



**HEADQUARTERS, ANDAMAN & NICOBAR COMMAND,**  
**SRI VIJAYA PURAM**

**RECRUITMENT OF STENOGRAPHER GR-II, LOWER DIVISION**  
**CLERK & MULTI-TASKING STAFF (OFFICE & TRAINING)**  
**BY ABSORPTION**

**ADVT NO – ANC-02/2026**

**ONLY OFFLINE APPLICATION WILL BE ACCEPTED**

**NO INTERVIEW WILL BE HELD FOR RECRUITMENT**

1. Headquarters, Andaman & Nicobar Command, Sri Vijaya Puram invites applications **THROUGH PROPER CHANNEL** for the following posts (General Central Services, Group 'C' Non-Gazetted) to be filled up **by Absorption from persons working in similar, equivalent or higher grades in the Civil posts of the Defence Services** as mentioned against each at Para 2(b) and possessing the requisite qualification/ eligibility criterion in the prescribed proforma as given at **Annexure-I**. Eligible candidates are to apply through proper channel (application in other forms of mailing will not be accepted) by Registered/ Speed Post. The details of the posts are as under:

<b><u>Ser.</u></b>	<b><u>Name of the post &amp; Classification</u></b>	<b><u>Place of posting</u></b>	<b><u>No. of Vacancies</u></b>	<b><u>Pay scale as per 7<sup>th</sup> CPC Pay Matrix</u></b>
(a)	Stenographer Grade – II (Ministerial)	HQ ANC, Sri Vijaya Puram	04	Level-4 (Rs.25500-81100)
(b)	Lower Division Clerk (Non-Ministerial)		01	Level-2 (Rs.19900 - 63200)
(c)	Multi-Tasking Staff (Office & Training) (Non-Ministerial & Non-Industrial)		05	Level-1 (Rs.18000 - 56900)
		<b>Total</b>	<b>10</b>	

2. **The eligibility criteria are as follows:-**

- (a) **Age** – Not exceeding 56 years as on closing date of receipt of applications
- (b) **Essential Qualifications**

<b><u>Ser.</u></b>	<b><u>Name of the Post</u></b>	<b><u>Essential Qualifications</u></b>	<b><u>Eligibility</u></b>
(a)	Stenographer Grade-II	(i) 12 <sup>th</sup> Class or equivalent from a recognized Board or University. (ii) Skill Test Norms:- <b>Dictation:</b> 10 minutes @80 words per minute <b>Transcription:</b> 50 minutes (English), 65 minutes (Hindi) (On Computer)	Persons working in similar, equivalent or higher grades in the Civil posts of the Defence Services including Armed Forces Headquarters Secretarial Service.

<u>Ser.</u>	<u>Name of the Post</u>	<u>Essential Qualifications</u>	<u>Eligibility</u>
(b)	Lower Division Clerk	(i) 12 <sup>th</sup> class pass from a recognized Board or University and, (ii) <b>Skill Test:</b> A typing speed of 35 words per minute in English or 30 words per minute in Hindi on computer (Time allowed-10 minutes). (35 words per minute and 30 words per minute correspond to 10500 Key Depressions Per Hour / 9000 Key Depressions Per Hour on an average of 5 key depressions for each words).	Persons working in similar, equivalent or higher grades in the Civil posts of the Defence Services including Armed Forces Headquarters Clerical Services.
(c)	Multi-Tasking Staff (Office & Training)	Matriculation pass or equivalent from a recognized Board/ Institute.	Persons working in similar, equivalent or higher grades in the Civil posts of the Defence Services including Integrated Headquarters of Ministry of Defence (Army, Navy & Air), Integrated Defence Headquarter and Inter Service Organisation under the Ministry of Defence.

3. **Provisional Appointment Letter.** The appointment of provisionally selected candidates will strictly be based on the merit position, subject to satisfactory verification of documents, medical examination and other requirement as applicable and specified by the Government of India and Appointing Authority.

4. **Document Verification.** All relevant documents pertaining of age, education, identity, address, category, caste, service etc., will be scrutinized and verified prior to provisional appointment as per extant DoP&T policy. Date and venue for document verification will be intimated to the provisionally selected candidates through letter which will be sent to the respective address of the candidates by post or through Registered e-mail IDs.

5. **Last Date / Crucial Date.** The last date / crucial date for determining the eligibility of the applicants will be counted 30 days after excluding the first date of publication in the Employment News [for e.g. For the vacancy published in the Employment News dated 18-24 Apr XXXX, the crucial date will be 30 days counted from the 19 Apr XXXX (excluding the first date of publication)]

6. **How to apply.** The application should be on plain paper (A4 size) (good quality paper should be used) either neatly hand written or typed as per the prescribed Format, affixed with latest passport size colour photograph duly attested by self. The envelop must be super-scribed on the top as “**APPLICATION FOR THE POST OF “STENOGRAPER GR-II/ LOWER DIVISION CLERK/ MULTI-TASKING STAFF (OFFICE & TRAINING)” BY ABSORPTION** and sent through proper channel to “**THE OFFICER-IN-CHARGE, CIVILIAN RECRUITMENT CELL, NAVAL SHIP REPAIR YARD, PO-HADDO, SRI VIJAYA PURAM - 744102, SOUTH ANDAMAN, ANDAMAN & NICOBAR ISLANDS”.**

7. The following documents are to be sent alongwith the application (Annexure-II)
- (a) CR Dossier in original/ photocopies of the **Annual Performance Appraisal Reports (APARs) for the last five years**, duly attested by an officer of the rank of Under Secretary of the Govt. of India or above.
  - (b) Disciplinary/ Vigilance clearance certificate.
  - (c) Integrity Certificate
  - (d) A Statement of major/ minor penalty, if any, imposed during the last ten years.
  - (e) Cadre Clearance Certificate.
  - (f) Self-attested copies of Certificate/ Marks sheet in support of educational/ technical/ other qualifications etc., Original Certificates / Mark sheets should be produced when asked for.
  - (g) A passport size photograph duly attested on reverse (by current employer) should be pinned with the application.

8. **GENERAL INSTRUCTIONS.**

- (a) The vacancies indicated above are provisional and may be increased/ reduced or even made NIL without assigning any reasons.
- (b) Attested copies of educational qualifications, experience and other Certificate should be enclosed with the application in support of candidates claim against the requisite eligibility criteria. Candidates may be required to produce original certificates for verification at the time of document verification/ selection.
- (c) Incomplete applications, applications with insufficient details, and/ or those received late and/ or not accompanied by supporting certificate / documents and/or in the format other than prescribed, would be summarily rejected. No correspondence in this regard would be entertained.
- (d) HQ ANC reserves the right to shortlist the applications, if necessitated. Mere submission of the application does not guarantee for being shortlisted / selected for the post applied for. No correspondence will be entertained on this matter.
- (e) The Competent Authority reserves the right to select the criteria for Shortlisting of candidates. Competent Authority also reserves the right to cancel part of whole of any recruitment process at any stage in this employment notification without assigning any reason thereof.
- (f) The 'Curriculum Viate' (CV) duly supported by documents will be assessed by the Selection Committee while selecting candidates for appointment to the post of absorption basis.
- (g) Any candidate once selected shall not be allowed to withdraw or refuse to join and it shall be the responsibility of the sponsoring authority to release the selected candidate within one month of issue of appointment order.
- (h) The last date/ crucial date for determination of the qualifying service for the post will be the closing date of the receipt of application.
- (j) Submission of false/ incorrect/ incomplete and/or dubious / bogus documents shall be a disqualification for the post.
- (k) Canvassing in any form and/ or bring in any influence, political or otherwise will be a disqualification for the post.
- (l) Only provisionally selected candidates will be informed about their selection after the selection process and no other correspondence would be entertained.

- (m) Candidates are requested to ensure that they fulfill the eligibility conditions before applying for the post.
- (n) The terms and conditions given in this advertisement are subject to change and should, therefore be treated as guidelines only.
- (p) The advertisement has been uploaded on website [www.andamannicobar.gov.in](http://www.andamannicobar.gov.in).

**RECRUITMENT IN THE HEADQUARTERS, ANDAMAN & NICOBAR COMMAND**  
**IS ABSOLUTELY FAIR**

E-mail ID: [crc-hqanc@navy.gov.in](mailto:crc-hqanc@navy.gov.in)  
Contact No.: 03192-247000, Extn - 4804

**BIO-DATA/ CURRICULUM VITAE PROFORMA**

**RECRUITMENT OF 'STENOGRAPHER GR-II/ LOWER DIVISION CLERK/ MULTI-TASKING STAFF (OFFICE & TRAINING) BY ABSORPTION)' - HQANC**

<b>Post Applied For</b> _____		Paste a recent Colour Photo (Passport size)			
1	Name and Address (in Block Letters)				
2	Date of Birth (in Christian era)				
3	Aadhaar Card No				
4(i)	Date of entry into service				
(ii)	Date of retirement under Central Government rules				
5	Educational Qualifications (Matriculation onwards)				
6	Whether Educational and other qualifications required for the post are satisfied (if any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	Possess Qualification (YES / NO)			
	Qualifications required as mentioned in the Advertisement / vacancy circular	Qualifications possessed by the Officer			
	<b>Essential</b>	<b>Essential</b>			
	(A) Qualification	(A) Qualification			
	(B) Experience	(B) Experience			
	<b>Desirable</b>	<b>Desirable</b>			
	(A) Qualification	(A) Qualification			
(B) Experience	(B) Experience				
6.1	<b>Note:</b> This column need to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by Administrative Ministry / Department / Office at the time of issue of Circular and issue of Advertisement in the Employment News.				
6.2	In case of Degree and Post Graduate Qualifications Elective / Main subjects and subsidiary subjects may be indicated <b>by the candidates.</b>				
7	Please state clearly whether in the light of entries made by you above, you meet the Essential Qualifications and work experience of the post				
7.1	Note: The Borrowing Departments are to provide their specific comments / views confirming the relevant Essential Qualification / Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied)				
8	Details of employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.				
	<b><u>Office / Institution</u></b>	<b><u>Post held on regular basis</u></b>	<b><u>From</u></b>	<b><u>To</u></b>	<b><u>*Pay Band and Grade Pay/Pay Scale of the post held on regular basis</u></b>

	<p><b>* Important</b> - Pay Band and Grade Pay granted under ACP / MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay / Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:-</p>					
	<b><u>Office / Institution</u></b>	<b><u>Pay, Pay Band and Pay Level drawn under ACP/MACP Scheme</u></b>	<b><u>From</u></b>	<b><u>To</u></b>		
9	Nature of present employment i.e Ad-hoc or temporary or Quasi permanent or Permanent					
10	In case the present employment is held on deputation / contract basis, please state					
	<b><u>(a) The date of initial appointment</u></b>	<b><u>(b) Period of appointment on deputation / contract</u></b>	<b><u>(c) Name of the parent Office / Organisation to which applicant belongs</u></b>	<b><u>(d) Name of the post and pay of the post held in substantive capacity in the parent organisation</u></b>		
10.1	<b>Note:</b> In case of Officers already on deputation, the application of such officers should be forwarded by the parent Cadre / Department along with Cadre clearance, Vigilance clearance and Integrity Certificate.					
10.2	<b>Note:</b> Information under Column 10(c)&(d) above must be given in all cases where a person is holding a post on deputation outside the cadre / organisation but still maintaining a lien in his parent Cadre / Organisation					
11	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details					
12	<b>Additional Details of present employment:</b>					
	Please state whether working under (indicate the name of your employer against the relevant column)					
	(a) Central Government					
13	Please state whether you are working in the same Department i.e HQANC and are in the feeder grade or feeder to feeder grade					
14	Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale					

15	Total emoluments per month now drawn		
	<b><u>Basic pay in PB</u></b>	<b><u>Grade Pay/ Level in 7th CPC Pay Matrix</u></b>	<b><u>Total Emoluments</u></b>
16	In case of applicant belonging to an Organisation which is not following the Central Government Pay scales, the latest salary slip issued by the Organisation showing the following details be enclosed.		
	<b>Basic pay with Pay Scale of Pay and rate of increment</b>	<b>Dearness Pay/Interim relied/ other Allowances etc. (with break up details)</b>	<b>Total Emoluments</b>
17A	<b>Additional Information:</b> If any, relevant to the post you applied for in support of your suitability for the post (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training (iii) Work experience over and above prescribed in the Vacancy Circular / Advertisement <b>Note: Enclose a separate sheet, if the space is insufficient</b>		
17B	<b>Achievements :</b> The candidates are requested to indicate information with regard to : (i) Research publications and reports and special projects (ii) Awards/ Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/ institutions / societies and., (iv) Patents registered in own name or achieved for the organisation (v) Any research / innovative measure involving official recognition (vi) Any other information <b>(Note: Enclose separate sheet if the space is insufficient</b>		
18	Please state whether you are applying for deputation (ISTC/Absorption / Re-employment Basis. # (Officers under Central / State Governments are only eligible for "Absorption". Candidates of Non-Government Organisation are eligible only for Short Term Contract)		

	# (The option of `STC' / 'Absorption' / 'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").	
19	Whether belongs to SC/ST	

I have carefully gone through the vacancy circular / advertisement and I am well aware that Curriculum Viate duly supported by the documents in respect of Essential Qualification / Work experience submitted by me will also be assessed by the Selection Committee at the time of selection of post. The information / details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed / withheld.

Signature of Candidate \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Mobile No. \_\_\_\_\_

E-Mail ID \_\_\_\_\_

Date :

**CERTIFICATION BY THE EMPLOYER / CADRE CONTROLLING AUTHORITY**

1. The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/ She possesses educational qualification and experience mentioned in the vacancy Circular. If selected, he/ she will be relieved immediately.

2. Also certified that:

(i) There is no vigilance or disciplinary case pending / contemplated against Shri/Smt.\_\_\_\_\_

(ii) His/ Her integrity is certified.

(iii) His/ Her CR Dossier in original is enclosed / photocopies of the ACRs for the last 05 years duly attested by an Officer of the rank of Under Secretary of the Govt. of India or above are enclosed.

(iv) No major / minor penalty has been imposed on him / her during the last 10 years **OR** A list of major / minor penalties imposed on him/ her during the last 10 years is enclosed (as the case may be)

**Countersigned**

\_\_\_\_\_  
**(Employer / Cadre Controlling Authority with seal)**



**HEADQUARTERS, ANDAMAN & NICOBAR COMMAND**

**RECRUITMENT TO THE POST OF LOWER DIVISION CLERK AND  
MULTI-TASKING STAFF (OFFICE & TRAINING) BY DR**

**ADVT NO. ANC- 01/2026**

**ONLY OFFLINE APPLICATION WILL BE ACCEPTED**

**WRITTEN EXAMS FOR LDC AND MTS (O&T) WILL BE HELD AT SRI VIJAYA PURAM ONLY**

**THE POST ADVERTISED ARE ONLY FOR  
HEADQUARTERS, ANDAMAN & NICOBAR COMMAND**

1. Headquarters, Andaman & Nicobar Command, Sri Vijaya Puram invites applications from eligible candidates to apply for direct recruitment to the post of **Lower Division Clerk (LDC) and Multi-Tasking Staff (Office & Training)**. Selected candidates will have to serve under administrative control of Andaman and Nicobar Command. The eligible candidates have to fill in application form appended below and dispatch the same along with associated documents in an envelope by **Registered/ Speed Post** so as to reach recruitment office on or before the closing date for receipt of applications. Application in other forms of mailing will not be accepted. Other forms can be downloaded from [www.andamannicobar.gov.in](http://www.andamannicobar.gov.in). Details of the posts are as follows:-

<b><u>General Central Service, Group 'C' posts</u></b>	
<b><u>Lower Division Clerk (LDC)</u></b> (Pay Matrix as per VII <sup>th</sup> CPC - Level 2) (Rs.19900-63200) Non-Gazetted, Non-Ministerial	<b><u>Multi Tasking Staff-Office and Training [MTS(O&amp;T)]</u></b> (Pay Matrix as per VII <sup>th</sup> CPC - Level 1) (Rs.18000-56900) Non-Gazetted, Non-Ministerial & Non-Industrial

Sl. No	Name of the Post	Category wise breakdown of vacancies*					Total	Horizontal Reservation				
		UR	OBC	SC	ST	EWS		ESM	PwBD			
									(a) VH	(b) HH	(c) OH	(d) & (e) Others
(a)	Lower Division Clerk	02	01	01	00	01	05	-	-	01	-	-
(b)	Multi-Tasking Staff (Office & Training)	02	01	01	00	00	04	-	01	-	-	-
						<b>Total</b>	<b>09</b>					

\* Subject to change

**Suitability for EWSs:** Persons who are governed under DoP&T OMs F.No. 36039/1/2019-Estt.(Res) dated 31 Jan 19 are identified as EWS for the benefit of reservation.

**Suitability for PwBDs:** As per notification No. 38-16/2020-DD-III dated 04 Jan 21 amended vide notification No. 30-12/2020-DD-III dated 24 Aug 22, issued by the Ministry of Social Justice & Empowerment. Details of suitable category of benchmark disability and functional requirement for the posts are as given below:-

<b>Post</b>	<b>Suitable Category of Benchmark Disabilities</b>	<b>Physical Requirement</b>
<b>Lower Clerk Division</b>	(a) B, LV (b) D, HH (c) OA, OL, BA, BL, OAL, CP, LC, Dw, AAV, MDy (d) ASD(M), SLD, MI (e) MD involving (a) to (d) above	S, ST, W, MF, RW, SE, C
<b>Multi-Tasking Staff (Office &amp; Training)</b>	(a) B, LV (b) D, HH (c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy, (d) ASD(M), ID, SLD, MI (e) MD involving (a) to (d) above	S, ST, W, BN, RW, SE, H, C, MF

#i The distribution of vacancies in different categories may change during the recruitment process as the same is subject to variation (increase/ decrease) in the overall number of vacancies.

#ii Applicants, must be in possession of disability certificate issued by the Competent Authority prior to applying for the post, in the format given in Annexure-I of GoI, DoP&T OMs. 36035/1/2012-Estt. (Res) dated 29 Nov 13.

**Abbreviations Used:-**

**Reservation Categories:** **UR**-Unreserved, **SC**-Scheduled Caste, **ST**-Scheduled Tribes, **OBC**-Other Backward Class, **EWS**-Economically Weaker Section, **ESM**-Ex-Servicemen, **PwBDs**-Persons with Benchmark Disabilities, **VH**-Visually Impaired, **HH**-Hearing Impaired, **OH**-Locomotor Disability.

**Physical Requirements:** **S**-Sitting, **ST**-Standing, **W**-Walking, **BN**-Bending, **MF**-Manipulation by Fingers, **RW**-Reading & Writing, **SE**-Seeing, **H**-Hearing, **C**-Communication.

**Suitable Category of Benchmark Disabilities:** **B**-Blind, **LV**-Low Vision, **D**-Deaf, **HH**-Hard of Hearing, **OA**-One Arm, **OL**-One Leg, **BA**-Both Arms, **BL**-Both Leg, **OAL**-One Arm and One Leg, **CP**-Cerebral Palsy, **LC**-Leprosy Cured, **Dw**-Dwarfism, **AAV**-Acid Attack Victims, **MDy**-Muscular Dystrophy, **SD**-Spinal Deformity and **SI**-Spinal Injury, **ASD**-Autism Spectrum Disorder (**M**-Mild, **MoD**-Moderate), **ID**-Intellectual Disability, **SLD**-Specific Learning Disability, **MI**-Mental Illness, **MD**-Multiple Disabilities.

2. **RESERVATION.** Reservation for SC/ST/OBC/EWS categories is available as per extant Government Orders. The reserved vacancies will be filled up separately from amongst the eligible SC, ST, OBC, EWS candidates which will thus comprise of SC, ST, OBC, EWS who are lower in merit than the last candidate on merit list of unreserved category but otherwise found suitable for the appointment or has availed age relaxation available for SC/ST/OBC category. Reservations for PwBDs & ESM fall under the category of horizontal reservation which cuts across vertical reservation i.e. reservation for SC/ ST/ OBC/ EWS (what is called inter-locking reservation). The candidates selected against the PwBDs & ESM quota will be placed in the appropriate category of UR/ SC/ST/ OBC/ EWS, as the case may be.

3. **AGE & ESSENTIAL QUALIFICATION.**

<b><u>Ser</u></b>	<b><u>Name of the Post</u></b>	<b><u>Age</u></b>	<b><u>Essential Qualifications &amp; Nature of Duties/ Job Profile</u></b>
(a)	Lower Division Clerk	Between 18 and 27 years	<p>(i) 12<sup>th</sup> Class pass from a recognised Board or University; and</p> <p>(ii) <b><u>Skill test:</u></b> A typing speed of 35 words per minute in English or 30 words per minute in Hindi on computer (Time allowed-10 minutes). (35 words per minute and 30 words per minute correspond to 10500 Key Depressions Per Hour/ 9000 Key Depressions Per Hour on an average of 5 key depressions for each words)</p> <p><b><u>Nature of Duties/ Job Profile:-</u></b></p> <p>Normal Clerical duties. Drafting routine correspondence, typing, filing, inward, registering, and dispatch of outward correspondence, maintenance of publications and forms etc.</p>
(b)	Multi-Tasking Staff (Office and Training)	Between 18 and 25 years	<p>Matriculation pass or equivalent from a recognised Board/ Institute.</p> <p><b><u>Nature of Duties/ Job Profile:-</u></b></p> <ol style="list-style-type: none"> <li>1. Physical Maintenance of records of the Section.</li> <li>2. General cleanliness &amp; upkeep of the Section/ Unit.</li> <li>3. Carrying of files &amp; other papers within the building.</li> <li>4. Photocopying, sending of FAX etc.</li> <li>5. Other non-clerical work in the Section/ Unit.</li> <li>6. Assisting in routine office work like diary, dispatch etc., including on computer.</li> <li>7. Delivering of dak (Outside the building)</li> <li>8. Watch &amp; ward duties.</li> <li>9. Opening &amp; closing of rooms.</li> <li>10. Cleaning of rooms</li> <li>11. Dusting of furniture etc.</li> <li>12. Cleaning of building, fixtures etc.</li> <li>13. Upkeep of parks, lawns, potted plants etc.</li> <li>14. Any other work assigned by the superior authority.</li> </ol>

4. **AGE RELAXATION AND CRUCIAL DATES.**

(a) **Age Relaxation** is applicable as per Government orders on the subject:-

<b><u>Ser</u></b>	<b><u>Category</u></b>	<b><u>Age Relaxation permissible beyond the upper age limit</u></b>
(i)	SC/ ST	05 Years.
(ii)	OBC	03 Years.
(iii)	PwBD	UR-10 years, OBC-13 (10+3) years, SC/ST-15 (10+05) years
(iv)	Ex-Serviceman	Period of Military service plus 03 years.
(v)	Government Servants	Relaxable up to 40 years in accordance with instructions or orders issued by Central Government from time to time in this regard and further relaxable for 05 years, as in the case of Schedule Castes and Scheduled Tribes. UR-up to 40 years and SC/ST-45 (40+5) years of age.

**Note.** Age relaxation for other eligible categories will be as per extant rules issued by the Govt. of India from time to time.

(b) **Crucial Date for determining the Age.** The crucial date for determining the age limit will be the **closing date** for receipt of Applications from candidates in India i.e. **28 days** from the date of publication of advertisement in Employment News (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Union Territory of Ladakh, Lahaul and Spiti District and Pangi sub-division of Chamba District of Himachal Pradesh, Lakshadweep). The additional period for submission of Application for candidates from regions mentioned as above shall not reckon to determine their age. Only Matriculation/ SSC/ Birth Certificate issued by concerned Education Board/ Competent Authority will be considered as proof of Date of Birth.

5. **MODE OF SELECTION.**

(a) **Screening of Applications.** HQ ANC will not undertake detailed scrutiny of the applications for the eligibility and other aspects at the time of written examination and, therefore, candidature will be accepted only 'provisionally'. Where the number of applications received are too large in proportion to the vacancies and it is not convenient Administratively for the Department to call all the candidates for the written test, HQ ANC at its discretion, may restrict the number of eligible candidates, whose application are received in time i.e. before closing date of applications, by short listing as per merit up to the ratio 1:25 to the number of vacancies based on the marks obtained in the minimum requisite educational qualification for this recruitment/ post as mentioned at Para 3 above. **Merely fulfilling the basic selection criteria does not automatically entitle a person/ applicant to be called for examination.**

(b) **Scheme of Written Examination.** All Shortlisted/eligible candidates will have to appear in written examination consisting of objective type questions based on the Essential qualifications, as mentioned at para 3 above. The duration of the examination will be **02 (two) hours**. The written exam will be based on minimum education qualification required for the post. The question paper will be bilingual in both English & Hindi (except for General English) covering aspects as below: -

	<b><u>SUBJECT</u></b>		
<b><u>Section</u></b>	<b><u>FOR LDC</u></b>	<b><u>FOR MTS(O&amp;T)</u></b>	<b><u>Maximum Marks</u></b>
A	General Intelligence & Reasoning	General Intelligence & Reasoning	25
B	General English	General English	25
C	Numerical Aptitude	Numerical Aptitude	25
D	General Awareness	General Awareness	25
	<b>Total</b>		<b>100</b>

(c) **Syllabus for Written Examination** for Lower Division Clerk & MTS(O&T) posts:-

<b><u>Ser</u></b>	<b><u>Subject</u></b>
(i)	<b>General Intelligence &amp; Reasoning.</b> It would include questions of both verbal and non-verbal type. The test will include questions on analogies, similarities and differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discriminating observation, relationship concepts, verbal and figure classification, arithmetical number series, non-verbal series etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions.

(ii)	<b>General English.</b> Candidate's understanding of the English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage etc. and his/ her writing ability would also be tested.
(iii)	<b>Numerical Aptitude.</b> This paper will include questions on problems relating to Number Systems, Computation of Whole Numbers, Decimals and Fractions and relationship between Numbers, Fundamental arithmetical operations, Percentages, Ratio and Proportion, Averages, Interest, Profit and Loss, Discount, use of Tables and Graphs, Mensuration, Time and Distance, Ratio and Time, Time and work etc.
(iv)	<b>General Awareness.</b> Questions will be designed to test the ability of the candidate's 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 everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will also include questions relating to India and its neighboring countries especially pertaining to Sports, History, Culture, Geography, Economic scene, General Polity including Indian Constitution, and Scientific Research etc. These questions will be such that they do not require a special study of any discipline.

(d) **Qualifying Marks.** Minimum qualifying marks for written examination are as follows:-

(i)	UR	-	35%
(ii)	OBC/ EWS	-	30%
(iii)	All other categories	-	25%

(e) **Resolution of Tie.** In case one or more than one candidate secure equal aggregate marks, tie will be resolved by applying following methods, one after another, till the tie is resolved: -

- (i) Date of Birth will be considered to arrive at the merit list, the older the candidate will prevail as the higher selected candidate in merit.
- (ii) If DOB is also same then, Alphabetical order in which the first names of the candidates appear will be considered.

(f) **Scribe.** The provisioning of facility of scribe to the candidates having difficulty in writing will be as follows:-

- (i) **PwBD (Disability 40% above above) – Blindness, Locomotor Disability (Both Arm affected – BA) Cerebral Palsy.** The facility of scribe is admissible to such PwBD candidates, if so desired by the person.
- (ii) **Other Categories of PwBD.** In case of other category of persons with benchmark disabilities, the provision of scribe/ reader/ lab assistant can be allowed on production of a certificate to the effect that the person concerned has physical limitation to write and scribe is essential to write examination on his behalf, from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Government health care institution in the prescribed format as per Ministry of Social Justice & Empowerment OM F. No. P-13013/75/2023-Policy-DD-III dated 01 Aug 25.
- (iii) **PwD Candidates (less than 40% disability).** The facility of scribe and/ or compensatory time shall be granted solely to those having difficulty in writing subject to production of a certificate to the effect that person concerned has limitation to write and that scribe is essential to write examination on his/ her behalf from the competent medical authority of a Government health care institution in the prescribed format as per Ministry of Social Justice & Empowerment OM F. No. P-13013/75/2023-Policy-DD-III dated 01 Aug 25.

(iv) **Undertaking for use of Own Scribe.** Candidates desirous of availing facility of own scribe must carry undertaking in the prescribed format for PwBD and PwD candidates (less than 40% disability) as per Ministry of Social Justice & Empowerment OM F. No. P-13013/75/2023-Policy-DD-III dated 01 Aug 25. The facility of using own scribe will only be available, if indicated by the candidate in offline application form.

(v) **Compensatory Time.** Compensatory time of 20 minutes per hour of examination will be provided to the candidates *iaw* extant guidelines who are allowed use of scribe, irrespective of the fact whether they use scribe or otherwise.

(g) **Date of Examination.** Exact date, time and venue of examination will be communicated on the Admit card issued to the shortlisted candidates by Registered/ Speed Post. Admit Cards can also be downloaded from the website [www.andamannicobar.gov.in](http://www.andamannicobar.gov.in). The website may also be referred from time to time for any further instructions/ amendments.

(h) **Provisional Appointment Letter.** The appointment of provisionally selected candidates will be strictly based on their relative merit position in the written examination and skill test (for the post of subject to LDC) subject to verification of documents, Medical Examination and other requirements as specified by the Government of India and Appointing Authority.

(j) **Document Verification.** All documents pertaining of age, education, identity, address, category, caste validity certificate etc. will be scrutinized and verified prior to provisional appointment as per extant DoP&T policy. Date and venue for document verification will be intimated to the provisionally selected candidates on their registered mobile/ e-mail IDs and by posts.

6. **EXAMINATION CENTRE.** The written examination for both posts i.e. Lower Division Clerk and Multi-Tasking Staff (O&T) will be conducted in **Sri Vijaya Puram** only. No other center will be allotted to any candidates. Request for change of examination center/ date/ session will not be entertained under any circumstances. Exact venue for the conduct of written exam will be intimated in the Admit Card.

7. **OPENING AND CLOSING DATE / TIME FOR APPLICATION.**

Opening date	<b>From the date</b> of Notification published in Employment News.
Closing date/ time *	<b>28 days</b> from the date of publication of advertisement in Employment News Cut off Time – <b>1700 hrs.</b>
Last date for receipt application (closing date) for the candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Union Territory of Ladakh, Lahaul and Spiti District and Pangi sub-division of Chamba District of Himachal Pradesh, Lakshadweep **	<b>35 days</b> from the date of publication in Employment News. Cut off time – <b>1700 hrs.</b>

**Illustration.** If the advertisement is published in Employment News on **01 Jan XXXX**, then the opening date will be on **01 Jan XXXX** and the closing date/time will be on **28 Jan XXXX/1700 hrs (\*)** and **04 Feb XXXX /1700 hrs (\*\*)**.

8. **CONDUCT OF SKILL TEST FOR THE POST OF LDC.**

(a) Candidates will be selected for Skill Test in the ratio of 1:10 of posts advertised based on the marks obtained in Written Examination in the order of merit as per the number of category of vacancies mentioned at Para 1 above.

(b) Skill Test shall be conducted in the ratio of 1:10 only for those candidates who qualify written examination as mentioned vide Para 5 (b) of the advertisement.

(c) Only those candidates, who are qualified in Skill Test and are in the order of merit in Written Examination, will be considered for final selection as per the vacancies advertised.

9. **PLACE OF POSTING / DUTY STATION.** The selected candidates would be required to serve in Headquarters, Andaman & Nicobar Command, Sri Vijaya Puram only. Posting at stations other than Sri Vijaya Puram or units under HQANC, however, will be only as per administrative requirement.

10. **HOW TO APPLY AND WHOM TO ADDRESS.** The Application should be on plain paper (A4 size) (good quality paper should be used) either neatly hand written or typed as per the prescribed Format, affixed with recent passport size colour photograph with blue background (taken within last 03 months) duly attested by self. The envelope must be clearly super-scribed on the top as “**APPLICATION FOR THE POST OF “LOWER DIVISION CLERK” / “MULTI-TASKING STAFF (OFFICE & TRAINING)” and CATEGORY \_\_\_\_\_** (i.e. **SC/ST/OBC/UR/EWS/PwBD**) and sent by Registered Post/ Registered Speed Post) to:-

**THE OFFICER-IN-CHARGE  
CIVILIAN RECRUITMENT CELL  
NAVAL SHIP REPAIR YARD  
PO-HADDO, SRI VIJAYA PURAM - 744 102  
SOUTH ANDAMAN, ANDAMAN & NICOBAR ISLANDS**

(a) Two additional Passport size photographs in Blue Background without any spectacle covering / obstructing the face and eyes (should be stapled in application form) and self-attested on the reverse side of the photograph. The photograph should match with the photograph pasted in the application form.

(b) Self-attested copies of all the certificates of relevant educational qualifications and self-attested copies of higher qualification, if any.

(c) Self-attested copies of candidate's Caste/ EWS Certificate, in case applying against a reserved post.

(d) Self attested copy of proof of date of birth (10<sup>th</sup> certificate or Birth Certificate). Only Matriculation/ SSC / Birth Certificate issued by the concerned Education Board / Competent Authority will be considered as proof of Date of Birth.

(e) The SC/ST candidates also enclose latest copy of Caste Certificate for claiming age/ other relaxation & reservation and produce original Certificate on demand.

(f) A copy of candidate's testimonial in support of candidate's experience / proficiency in case the candidate is applying against a post requiring experience / proficiency.

(g) The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate by a Competent Authority as per the format promulgated vide DoP&T OM No 36039/1/2019-Estt. (Res) dated 31 Jan 2019 while submitting the applications.

- (h) The Government Servants are to enclose No Objection Certificate (NOC) from the Employer with the application and produce original on demand.
- (j) A copy of medical certificate showing disability for PwBDs.
- (k) A copy of medical certificate for limitation to write for PwBD candidates for use of scribe, if applicable.
- (l) A copy of undertaking from PwBD/ PwD candidates for use of own scribe, if applicable.
- (m) A copy of undertaking from PwD candidates for use of own scribe, if applicable.
- (n) A copy of certificate showing disability of PwD candidates having less than 40% disability for use of scribe, if applicable.
- (p) A copy of medical certificate for limitation to write for PwD candidates having less than 40% disability, for use of scribe, if applicable.
- (q) A Self-addressed envelope of size 23x13 with postage stamp of Rs 45/- affixed on it.
- (r) Armed Forces personnel applying for the posts should enclose an undertaking as per Gol/DoP&T OM 36034/2/91/Estt.(SCT) dated 03 Apr 91 to avail reservation and extant guidelines of DoP&T Notification No. 36034/1/06/Estt.(SCT) dated 04 Oct 2012 may be referred to, for age relaxation purpose.

11. **GENERAL INSTRUCTIONS/ CONDITIONS:**

- (a) The applicant must possess the required criteria and educational qualification as mentioned in the Advertisement. Similarly candidates who have passed from a recognized Board / Institution which has '**Grade Point**' system need to get their grade point converted into percentage of marks by appropriate before applying.
- (b) If the candidates commit any mistake in filing the application form, no change will be allowed.
- (c) The applicants must ensure that while filling their application form, they are providing their valid and active e-mail IDs and mobile number as HQ ANC may use either mode of communication for contacting them at different stages of recruitment process. HQ ANC will not be responsible for non-receipt of e-mail/SMS. No change in mobile number and e-mail ids will be entertained after submission of application form.
- (d) Candidates should not submit multiple applications for the same post.
- (e) **Nationality/ Citizenship.**
  - (i) A candidate must be either:-
    - (aa) a citizen of India, or
    - (ab) a subject of Nepal, or
    - (ac) a subject of Bhutan, or
    - (ad) a Tibetan refugee who came over to India, before the 1<sup>st</sup> Jan 1962, with the intention of permanently settling in India, or
    - (ae) a person of India origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawai, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.
  - (ii) Provided that a candidate belonging to categories (ab), (ac), (ad) and (ae) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

- (iii) A candidate in whose case a certificate of eligibility is necessary may be admitted to the Examination but the offer of appointment will be given only after the necessary eligibility certificate has been issued to him/ her by the Government of India.
- (f) The candidate should ensure that he/she fulfills the eligibility and other norms mentioned in the advertisement. Particulars furnished in the application form should be correct in all respect. If any false or incorrect information furnished by the applicant is detected at any stage, his/her candidature will be cancelled without prejudice to take legal action against him/ her.
- (g) The eligibility with respect of age, educational qualification, experience acquired post essential Qualification etc., will be determined as on the crucial date (i.e. date of closing of Application).
- (h) No relaxation in age limit will be provided unless the category is filled appropriately at the relevant column in the application form.
- (j) Candidates are also requested to check [www.andamannicobar.gov.in](http://www.andamannicobar.gov.in) website regularly till completion of recruitment for updates/ corrigendum and any further instructions, if any.
- (k) The SC/ST candidates should be in possession of a latest copy of caste certificate for claiming age/ other relaxation and reservation and produce original certificate on demand.
- (l) In case of OBCs, the candidate is required to produce, on demand, a valid caste certificate, specifying that the candidate does not belong to "Creamy layer". The certificate should be as per format contained in GoI, DoP&T OM 36036/2/2013-Estt. (Res) dated 30 May 2014 and 36033/1/2013-Estt (Res) dated 27 May 2013.
- (m) In case, the applicants working in central/ state government etc. fails to produce the NOC when demanded, his/ her candidature will be cancelled.
- (n) In case of EWS, the candidates are required to produce, on demand, a valid EWS certificate.
- (p) The Persons with Benchmark Disabilities (PwBDs), who want to avail benefit of reservation and age relaxation, should be in possession of disability certificate issued by the Competent Authority.
- (q) The vacancies shown above are provisional and may vary. The vacancies may be reduced/ increased or even made nil without assigning any reason thereof. The recruitment process can be cancelled/ postponed/ suspended/ terminated without any notice/ assigning any reasons, at any stage.
- (r) Candidates will have to make their own arrangement for lodging/ boarding during the examination. Candidates are advised not to bring any valuable/ costly items to the recruitment test as safe keeping of the same cannot be assured. HQ ANC will not be responsible for any loss in this regard.
- (s) **Court's Jurisdiction.** In case of any dispute/ claim regarding publication of this recruitment advertisement/ result etc. it shall be within the jurisdiction of Court/ Tribunals in Sri Vijaya Puram only.
- (t) HQ ANC conducts detailed scrutiny of candidates' application form and supporting documents/ certificates post examination only. Therefore, issuance of Admit Card to a candidate does not, in any way, endorse or convey acceptance of candidature for the post applied.

(u) The act of candidate whereby he/ she claims candidature for a particular post applied, on the basis of documents which are different from those prescribed in the Recruitment advertisement and application form will be construed/ considered as an act of deception for misleading the department.

(v) In the absence of Essential Qualification or any other qualification claimed as equivalent without any substantial proof from competent authority will not be considered for selection against the applied post. Candidates claiming to have only higher qualification must be in possession of prescribed essential qualification also.

(w) No claim of the candidates for candidature against a particular post will be entertained on the basis of marks obtained in exam only, in the absence of prescribed eligibility criteria.

(x) The results of the written examination will be uploaded in [www.andamannicobar.gov.in](http://www.andamannicobar.gov.in). The scores and ranking of applicants in the recruitment examination will be made public through portal in accordance with DoP&T OM dated 21 Jun 2016. The options of opting out have to be exercised by the candidate at the time of filling up of the application form.

(y) HQ ANC has the right to cancel the candidature of any candidate found indulging in any malpractice/ unfair means or hiding any material information, misrepresenting facts or canvassing for candidature. Mobiles and other electronic gadgets are banned within the premises of the examination centers. Possession of such equipment whether in use or in switch off mode, during the examination will be considered as use of unfair means. All such candidates will be liable to be debarred from this examination as well as future examinations. A criminal proceeding may also be initiated.

## 12. **IMPORTANT INSTRUCTIONS TO THE CANDIDATES:** -

(a) Before applying, candidates are advised to go through the instructions given in the notice of examination very carefully.

(b) HQ ANC will not undertake detailed scrutiny of the applications for the eligibility and other aspects at the time of written examination and, therefore, candidature will be accepted only 'provisionally'. The candidates are advised to go through the requirements of educational qualifications, age, etc. and satisfy themselves that they are eligible for the post. Supporting documents enclosed by the candidate will be verified at the time of Document Verification. When scrutiny of application is undertaken, if any claim made in the application is not found substantiated at any stage, the candidature will be cancelled and the HQ ANC's decision shall be final.

(c) Candidates seeking reservation benefits available for OBC/SC/ST/EWS/ESM/PwBD etc. must ensure that they are entitled to such reservation as per eligibility prescribed by Government of India and in the Notification. They should also be in possession of the certificates in the prescribed format as promulgated by the Government of India, in support of their claim.

(d) Candidates with medical disability of 40% and more only would be considered as Persons with Benchmark Disabilities (PwBDs) and entitled to reservation for Persons with Benchmark Disabilities.

(e) Central Government Employees claiming age relaxation should produce a certificate in the prescribed format from their office at the time of document verification in respect of the length of continuous service which should not be less than three years during the period immediately preceding the closing date for receipt of application. They should remain Central Government employees till the time of appointment in the event of their selection.

- (f) Only one application form for a post is allowed to be submitted by a candidate. Therefore, the candidates are advised to exercise due diligence at the time of filling their application form. If a candidate submits multiple applications and appears in the examination (at any stage) more than once, his / her candidature will be cancelled and he / she will be debarred from the future examinations of HQ ANC.
- (g) The candidate must write their name, date of birth, father's name and mother's name strictly as given in the matriculation certificate otherwise their candidature may be cancelled as and when it comes into the notice of HQ ANC.
- (h) Applications with illegible/ blurred photograph/ signature will be rejected summarily.
- (j) Request for change/ correction in any particulars in the Application Form, once submitted, will not be entertained under any circumstances. Candidates are advised to fill their correct and active e-mail address and mobile number in the application form as correspondence may be made by the HQ ANC through e-mail / SMS.
- (k) The candidates must carry at least one latest photo bearing identification proof such as Aadhar Card/ PAN Card/ Passport/ Driving License/ Voters ID Card/ Bank Pass Book with Photograph in original to the Examination Venue, failing which they will not be allowed to appear for the same.
- (l) Mobiles and other electrical gadgets including Bluetooth devices are banned within the premises of the Examination Centre. Possession of such items whether in use or in switch off mode, during the examination will be considered as use of unfair means. Candidature of such candidates will be cancelled. They will be liable for further action including initiation of criminal proceedings and debarment from HQ ANC examinations, as may be decided by the Competent Authority.
- (m) In case of fake/ fabricated application or documents by misusing any dignitary's name/ photo, such candidate will be held responsible for the same and liable for suitable legal action.
- (n) Candidates should check their Admit Card carefully and bring the discrepancies, if any, to the notice of the Invigilator before the Examination. No correspondence will be entertained post examination in this regard.
- (p) If a candidate fails to attend on the date and time indicated for examination of the advertised post, his/her candidature will be treated as cancelled.
- (r) Calling for completion of written examination/ pre-recruitment formalities does not entitle any individual for appointment for the selected post. Candidature of any individual may be cancelled for the said post. If at any stage, it is found that the individual does not fulfill the eligibility criteria for the advertised post. The decision of the competent authority regarding issue of appointment order to the individual for the selected post will be final.
- (s) The decision of the HQ ANC 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 Centre and preparation of merit list & force allocation, debarment for indulging in malpractices will be final and binding on the candidates and no enquiry/ correspondence will be entertained in this regard.

13. **IMPORTANT INFORMATION:-**

- (a) Candidates reporting late i.e. after the reporting time specified on the call letter of Examination, will not be permitted to appear in the examination. The reporting time mentioned on the call letter is prior to the Start time of the test. Though the duration of the examination is 2 (two) hrs covering 100 Objective Questions, candidates may be required to be present at the venue earlier for completion of various formalities such as frisking, ID verification, biometrics and collection of various requisite documents, instructions etc.

(b) **Photo Identity Card.** In the examination hall the admit card along with original and valid photo identity such as Aadhar card/ PAN Card / Passport / Driving License / Voter's Card/ Bank Passbook with Photograph should be produced to the Invigilator for verification. The candidate's identity will be verified with respect to his/her details on the letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination.

**Note 1:** Ration card & Learners Driving License will not be considered as valid Identity proof.

**Note 2:** Candidates must note that the name as appearing on the admit card (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof the candidate will not be allowed to appear for the examination.

**Note 3:** A candidate not carrying a valid and original photo identity document as per Para 13 (b) will not be allowed to appear for the examination.

(c) **Production of Medical Certificate to use scribe.** It is mandatory for PwBD/ PwD (less than 40% disability) candidates having difficulty in writing, who will be applying for provisioning of scribe during filling up of application form, to carry relevant certificate issued from appropriate medical authority in original. Failing to produce the same, the candidate may not be allowed the use of scribe and any compensatory time during examination. Further, PwBD/ PwD (less than 40% disability) candidates, who wish to use their own scribe to carry and submit relevant undertaking in the prescribed format. Failing to submit the same, the candidature will not be allowed use of own scribe. Further, administration will have no bearing to provide scribe to such candidates who will be applying for use of own scribe.

#### 14. **ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT.**

If candidates are found to indulge at any stage in any of the malpractices listed below during the conduct of examination, their candidature for their examination will be cancelled and they will be debarred from the examinations of HQ ANC for the period mentioned below:-

<b><u>Ser.</u></b>	<b><u>Type of Malpractice</u></b>	<b><u>Debarment period</u></b>
(a)	Taking away any Examination related material such as Rough Sheets, HQ ANC's copy of Attendance Sheet etc. from the examination hall or passing it on to unauthorized persons during the conduct of examination	2 Years
(b)	Misbehaving, intimidating or threatening in any manner with the examination functionaries i.e. Supervisor, Invigilator, Security Guard or HQ ANC representatives etc.	3 Years
(c)	Obstruct the conduct of examination/ instigate other candidates not to take the examination	3 Years
(d)	Making statements which are incorrect or false, suppressing material information, submitting fabricated documents, etc.	3 Years
(e)	Obtaining support/ influence for his/ her candidature by any irregular or improper means in connection with his/ her candidature.	3 Years
(f)	Possession of Mobile Phone in 'switched on' or 'switched off' mode	3 Years

<b>Ser.</b>	<b>Type of Malpractice</b>	<b>Debarment period</b>
(g)	Appearing in the same examination more than once in contravention on the rules.	3 Years
(h)	A candidate who is also working on examination related matters in the same examination	3 Years
(j)	Damaging examination related infrastructure/ equipment	5 Years
(k)	Appearing in the Exam with forged Admit Card, identity proof etc.	5 Years
(l)	Possession of fire arms/ weapons during the examination	5 Years
(m)	Assault, use of force, causing bodily harm in any manner to the examination functionaries i.e. Supervisor, Invigilator, Security Guard or HQ ANC's representatives etc. Threatening/ intimidating examination functionaries with weapons/ fire arms	7 Years
(n)	Using unfair means in the examination hall like copying from unauthorized sources such as written material on any paper or body parts, etc.	7 Years
(p)	Possession of Bluetooth Devices, spy cameras, and any other electronic gadgets in the examination hall.	7 Years
(q)	Impersonate/ Procuring impersonation by any person	7 Years
(r)	Taking snapshots, making videos of question papers or examination materials, labs etc.	7 Years

15. **DISCLAIMER.**

(a) The terms and conditions given in the advertisement are subject to change and should, therefore be treated as guidelines only.

(b) The admission to appear for written examination is purely provisional and subject to prescribed eligibility conditions.

(c) If any candidate is used admit card or permitted inadvertently, his/ her candidature will be cancelled at any time as and when such as case is detected and no further correspondence in this regard will be entertained.

(d) Nuances or disturbances at Exam Centre will entail disqualification of Candidature and Blacklisting of Exam Centre.

(e) Punctuality and Timely reporting at exam center of candidates is must for completion of various formalities.

16. **CAUTION TO ALL CANDIDATES:-**

**Beware of touts who may misguide with false promise of getting you selected for the job on illegal consideration. Selection is based purely on merit.** Candidates are advised not to fall prey to false assurance or exploitation and must not entertain or encourage unscrupulous elements in any way. It is emphasized that the examination and the selection process will be strictly on merit in a transparent manner. Candidates are further advised to conduct themselves as a law-abiding citizen of the country and refrain from using unfair means

**RECRUITMENT IN HQ ANC IS ABSOLUTELY FAIR**

**FOR ANY CLAIRIFICATION / ASSISTANCE, CANDIDATE MAY WRITE TO US AT**

E-mail ID: [crc-hqanc@navy.gov.in](mailto:crc-hqanc@navy.gov.in)

Contact No: 03192-247000, Extn - 4804

**Check List for enclosures: For Office use only (Certificates duly attested)**

1	SSC/Matric/Date of Birth Certificate	
2	NOC Certificate	
3	SC/ST/OBC/EWS Certificate	
4	PwBD Certificate	
5	Two latest passport size colour photographs	

Affix latest Self-attested passport size colour photograph

**APPLICATION FORM FOR THE POST OF**

(TO BE FILLED BY CANDIDATES IN CAPITAL LETTERS ONLY)

1. Post applied for : \_\_\_\_\_

2. Name of the Candidate : \_\_\_\_\_

3. Father's name/ Husband's Name : \_\_\_\_\_

4. Date of Birth : 

Days		Month		Year	

  
 (Enclose Matriculation or X<sup>th</sup> Standard Mark sheet)

5. Age as on the closing date of application : Years \_\_\_\_\_ Months \_\_\_\_\_ Days \_\_\_\_\_

6. Nationality : \_\_\_\_\_

7. Gender (Please tick the appropriate box) : 

Male	<input type="checkbox"/>
Female	<input type="checkbox"/>
Transgender	<input type="checkbox"/>

8. Religion : \_\_\_\_\_

9. Permanent Address : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

10. Address of Correspondence : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

11. Email Id. : \_\_\_\_\_

12. Contact Tel No. / Mobile No. : \_\_\_\_\_

13. Aadhar Card No. : 

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(Copy should be enclosed)

14. Are you a Government Employee (No Objection Certificate to be Enclosed) : 

Yes	
No	

15. Whether Ex-Serviceman (ESM) : 

Yes	
No	

Length of Service in the Armed Forces (in years): \_\_\_\_\_

Have you already joined a civil post by availing benefit of reservation for Ex-Serviceman, If yes, provide details thereof \_\_\_\_\_

16. Category : 

<b>UR</b>	<b>OBC</b>	<b>SC</b>	<b>ST</b>	<b>EWS</b>	<b>PwBD</b>

17. Whether seeking Age Relaxation : 

Yes	
No	

18. Do you want to make your personal information available for accessing job opportunities in terms of DoP&T's OM No.39020/1/2016-Estt.(P) dated 21 Jun 2016. : 

Yes	
No	

19. Education Qualification :

Qualification	University/ Board	Year of Passing	Total Marks Secured	Percentage of Marks
10 <sup>th</sup> Class/ SSLC/ Matriculation				
12 <sup>th</sup> / HSC				

20.	Other Qualification (enclose copy): _____				
21.	In case, you are employed in Central/ State Govt./ PSU/ Statutory body as permanent employee, please provide the following details:				
	<b>Date of Appointment</b>	<b>Name of Post</b>	<b>Present post held</b>	<b>Present Pay &amp; Level</b>	<b>Name &amp; Address of Office</b>
22.	Identification mark (please write in the box)				

### **DECLARATION**

I hereby declare that:

(a) The information furnished above is true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage my candidature / appointment shall be liable for cancellation/termination, without notice or any compensation in lieu thereof.

(b) I have ensured that, I fulfill eligibility criteria for the post applied for.

Date: \_\_\_\_\_ (Left hand Thumb impression)      (Signature of the Candidate)

Place: \_\_\_\_\_

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