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F.No.1-3/2022-R&E Cell
अण्डमान तथा निकोबार प्रशासन
ANDAMAN AND NICOBAR ADMINISTRATION
सचिवालय / **SECRETARIAT**

Port Blair, dated the 26th Aug, 2022.


To

The State Informatics Officer,
NIC, Ranchi Basti,
Port Blair.

Sub: Request for uploading the revised vacancy position - reg.

Sir,

I am directed to enclose herewith a revised vacancy position
"Annexure" for upload in Recruitment Portal for the information of aspirants.


Asst. Secretary (Perl/R & E)

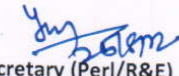
Revised Vacancy position

Annexure

Sl. No	Code No.	Name of the Post	Name of Dept.	Education qualification		No. of Vacancies	UR	Vertical Reservation			Horizontal Reservation		
				Essential qualification	Desirable			ST	OB C	EWS	PwD	MSP	ESM
1	01	Lower Grade Clerk In the Pay Level - 2	Secretariat	5	6	.7.	8	9	10	11	12	13	14
				Pass in Senior School Certificate Examination (XII th Std.) or equivalent from a recognized Board/University. Should qualify in the written competitive examination conducted by the A & N Administration/ Staff Selection Commission New Delhi. A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi only on Computer. (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depression for each word)	Computer Education	453	213	48	147	45	17	24	08
2	02	Stenographer (Ordinary Grade) In the Pay Level- 4	Secretariat	(i) Must have Passed in Senior Secondary School Certificate (XII th Std.) or equivalent from a recognized Board/ University. (ii) Should qualify in the skill Test with a speed of 80 words per minutes in shorthand and a typing speed of 45 words per minutes on computer (45 w.p.m. correspond to 13500 KDPH on average of 5 key depression for each words) for becoming eligible for appointment to the post.	Computer Education	37	17	04	13	03	01	01	00
3	03	Stenographer, On the Pay Level - 4	Directorate of Accounts & Budget	(i) 12 th Class Pass qualification from a recognized Board or Institution. (ii) Should pass in Shorthand and Typewriting examination with a speed of 80 words per minute in Shorthand and 40 words per minute in Typewriting for becoming eligible for appointment as Stenographer Recruitment test will however, be held in 100/120 words per minute in Shorthand and for those candidates who initially pass in 80 words per minute also and they will be granted one or two advance increments according to whether they qualify at 100/120 words per minute in Shorthand test at the recruitment stage. After they enter the service they have three chances to qualify at higher speed for purpose of earning advance increment at 100 or 120 words per minute as the case may be in the Shorthand Test.	Computer Education	02	01	0	01	00	00	0	00
4	04	Lower Division Clerk In the Pay Level - 2	Directorate of Accounts & Budget	(i) Passed Senior Secondary School Certificate Examination (10+2) or equivalent from a recognized Board/ Institution. (ii) A typing speed at 35 words per minute in English on Computer or at 30 words per minute in Hindi on Computer (Time allowed 10 minutes) (35 words per minute and 30 words per minute correspond to 10500KDPH/ 9000 KDPH on an average of 05 key depressions for each word)	Computer Education	02	01	00	01	00	00	00	00
5	05	Lower Grade Clerk in the Pay Level - 2	A&N Islands Khadi & Village Industries Board	(i) Pass in Senior Secondary School Certificate (XII th Std.) from a recognized Board/ Institution. (ii) A typing speed of 35 wpm in English or 30 wpm in Hindi on Computer. (35 wpm and 30 wpm correspond to 10500 KDPH/9000 KDPH on an average of 5 key depression in each word)	-----	01	01	00	00	00	00	00	00
6	06	Asst. Store Keeper in the pay Level -2	Electricity Department	XII th Std. (Sr. Secondary School Examination) Passed from a recognized Board/ Institution.	03 years experience in any technical stores and knowledge in computers.	02	02	00	00	00	00	00	00
7	07	Village Level Worker in the Pay Level - 3	Rural Development Local Self Governmen t& Urban Local Bodies	(i) Senior School Certificate Examination (12 th Class) from a recognized Board or University.	(i) Certificate Course in Rural Development from a recognized Institute (ii) One year experience in the field of Rural Development.	18	08	01	07	02	00	00	00

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8.	08	Gram Sevika in the Pay Level - 3 (females candidate)	Rural Development, Local Self Government & Urban Local Bodies	Senior School Certificate Examination (12 th Class) from a recognized Board or University.	(iii) Computer Knowledge (i) Certificate Course in Rural Development from a recognized Institute. (ii) One year experience in the field of Rural Development. (iii) Computer Knowledge	04	02	00	02	00	00	00	00	00
9.	09	Sales Assistant in the Pay Level - 2	Directorate of Industries	(i) Senior Secondary School Examination (12 th Std.) passed from a recognized Board (ii) 2 years experience in sales from any reputed emporium/ enterprises dealing in handicrafts (iii) One year certificate course in Computer Application with tally as one subject Or (i) Degree in any discipline from a recognized University. (ii) One year certificate course in Computer Application with tally as one subject	-----	02	02	00	00	00	00	00	00	00
10.	10	Instructress (Tailoring) in the Pay Level-3 (Female candidate)	Directorate of Industries	(i) Senior Secondary School (12 th Std.) passed from a recognized Board/Institution. (ii) Certificate course in Tailoring and Garment making of one year duration from a recognized institute (iii) Three (3) years experience as tailor in a reputed private/public workshop.	Diploma in fashion technology	02	01	00	01	00	00	00	00	00
11.	11	Patwari in the Pay Level - 3	Revenue Department	Senior Secondary School Examination (XII th Std.) Pass from a recognised Board.	-----	08	03	00	04	01	02	00	00	00
12.	12	Store Keeper in the Pay Level - 4	Directorate of Transport	Pass in Senior Secondary School Certificate Examination (XII th Std.) or equivalent from a recognized Board/Institution	3 years experience in handling various kind of stores in Automobile Workshop and maintenance of its Accounts.	03	02	00	01	00	00	00	00	00
13.	13	Time keeper in the Pay Level - 2	Directorate of Transport	Pass in Senior School Certificate Examination (XII th Std.) or equivalent from a recognised Board/University	Knowledge of Computer Application, and Working knowledge in Hindi.	01	01	00	00	00	00	00	00	00
14.	14	Tally Clerk in the Pay Level - 4	Port Management Board	(i) Pass in Senior Secondary School Certificate Examination (XII th Std.) or equivalent from a recognized Board/Institution. (ii) Should possess certificate of at least three months course in Computer Application.	Three years experience in Cargo/Stevedoring operations in any Indian Ports.	19	10	00	07	02	01	01	01	01
15.	15	Lower Grade Clerk	Port Blair Municipal Council	(i) Pass Senior Secondary School Certificate Examination (XII th Std.) from recognised Board. (ii) A typing speed of 30 w.p.m. English or 30 w.p.m. Hindi on computer.	Computer Education	09	07	01	01	00	00	01	00	00
16.	16	Stenographer (Ordinary Grade) in the Pay Level-4	Port Blair Municipal Council	(i) Must have passed Senior Secondary School (XII th Std.) from a recognised Board/University. (ii) Should pass in Shorthand and Typewriting examination with a speed of 80 words per minute in Shorthand and 40 words per minute in Typewriting on manual Typewriter or 45 words per minute on Computer (45 w.p.m. correspond to 13500 KDPH on an average of 5 key depression for each word) for becoming eligible for appointment to the post	Computer Education	02	01	00	01	00	00	00	00	00
GRAND TOTAL						565	274	54	186	53	12	27	9	


 Asst. Secretary (Perl/R&E)