

**ANDAMAN & NICOBAR ADMINISTRATION  
DIRECTORATE OF SOCIAL WELFARE  
GOALGHAR, PORT BLAIR**



**VACANCY NOTICE**

Applications are invited from eligible candidates possessing the requisite qualification and experience for filling up of vacancy of Group "C" Non-Ministerial post under the establishment of Directorate of Social Welfare, A & N Administration indicated as under:-

1	Nature of vacancy	
	a. Name of Post	<b>Mukhya Sevika (Supervisor) for Females Only</b>
	b. Classification	General Central Services Group 'C' Non-Gazetted, Non-Ministerial
	c. Description of duties	To supervise, guide, train and help the Anganwadi workers in their respective areas to implement ICDS programmes/ Social Welfare programmes.
	d. Educational & other Qualifications required for Direct Recruitment	A female graduate preferably in Home Science, Child Development or Nutrition. The candidates should have acquired the prescribed educational qualification as on last date of submitting the applications.
	e. Educational qualification for department candidates	Anganwadi Worker/Bal Sevika who is presently working in the Department of Social Welfare under ICDS Project in A & N Islands, should have completed either 11 months Bal Sevika Training with 8 years work experience as Anganwadi Worker or Bal Sevika or both or 05 years work experience as Anganwadi Worker.
f. Age Limit	Not exceeding 38 (Thirty-Eight) years.  Note 1: The upper age is relaxable for departmental candidates up to 40 years in accordance with the instructions or orders issued by the Central Government.  Note 2: The upper age limit is also relaxable to the eligible Balsevika and Anganwadi Workers to the extent to the period served as Balsevika and or Anganwadi Workers, subject to a maximum of 15 years and upto the age of 45 years in terms of GOT, Ministry of Human Resources Development, No-12-16/89-CD-1 dated 29.05.1989. However, the age relaxation will be applicable as per Administration order no.2285 dated 01.09.2022.  Note 3 : The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India i.e. 05.06.2023.	

2	No. of vacancies	<p>Total 05 (five posts) (02 open market and 03 from Anganwadi worker)</p> <ol style="list-style-type: none"> <li>1. 02 Direct candidates (02 OBC post).</li> <li>2. 03 AWW (02 OBC &amp; 01 General)</li> </ol> <p>Out of the above 05 (five) posts, 01 (one) post is reserved for Physically Handicapped (Orthopedically). While applying, there are two options in the online application i.e. Supervisor (Direct Candidates) and Anganwadi workers. The Anganwadi workers may opt Mukhya Sevika (Anganwadi) option and other candidates may opt the option of Mukhya Sevika (Supervisor).</p>						
3	Scale of Pay (Pay Band & Grade Pay) PB-I	Level-5 Pay Matrix (29200-92300)						
4	Place of work (name of Town/Village and district in which it is situated)	Throughout Andaman & Nicobar Islands.						
5	Mode of Selection	Competitive written examination.						
	a. Written test	<p>Objective type questions for written examination for 100 marks for a duration of 2 hours, separate sets of question papers would be issued for Direct candidates and Anganwadi workers.</p> <p>Scheme of competitive examination</p> <table border="1" data-bbox="619 1137 1458 1563"> <tr> <td data-bbox="619 1137 683 1384">1.</td> <td data-bbox="683 1137 1458 1384">           Subject paper (70 Marks)            a) Nutrition            b) General Health &amp; Hygiene            c) Early childhood care &amp; education            d) Immunization &amp; Infant feeding            e) Community organization            f) Growth monitoring         </td> </tr> <tr> <td data-bbox="619 1384 683 1451">2.</td> <td data-bbox="683 1384 1458 1451">General Knowledge &amp; Current Affairs (20 Marks)</td> </tr> <tr> <td data-bbox="619 1451 683 1563">3.</td> <td data-bbox="683 1451 1458 1563">General English (10 Marks)</td> </tr> </table>	1.	Subject paper (70 Marks) a) Nutrition b) General Health & Hygiene c) Early childhood care & education d) Immunization & Infant feeding e) Community organization f) Growth monitoring	2.	General Knowledge & Current Affairs (20 Marks)	3.	General English (10 Marks)
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2.	General Knowledge & Current Affairs (20 Marks)							
3.	General English (10 Marks)							
6	General Instructions	<ol style="list-style-type: none"> <li>1. (i) The Candidates should register their full particulars of the Application through online at <a href="https://erecruitment.andaman.gov.in">https://erecruitment.andaman.gov.in</a>. The online application will be accepted from 06.05.2023(from 11.00 AM) to 05.06.2023(upto 12 midnight). The candidates should provide all the mandatory details in the online portal failing which, the application will not be accepted. Photograph to be uploaded should be of 8 bit JPEG format and its size should be between 10 kb to 50 kb with resolution of 100x200 (pixels). It is also advised to enable Javascript in the browser such as Internet</li> </ol>						

upload your online application. The website will also allow the applicant to take print out forthwith of the submitted application. Those who fail to take print out immediately after submitting their application can download the filled information later also. Acknowledgement of the receipt of application may also be obtained after successful completion of online filling.

(ii) All the candidates who have duly registered their name in the local employment exchange as un-employed must enter their registration number at the appropriate box of the application while filling online.

**2.** Documents to be uploaded alongwith the online application.

a. One copy of recent passport size photograph.

b. Self attested copies of certificates in respect of

i. Essential Qualification certificates of the respective field and higher qualification if any issued by the competent authority in respect of the post Mukhya Sevika 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 certificate (as admissible for reservation of Govt. jobs in A&N Admn.) issued by Revenue Authority competent within the jurisdiction of A&N Administration in respect of such reserved category.

iv. Proof of age.

v. Proof of Identity (Photo Identity).

vi. Copy of experience certificate in respect of Balsevika/Anganwadi issued by competent authority.

vii. Proof of age relaxation for all categories (employment certificate issued by competent authority for Govt. Servants/DRM/Contract employees)

viii. Copy of certificate issued by competent authority in respect of disability above 40 %.

ix. Employment Registration Certificate/Card issued by the competent authority under A&N Administration indicating registration number.

**3.** The shortlisted candidates will be informed for submitting the copies of above documents alongwith copy of downloaded application.

**4.** Closing date for online application: 03.06.2023 till

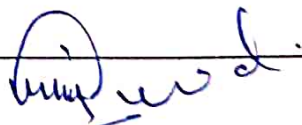
midnight.

**5. Admission to the examination**

a. Helpdesk: Candidate may contact the Administration through email [directorsw4@gmail.com](mailto:directorsw4@gmail.com) to clarify/resolve any problem related to registration of online application. The candidate can also seek clarification on telephone (Telephone No.03192-233356) between 10.00 AM to 05.00 PM on all working days i.e. Monday to Friday.

b. Before filling the online application, the candidate must carefully read the eligibility conditions for the examination and satisfy herself that she fulfils all eligibility conditions and should upload all requisite documents to avoid rejection of her candidature.

**6. 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 from <https://erecruitment.andaman.gov.in> which the candidates themselves should generate (download) in hard form and the A&N administration shall not be responsible for non-receipt /delay in obtaining the same by the candidate. Those candidates who qualify all requisite eligibility criteria only will be issued admit cards. Candidates appearing for examination without admit card and photo ID proof shall not be allowed to attend the examination.

  
**Assistant Director (Admn)**  
**Directorate of Social Welfare**  
**A & N Administration**  
**Port Blair**



