation in respect of reserved categories of aspirants permissible beyond the upper age limit are as detailed below:-

Sl.No.	Category	Age-relaxation permissible beyond the upper age limit
1	ST	5 years
2	OBC	3 years
3	PwD (Unreserved)	10 years
4	PwD(OBC)	13 years
5	PwD(ST)	15 years
6	Ex-Servicemen (ESM)	03 years after deduction of the military service rendered from the actual age as on closing date of receipt of online application.
7	Central Government Civilian Employees: who have rendered not less than 3 years regular and continuous service on closing date for receipt of online applications.	Relaxable for Govt. servants upto 5 years in accordance with the instruction or orders issued by Central Government.
8	Age relaxation to DRM and contract employees including SSCT	In accordance with the instructions/ orders issued by the A&N administration, vide circular No. 45/1998-PW dated 19.11.2011. Up to 40 years of age.

6. Educational & Other Qualifications prescribed for Group C posts:-

As indicated each post of Annexure -I

a) EDUCATIONAL QUALIFICATION (As on 30.04.2023)

Must have essential qualification as mentioned against each post in the ANNEXURE-I

b) PROCESS OF CERTIFICATION AND FORMAT OF CERTIFICATES:-

Candidates who wish to be considered against the vacancies reserved or seek age relaxation must produce their original certificates issued by the Competent Authority and to submit a copy of the Original certificate duly self-Attested whenever sought by the Administration, otherwise, their claims for ST/OBC/EWS/PwD/ESM status will not be entertained and their candidature/ applications shall be considered under General (UR) category. Certificate for the status of Creamy Layer issued between 01.06.2020 to 30.04.2023 only will be accepted.

NOTE: Candidates are cautioned that they shall be permanently debarred from the examination conducted by the Directorate of IP&T A&N Administration in case, they fraudulently claim ST/OBC/ESM/PwD status.

7. SCHEME OF EXAMINATION

7.1. Scheme of Examination for the post of Assistant Manager (Consists of Only Tier-I Exam)

Written Examination: The subject of the examination, the time allowed, the maximum marks for each subject will be as follows:

Sl. No.	Subject	No. of Questions (MCQ)	Max. Marks	Time allowed
1	General Intelligence & Reasoning	50	50	02 (Two) Hours
2	General Awareness	50	50	
3	Numerical Aptitude	50	50	
4	English Comprehension	50	50	
Total maximum marks			200	

SYLLABUS - for the post of Assistant Manager

- A. General Intelligence & reasoning :** It would include questions of analogies, similarities and differences, spatial visualization, spatial orientation, problem solving, analysis, judgement, decision making visual memory, discrimination, observation, relationship concepts, arithmetical reasoning and figural classification, arithmetic number series, non-verbal series, coding and decoding statement conclusion syllogistic reasoning etc.
- B. General Awareness :** Questions in this competent will be aimed attesting the candidates general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspects as may be expected of any education persons. The test will also include

questions relating to India and its neighbouring countries especially pertaining to sports, History, Culture, Geography, Economic, Science, General Politics, Indian Constitution and Scientific Research etc. These Questions will be such that they do not require a special study of any discipline.

Note:- Mostly questions will be based on, but NOT LIMITED TO, the topic of Travel and Tourism Management under syllabus General Awareness for the post of Assistant Manager.

- C. **Numerical Aptitude** : The questions will be designated to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be the computation of whole numbers, decimals and fractions and relationships between numbers. It will test sense of order among numbers, ability to translate from one name to another, sense or order of magnitude, estimation or prediction of the outcome of computation, selection of an appropriate operation for the solution of real life problems and knowledge of alternative computation procedures to find answer. The questions would also be based on arithmetical concepts and relationship between numbers and on complicated arithmetical computation. (The standard of the question paper will be 10 + 2 level).
- D. **English Comprehension** :- Questions in this test will be set to assist the knowledge of English language its vocabulary, grammar, sentence, structure, synonyms and antonyms etc. there may also be question based on comprehension of a passage.

7.2 Scheme of Examination for the post of News Reporter (Tier-I & Tier II) :-

Written Examination: The subject of the examination, the time allowed, the maximum marks for each subject will be as follows:

Sl. No.	Subject	No. of Questions (MCQ)	Max. Marks	Time allowed
1	General Intelligence & Reasoning	50	50	02 (Two) Hours
2	General Awareness	50	50	
3	Numerical Aptitude	50	50	
4	English and Hindi Comprehension	50	50	
Total maximum marks			200	

SYLLABUS - for the post of News Reporter

- A. **General Intelligence & reasoning** : It would include questions of analogies, similarities and differences, spatial visualization, spatial orientation, problem, solving, analysis, judgement, decision making visual memory, discrimination, observation, relationship concepts, arithmetical reasoning and figural classification, arithmetic number series, non-verbal series, coding and decoding statement conclusion syllogistic reasoning etc.
- B. **General Awareness** : Questions in this competent will be aimed attesting the candidates general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events

and of such matters of every day observations and experience in their scientific aspects as may be expected of any education persons. The test will also include questions relating to India and its neighbouring countries especially pertaining to sports, History, Culture, Geography, Economic, Science, General Politics, Indian Constitution and Scientific Research etc. These Questions will be such that they do not require a special study of any discipline.

Note:- Mostly questions will be based on, but NOT LIMITED TO, the topic on Journalism for the post of News Reporter according to the requirement of essential qualification of Recruitment Rule.

- C. **Numerical Aptitude** : The questions will be designated to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be the computation of whole numbers, decimals and fractions and relationships between numbers. It will test sense of order among numbers, ability to translate from one name to another, sense or order of magnitude, estimation or prediction of the outcome of computation, selection of an appropriate operation for the solution of real life problems and knowledge of alternative computation procedures to find answer. The questions would also be based on arithmetical concepts and relationship between numbers and on complicated arithmetical computation. (The standard of the question paper will be 10 + 2 level).
- D. **English Comprehension** :- Questions in this test will be set to assist the knowledge of English language its vocabulary, grammar, sentence, structure, synonyms and antonyms etc. there may also be question based on comprehension of a passage.
- E. **Hindi Comprehension (For the post of News Reporter only)** :- Question in this test will be set to assist the knowledge of Hindi language its vocabulary, grammar, sentence, structure, synonyms and antonyms etc. there may also be question based on comprehension of a passage.

7.2.1. The detail scheme of examination for the post of News Reporter – Tier II is appended under :-

- A) Skill Qualifying Test will be conducted for the shortlisted candidates of Tier I for the post of News Reporter on the subject flair for English & Hindi writing as per Recruitment Rule.
- B) The Exam will consist writing 01 News Article each in Hindi and English on a topic to be within stipulated time and will be conducted by a committee.

(The questions in the components A, B & D will be of a level commensurate with the Essential Qualification prescribed for the post viz. graduation).

NOTE-I There will be negative marking of 0.25 marks for each wrong answer. Candidates are, therefore, advised to keep this in mind while answering the questions.

NOTE-II: Each candidate may be required to appear for written examination either in morning or evening shift as per the time schedule along with hall ticket and ID proof.

NOTE-III The Directorate of IP&T, A&N Administration reserves the right to restrict entry to the examination venue as per the given time schedule.

The Authorities shall, have full discretion to fix the minimum qualifying marks in one and all the subjects. The question paper in respect of will be set in English and Hindi only. Only such candidates, who attain a minimum standard, as may be fixed by the Authorities in their discretion will be considered for skill test.

8. Fee Payable: No Fee is payable.

9. Centre of Examination:-

The written Examination Centres will be communicate later through local Newspapers and online platform of the Director of IP&T, A&N Administration

10. Verification of documents:

All the successful candidates short listed should get their original certificates/ Testimonials duly verified as are mandatory and submit another self-attested copy of all those mandatory certificates /testimonials in person along with the printed copy of Online Application to the authorized officers/officials at the prescribed venue on the schedule date & time, failing which, his/her candidature shall be struck off from the relevant panel for all purposes and no further request/correspondence shall be entertained.

11. GENERAL INSTRUCTIONS TO BE COMPLIED WITH CANDIDATES IN THE WRITTEN EXAMINATION

1. Candidates must write the papers/indicate the answers in their own hand (Except for VH BY THE and Cerebral palsy candidate wherein, SCRIBE may be permitted to assist.
2. In the question papers, wherever necessary, the Metric systems of weights and measures only will be used.
3. Candidates are not permitted to use calculators and other electronic gadgets except as specified in the Notice. They should not, therefore, bring the same inside the Examination Premises/ Venue.
4. If any candidate is found to possess mobile phones or any other means of wireless communication in the working (Switch on) or switched off mode, his/her candidature shall be cancelled forthwith.

12. MODE OF SELECTION:

Candidates will be short-listed on the basis of their performance and preferences in the Written Examination. The cut-offs in the written Examination may be different for vacancies against each post and the same shall be fixed at the sole discretion of the Recruitment Agency, A&N Administration or Department of IP&T. Candidates for each vacancy will be finally selected based on their performance in the Written Examination.

Marks in Skill Qualifying Test will be of a qualifying nature only and will not be considered for evaluation of merit of qualified candidates.

Provided, that ST, OBC, MSP, EWS, ESM and PwD candidates, who are selected on their own merit without relaxed standards, will not be adjusted against the reserved share of the vacancies. Such MSP, ESM and PwD candidates will be accommodated against the general/unreserved vacancies as per their position in the overall Merit List.

The reserved vacancies will be filled up separately from amongst the eligible ST, OBC, who are domicile of A & N Islands and who are lower in merit than the last General candidate (UR) in merit list of un-reserved category but otherwise found suitable for appointment even by relaxed standard.

Success at the examination confers no right of appointment whatsoever unless the A&N Administration is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects of appointment to the service/post and the decision in this regard shall be final & binding

13. RESOLUTION OF CANDIDATES HAVING EQUAL MARKS

In cases where more than one candidate secures the equal aggregate marks, they will be resolved by applying the following methods one after another:-

- (1) Date of birth i.e. the candidate older in age gets preference consideration.
- (2) By referring to the alphabetical order of the names taking first name into consideration.

14. ADMISSION TO THE EXAMINATION:

All candidates who apply in response to this advertisement on or before the CLOSING DATE & TIME FOR ONLINE APPLICATION will be assigned Roll numbers. The Admit Cards will be made available on the website of A & N Administration i.e. <https://erecruitment.andaman.gov.in> around 2 weeks before the Written Examination. In case, a candidate does not find his/her name in the above uploaded list, candidate must immediately contact the Assistant Director (Admn) Directorate of IP&T a shall deprive him/her of any claim for consideration subsequently asst.directorism06@gmail.com with proof of having submitted his/her application online, Failure to do so shall deprive him/her of any claim for consideration subsequently.

The candidates must carry at least one photo bearing identity proof such as Driving License, Aadhaar Card, Voter Card, College University ID Card, Income Tax PAN in original and Admit Card downloaded from the website, while attending the examination, failing which, they shall not be allowed to appear for the examination

The photographs used by the candidates must be a recent, relaxed face, and the picture should be in coloured, against a light-coloured, preferably white background. If flash is used then please ensure that there is no red-eye and, in case of glasses your eyes should be visible. The front of the face should not be covered less than 80 % of the entire photo.

15. Action against candidates found guilty of misconduct:

While filling the application form, the candidates are cautioned that they should not furnish any particular that is false or suppress any material information. Candidates are also cautioned that they should in no case, attempt to alter or otherwise tamper with any entry in a document or the attested certified copy submitted by them, nor should they submit a tampered/fabricated document. If there is any inaccuracy or any discrepancy, in filling OMR Sheet, OMR Sheet will not be evaluated.

Without prejudice to criminal action/ department from A & N Administration's examination wherever necessary, candidature will be summarily cancelled at any stage for a period of maximum 3 years of the recruitment in respect of candidates found having indulged in any of the following malpractices:-

- 1) In possession of MOBILE PHONE & ACCESSORIES AND OTHER ELECTRONIC GADGETS WITHIN THE PREMISES OF THE EXAMINATION CENTRES, WHETHER IN USE OR IN SWITCHED OFF MODE AND IN PERSON OR OTHERWISE.
- 2) Involved in various malpractices.
- 3) Using unfair means in the examination hall like copying, cheating etc.
- 4) Obtaining support for his/her candidature by any means
- 5) Impersonate/ procuring impersonation by any person.
- 6) Submitting fabricated documents or documents which have been tampered with.
- 7) Making statements which are incorrect or false or suppressing material information.
- 8) Resorting to any other irregular or improper means in connection with his/her candidature for the examination.
- 9) Misbehaving in any other manner in the examination hall with the Supervisor, Invigilator or Administration's representatives.
- 10) Taking away the Answer Sheet with him/her from the examination hall, or passing it on to unauthorized persons during the conduct of the examination.
- 11) Intimidating or causing bodily harm to the staff employed by the Administration for the conduct of examination.
- 12) To be ineligible for the Examination by not fulfilling the eligibility conditions mentioned in the Notice.
- 13) Candidature can also be cancelled at any stage of the recruitment on any other ground which, the Directorate of IP&T, A&N Administration considers to be sufficient cause for cancellation of candidature.

16. THE DIRECTORATE OF IP&T, A&N ADMINISTRATION'S DECISION SHALL BE FINAL AND BINDING

The decision of the A&N Administration in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s) allotment of examination centers, election and allotment of posts/ organizations to selected candidates shall be final and binding on the candidates and no enquiry/ correspondence shall be entertained in this regard.

17. COURT JURISDICTION

Any dispute in regard to this recruitment shall be subject to Courts/ tribunals having jurisdiction over the Directorate of IP&T, A&N Administration only.

18. The results of the Written Competitive Examination/final result of the recruitment examination will be made available on website of of the Directorate of IP&T. (www.andamantourism.gov.in)

19. IMPORTANT INSTRUCTIONS FOR THE CANDIDATES

1. The Directorate of IP&T, A&N Administration will not undertake detailed scrutiny of applications for the eligibility and other aspects the written examination, and thus the candidature is accepted only provisionally. The candidates are advised to go through the requirements of educational qualification, age etc. and satisfy themselves that they are eligible before applying. When scrutiny is undertaken, any stage, if any claim made in the application is not found substantiated, the candidature shall be cancelled and the Administration's decision shall be final and binding.
2. Candidates are advised to go through the detailed instructions contained in this notice which are available on the websites of Directorate of IP&T, A&N Administration i.e <https://erecruitment.andaman.gov.in> may read carefully before applying.
3. Central Government Servant/ Civilian employees, Departmental Candidates of A&N Administration claiming age relaxation should be in possession of a certificate from their office in respect of length of continuous service which should be for not less than three years in the immediate period preceding the closing date for receipt of online.
4. The Candidates must write their Name, Date of Birth, Father's name and Mother's Name Strictly as given in the Matriculation Certificate Otherwise their candidature will summarily be cancelled at the time of document verification or as and when comes into the notice of the Directorate of IP&T, Andaman & Nicobar Administration.
5. The Candidates seeking relaxation of Age in-terms of Administration's circular bearing No. 45/96-PW dated 06.06.2001 and 45/1998-PW dated 19.09.2011, must possess the required certificate issued by the Competent Authority.

20. Selection of Candidates:-

- A. Final Selection for appointment to the post(s) notified herein will be made on the basis of total marks secured in the written Examination subject to the candidates qualifying in the Proficiency Test/ Trade Test/Proficiency-cum-Trade Test.
- B. The Recruitment Agency of Tier- I (written examination) will forward the list of shortlisted candidates to the respective Appointing Authority/Head of Department keeping in view the number of vacancies notified in each category/ post from the merit list, made available for appointment to the respective posts.
- C. Merit list will be prepared on the principle that name of a candidate appears for appointment against one post only, which will be determined strictly with reference to the order of individual merit and preference exercised by him/her (candidate) in the application form.

21. How to apply.

IMPORTANT DATES

1.	Date of Notification	28.04.2023
2.	Link for online filling of applications	https://erecruitment.andaman.gov.in
3.	Date of receiving applications online	01.05.2023 Time: 11.00 AM
4.	Closing Date of receiving applications	31.05.2023 Time: 12.00 Midnight
5.	Date of Examination	09.07.2023 (Sunday)
6.	Link for Help Desk	Asst.directortsm06@gmail.com
7.	Telephone No.,	03192-234305 (between 10.00 AM to 5.00 PM)

- A. (i) The candidate should register their full particulars of the application through online at <https://erecruitment.andaman.gov.in> The online application will be accepted from 01/05/2023 (from 11.00 am) to 31/05/2023 (upto 12:00 midnight). The candidates should provide all the mandatory details in the online portal failing which, the application will not be accepted by the online website.

Photograph to be uploaded should be of 8 bit JPG/JPEG format and its size should be between 10 KB to 50 KB with resolution of 100x200 (pixels), document should be 100 KB to 500 KB in PDF format and Signature (in blue ink) should be in 10 KB to 20 KB. It is also advised to enable Javascript in the browser such as Internet explorer, Firefox, Google chrome etc. to successfully upload your online application. The website will also allow the applicant to take print out forthwith of the submitted application of facilitate candidate. Those, who may fail to take print out immediately after submitting their application can downloaded the filled in forms later also.

- (ii) All the candidates who have duly registered his/her name in the local Employment Exchange as Un-employed must either his/her registration number at the appropriate box of the on application while filling online.

B. Copies of documents with the downloaded Application to be submitted at the time of documents verification after the written examination:

- i. One copy of recent Passport size photograph.
- ii. Self-Attested copies of certificates in respect of :-
 - i). Essential Qualification Certificate of the respective field and higher qualification if any issued by the competent authority in respect of the post (category of posts) applied for (Provisional certificate etc shall not be entertained)
 - ii). Xth Pass Certificate issued by the CBSE or any other recognized Board of School Education indicating the date of birth. (Provisional certificate etc. will not be entertained)
 - iii). OBC/ST Certificate issued by any Revenue Authority Competent within the jurisdiction of A&N Administration in respect of such reserved Category.
 - iv). For Meritorious Sports persons for such category of candidates, Certified issued by the Competent Authority (Sports Authority of India or A&N Sports Council).
 - v). Employment Registration Certificate/Card issued by the Competent Authority, under A&N Administration indicating registration number.

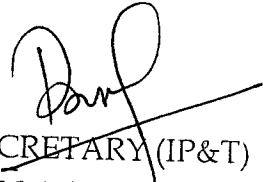
22. Closing Date for Online Application :- 31/05/2023 till 12.00 Midnight.

23. Admission to the Examination:-

- a) Before filling his/her online application, the candidate must carefully read the eligibility conditions for the examination and satisfy himself/herself that he/she fulfils all eligibility conditions and should upload all requisite documents to avoid rejection of his/her candidature.
- b) Admit Card for the Written Examination indicating the Schedule Date, Time Table, Venue/Centre of the Examination will be made available on the website which is to be DOWNLOADED/ PRINTED OUT by all the candidates through Internet at <https://erecruitment.andaman.gov.in> Which the candidates themselves should generate (download) in hard form and the Department of IP&T, A&N Administration shall not be responsible for non-receipt/delay in obtaining the same by the candidate.
- c) Helpdesk:- Candidate may contact the Administration through email asst.directortsm06@gmail.com to clarify/resolve any problem related to registration of online application. The candidate can also seek clarification on telephone (Telephone No. 03192-234305) between 10.00 AM to 5.00 PM

Interpretation of Contents:-

Note:- In case of any discrepancy arise in content in English & Hindi version of the Vacancy Notice, the content of English version & its interpretation shall be final & binding.


 SECRETARY (IP&T)
 A&N Administration

बिनय भूषण, भा.प्र.से
 Binay Bhushan, IAS
 सचिव ()
 Secretary ()
 अ तथा नि प्रसासन
 A & N Administration
 पोर्ट ब्लेयर/Port Blair

