

F.No.DM/VP/53-5/2018/790

आपदा प्रबंधन निदेशालय

DIRECTORATE OF DISASTER MANAGEMENT

अ.तथा.नि.प्रशासन / A & N Administration

पोर्ट ब्लेयर / Port Blair, दिनांक / dated 10th Oct, 2018

E-RECRUITMENT NOTICE

Applications are invited only through online from the eligible candidates for filling up of following post in the Department of Directorate of Disaster Management, Link Road, Goalghar, A&N Administration, Port Blair on regular basis. Application in complete shape in all respect should be submitted only ONLINE through <https://www.and.nic.in>. The portal will be open for submission of ONLINE application between 12/10/2018, 10.00 am up to 11/11/2018,12.00 midnight.

1	Name of Post	Godown Keeper
2	No. of Posts	02 (One) – Unreserved
3	Classification	Group ‘C’ (Non-Gazetted) / Non-Ministerial
4	Pay Scale / Pay Band & Grade Pay	Level – 3 in the Pay Matrix Rs.19900 - 63200 (Pre-revised Pay PB-I Rs. 5200 – 20200 + GP Rs. 2000/-)
5	Whether Selection or Non-Selection Post	N/A
6	Age limit for direct recruitment	18-33 years for male 18-38 years for Female (Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by Central Govt. from time to time) Note :- The crucial date for determining the age limit and educational qualification shall be the closing date for receipt of applications.
7	Educational & other qualification required for direct recruitment.	Essential :- 1. Senior Secondary School Examination (XIIth Std.) passed from a recognized Board/ Institution. 2. One Year Diploma in Computer Applications Desirable :- 1. 02 years Experience in handling stores in reputed firms..
8	Method of selection process and procedure for Merit	By conducting Written test

Eligible Candidates shall have to compete in a written exam conducted by the Department/Administration. Qualified candidates in the written examination shall be shortlisted on merit.

Instruction

1. The candidates for the post should ensure that they fulfill eligibility conditions as prescribed for the post/examination.
2. Candidates are informed that mere appearance in examination will not confer the candidate any right for employment, so the selection of candidates is subject to verification of education and other required qualification.
3. The candidates who have qualified in written examination will be called for verification of original certificates and other required documents.
4. Admission of the candidates for the written examination/trade test for the post notified in this notification would be on the basis of information furnished by them in the ONLINE application.
5. If at any stage of recruitment or thereafter, it is found that any information furnished by the candidate in his ONLINE application is false /incorrect or the candidate has suppressed any information or the candidate otherwise does not satisfy criteria for the posts his/her candidature will be cancelled forthwith.
6. The application, complete in all respect should be submitted only ONLINE through www.and.nic.in
7. The e-recruitment portal will be open for submission of forms between 12/10/2018, 10.00 am up to 11/11/2018,12.00 midnight.
8. Manual/Physical application will not be entertained. Any other mode of application will not be accepted.
9. The Online applications consist of 4 Section viz 1.Personal Details 2. Posts & Examination Centre Details 3. Qualification, Experience details and additional qualification detail and 4. Upload section (Photograph & Signature).
10. Only those applications which are complete with all the above 4 section will be treated as complete. However, applications that are filled 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. However, the candidates should ensure that the application are to be submitted completely before the closure date of Online application 11/11/2018 Midnight.
11. Size of Photograph:- the file size of the photographic image should be between 10 KB and 50 KB. The recommended resolution for the image is 200 x 230 pixels (Width x Height) and the file size of the Signature image should be between 10 KB and 20 KB. The recommended resolution for the image is 140 x 60 pixels (Width x Height).
12. The crucial date for determining the age limit shall be the closing date of application.
13. The candidate need not submit any document manually/physically at the time of application.

14. Instruction regarding filling of the ONLINE application form as mentioned on the website <http://www.and.nic.in> and should be followed scrupulously failing which the candidature is liable to be rejected.
15. Date and time of the written test will be intimated to the eligible candidate through media as well as ONLINE.
16. The admit cards will be issued after scrutiny of application form received online electronically.
17. 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.
18. The Director of Disaster Management reserves the right to accept or reject any application or cancel the entire recruitment process without assigning any reason thereof.

Assistant Director (DM) (Admn.)