

अण्डमान तथा निकोबार प्रशासन
परिवहन निदेशालय
पोर्ट ब्लेयर



ANDAMAN & NICOBAR ADMINISTRATION
DIRECTORATE OF TRANSPORT
PORT BLAIR

RECRUITMENT NOTICE

APPLICATION INVITED ONLINE FOR THE POST OF 'DEPOT CLERK' IN THE TRANSPORT DEPARTMENT, ANDAMAN & NICOBAR ADMINISTRATION

Online applications are invited from the eligible candidates for the post of **DEPOT CLERK** in the Pay Scale of Rs 19900-63200(Level-2) as per the 7th CPC in the Transport Department, Andaman & Nicobar Administration. Application in full shape in all respect should be submitted **ONLINE** from **25.07.2018 AT 10.00 AM TO 24.08.2018 UPTO 11:59 PM** of closing date.

Name of the Post	DEPOT CLERK
No. of Vacancy	20 Nos (Twenty) General- 12 , Other Backward Class(OBC) - 07 , Scheduled Tribe(ST)- 01
Pay Scale	Level-2 (Rs 19900-63200) as per the 7 th CPC
Age Limit	18-33 Years for Male 18-38 ears for Female NOTE : 1. A Candidate for this examination must have attained the age of 18 years and must not have attained the age of 33/38 years in respect of Male/Female Candidates respective as on 29.06.2018 i.e he/she must have been born not earlier than 29.06.1985 for Male /29.06.1980 for female respectively and not later than 01.08.2000. 2. Relaxable for Govt. Servants and ST Candidates upto 05 Years and for OBC in 03 Years in accordance with the instructions/order issued by Govt. of India from time to time. 3. Only those Candidates of A & N Islands who belongs to OBC Category in terms of A & N Administration's Notification No 343/2005/F.No.8-3/2003-TW dated 16.12.2005 and subsequent Circular No.8-3/2003-TW/295 dated 26.04.2006 are eligible to apply against vacancies reserved for OBC's. The candidates should furnish OBC certificate duly issued by the Revenue Authorities concerned of A & N Admn. in terms of Admn's Circular No. 8-3/2003-TW/242 dated 30.03.2006.

<p>Educational Qualification</p>	<p>Essential:</p> <ol style="list-style-type: none"> 1. Pass in Senior School Certificate Examination (XIIthStd.) for equivalent from a recognized Board/Institution. 2. Should qualify in the Written Competitive Examination conducted by the Department or any authorized agency. 3. One Year Diploma in Computer Application from the recognized Govt. Organization/Institution. 4. A typing speed of 35 w.p.m in English or 30w.p.m in Hindi on Computer correspond to 10500 KDPH/9000 KDPH on an average of 5 Key Depressions for each word. 																					
<p>Scheme of Examination</p>	<p>Part-I Written Examination</p> <table border="1" data-bbox="638 633 1481 884"> <thead> <tr> <th>S. No</th> <th>Scheme of Written Test</th> <th>Total Marks</th> <th>Time Allowed</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>General Intelligence</td> <td>50</td> <td rowspan="4">2 Hours</td> </tr> <tr> <td>2.</td> <td>English Language</td> <td>50</td> </tr> <tr> <td>3.</td> <td>General Awareness</td> <td>50</td> </tr> <tr> <td>4.</td> <td>Numerical Aptitude</td> <td>50</td> </tr> <tr> <td colspan="2">Total Marks</td> <td>200</td> <td></td> </tr> </tbody> </table> <p>Note: The Visually Handicapped Candidates taking the assistance of Scribes are allowed 02(two) Hours 40(Forty) Minutes time i.e 20 Mins. extra per hour duration.</p> <p>Part-II Typewriting Test</p> <p>The Candidates qualifying in Part-I(Written Test) of the Examination would be required to pass the Typewriting Test at a minimum speed of 35. w.p.m in English or 30 w.p.m in Hindi on Computer (35w.p.m and 30 w.p.m correspond to 10500 KDPH/9000 KDPH on an average of 5 Key depressions for each word. The Typewriting test will consist of one paper on running matter of 10 minutes duration only.</p>	S. No	Scheme of Written Test	Total Marks	Time Allowed	1.	General Intelligence	50	2 Hours	2.	English Language	50	3.	General Awareness	50	4.	Numerical Aptitude	50	Total Marks		200	
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3.	General Awareness	50																				
4.	Numerical Aptitude	50																				
Total Marks		200																				

Instructions to the Candidates:

The Candidates applying for the posts should ensure that they fulfill all eligibility conditions prescribed for the post/examination. Admission of the candidates for the examination for the post notified in this notification would be on the basis of the information furnished by them in the ONLINE application. If at any stage of recruitment of thereafter, it is found that any information furnished by the candidate in his ONLINE application is false/incorrect or the candidate has suppressed any relevant information or the candidate otherwise does not satisfy the eligibility criteria for the posts his/her candidature will be cancelled forthwith.

1. The application must be submitted **ONLINE**. To submit online application candidate should visit official website <https://erecruitment.andaman.gov.in> from 25.07.2018 at 10.00 am to 24.08.2018 11:59 PM. [Neither hard copy of application form, nor any copy of certificate is needed. The verification of certificates of shortlisted successful candidates shall be done at later stage.]

2. The online applications consist of 5 sections viz 1. Personal Details, 2. Post and Examination Centre details, 3. Essential Qualification Details & Additional Qualification details 4. Upload Photograph & Signature and 5. Final Confirmation.
3. Only those applications which are complete with all the above 5 sections will be treated as complete. However, applications that are submitted partially, due to reasons such as network issues, can be resumed and completed at a later point of time through appropriate options in the Recruitment Portal. All such applications are to be submitted completely before the last date of online application.
4. While submitting the online application the candidates must keep ready soft copy of their recent passport photograph of 20-50 KB size with recommended resolution of 200 x 230(width x height) and a specimen of their signature having size of 10-20 KB with recommended resolution of 140x 60 (width x height) in jpg format. Application with illegible/blurred signature and/or photo will be rejected summarily.
5. The Director of Transport reserves the right to accept/reject any application without assigning any reason thereof.
6. Date of Examination/Time/Hall Tickets of the Candidate shall be intimated later through SMS/Newspaper.
7. Incomplete applications in any form are liable to be rejected. No further correspondence will be entertained in this regard and no Admit Card will be issued to such candidates.

Naus
Director of Transport

e-mail: dirtpt@and.nic.in/

Ph/Fax: 03192-230225/243591

**अण्डमान तथा निकोबार प्रशासन
 परिवहन निदेशालय
 पोर्ट ब्लेयर**



**ANDAMAN & NICOBAR ADMINISTRATION
 DIRECTORATE OF TRANSPORT
 PORT BLAIR**

No. 18-5/Estt/DC/2018/ 8 004

Port Blair, dated the July, 2018

23rd

Copy forwarded to:-

1. The Chief Editor (Daily Telegram/Dweep Samachar) with the request to publish the vacancy notice in the newspaper for wide publicity.
2. The News Editor, Pradeshik Samachar, AIR, Port Blair with request to include the contents of the Press Note in the Pradeshik Samachar.
3. The Station Director, Doordarshan Kendra Port Blair with request to include the contents of the Press Note in the Dweep Darpan.
4. The Officer -in-charge (IP), Directorate of IP&T, A&N Administration for Press release of News item.
5. The Executive Officer, SOVTECH, DBRAIT Campus, Dollygunj Port Blair with the request to upload the Vacancy in the Official Website of A & N Administration.
6. The Manager, Govt. Press, Port Blair for information and necessary action.
7. Notice Board.

Naus
Director of Transport

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Andaman And



निकोबार राजपत्र
Nicobar Gazette

असाधारण

EXTRAORDINARY

प्राधिकार से प्रकाशित

Published by Authority

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No. 319, Port Blair, Thursday, December 28, 2017

F. No. MT/20-1/Estt./2017/12886

अण्डमान तथा निकोबार प्रशासन

ANDAMAN AND NICOBAR ADMINISTRATION

परिवहन निदेशालय

DIRECTORATE OF TRANSPORT

NOTIFICATION

Port Blair, dated the 28th December, 2017

No. 311/2017/F. No. MT/20-1/Estt./2017.— In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, read with Govt. of India, Ministry of Home Affairs, New Delhi, Notification No. 14/3/60-ANL dated 11th April, 1960 and in suppression of all previous Notifications issued to this effect, the Lieutenant Governor (Administrator), Andaman and Nicobar Islands, hereby makes the following rules regulating the method of recruitment to the post of **DEPOT CLERK** borne in the establishment of the Directorate of Transport, Andaman and Nicobar Administration, namely :—

1. SHORT TITLE AND COMMENCEMENT :-

- (i) These rules may be called the Andaman and Nicobar Administration (Depot Clerk in the Directorate of Transport) Recruitment Rules, 2017.
- (ii) They shall come into force on the date of their publication in the Official Gazette.

2. NUMBER OF POSTS, CLASSIFICATION AND SCALE OF PAY :-

The number of posts, their classification and the Pay Band & Grade Pay/Scale of Pay attached thereto, shall be as specified in paras 2 to 4 of the Schedule annexed hereto.

3. METHOD OF RECRUITMENT, AGE LIMIT AND QUALIFICATION :-

The method of recruitment, age limit, qualifications and other matters relating to the said posts shall be as specified in paras 5 to 14 of the said Schedule.

4. DISQUALIFICATION :-

No person —

- a) Who has entered into or contracted a marriage with a person having a spouse living, or
 - b) Who, having a spouse living, has entered into or contracted a marriage with any person,
- shall be eligible for appointment to the said posts :

Provided that the Lieutenant Governor (Administrator), Andaman and Nicobar Islands, may, if satisfied that such marriage is permissible under the personal law applicable to such persons and other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

5. POWERS TO RELAX :-

Where the Lieutenant Governor (Administrator), Andaman and Nicobar Islands, is of the opinion that it is necessary or expedient so to do, he may, by order and for reasons to be recorded in writing, relax any of the provisions of those rules with respect to any class or category of persons.

6. SAVING :-

Nothing in these rules shall affect reservation, relaxation of age limit and other concessions required to be provided for candidates belonging to the Scheduled Castes, Scheduled Tribes and other specified categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

Admiral DK Joshi, PVSM, AVSM, YSM, NM, VSM (Retd.)
Lieutenant Governor,
Andaman and Nicobar Islands.

By order and in the name of the Hon'ble Lieutenant Governor,

Sd./-
Secretary-cum-Director (Transport)

SCHEDULE**RECRUITMENT RULE FOR THE POST OF DEPOT CLERK IN THE
MINISTRY/DEPARTMENT OF TRANSPORT, A & N ADMINISTRATION, PORT BLAIR**

1.	Name of post	Depot Clerk
2.	No. of posts	20 (Twenty)*2017 *Subject to variation dependent on workload
3.	Classification	General Central Services Group 'C' (Non-Gazetted, Ministerial)
4.	Level in the Pay Matrix	Level-2 (₹ 19900-63200)
5.	Whether selection or non-selection post ?	Selection
6.	Age limit for direct recruitment	Male 18 – 33 years Female 18 – 38 years (Relaxation for Govt. Servants up to 5 years in accordance with the instructions or orders issued by the Central Govt.) NOTE : The crucial date of determining the age limit shall be the closing date for receipt of names from Employment Exchange, A & N Islands/application from candidates.
7.	Educational & other qualifications required for the direct recruits	Essential : 1. Pass in Senior School Certificate Examination (XIIth Std.) or equivalent from a recognized Board/Institution. 2. Should qualify in the written competition examination conducted by the Department or any authorized agency. 3. Diploma in Computer Application for one year course from the recognized Govt. Organization/Institution. 4. A typing speed of 30 w.p.m. in English or 25 w.p.m. in Hindi on manual typewriter (OR) A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi 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.)
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not Applicable
9.	Period of probation, if any	2 (Two) years.

10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	100% by direct recruitment
11.	In case of recruitment by promotion/ deputation/transfer, grades from which promotion / deputation / transfer to be made	Not Applicable
12.	If a DPC exists, what is its composition ?	Group 'C' DPC (for considering cases for confirmation) consisting of : 1. Director of Transport - Chairman 2. Mechanical Engineer, Directorate of Transport - Member 3. Assistant Engineer (Mech.), Workshop Division, APWD - Member 4. Assistant Director (Admn.), Directorate of Transport - Member Secretary
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable
14.	Duties and responsibilities	Attached as Annexure to Schedule

ANNEXURE TO SCHEDULE**Duties and Responsibilities of Depot Clerk in the Directorate of Transport**

1. Collection and maintenance of data related to operation of buses and generate reports required for improvement of bus service.
2. Collection and maintenance of data related to operation of buses and generate reports required for improvement in the maintenance of buses.
3. Maintenance of various accidents reports and generate data required for initiating disciplinary action.
4. Collection and maintenance of data related to buses and generating reports required for various process i.e. condemnation, periodical servicing etc.
5. Maintenance records of bus tickets, trip sheets, collection sheets EBTM etc.
6. Manual/Digital Maintenance of log books of buses and generate monthly reports on various parameters.
7. Manual/Digital Maintenance of job register, periodical servicing records, engine mileage records, tyre mileage records etc. of buses and generate monthly/yearly reports on various parameters.
8. Maintenance of vehicle inspection reports submitted by the technical experts.
9. Maintenance of CL/CH records in depot workshop/traffic section.
10. Maintenance of Revenue Collection records and generate report on various parameters like route-wise collections, individual bus conductor-wise collection, trip-wise collection etc.
11. All official correspondence works in a depot workshop/traffic sections/directorate.
12. Any other work assigned to him/her by the superior.
13. Generation for monthly performance reports.