

F. No. BOCW/01/Estt./2015-16/Part File/ 81  
मुख्य कार्यकारी अधिकारी का कार्यालय  
Office of the Chief Executive Officer  
अण्डमान तथा निकोबार भवन और अन्य सन्निर्माण  
Andaman and Nicobar Building and Other Construction  
कर्मकार कल्याण बोर्ड  
Workers Welfare Board  
Supply Line  
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पोर्टब्लेयर/Port Blair dated the 22<sup>nd</sup> February 2019

**PRESS RELEASE**

A Walk-In-Interview for Administrative Officer, Accountant and Office Assistant on contract basis for a period of 6 months in the A&N Islands Building and Other Construction Workers Welfare Board functioning under Labour Department, Port Blair is scheduled to be held on 26-02-2019 at 10.00 AM in Office of the Labour Commissioner, Supply Line, Port Blair.

The essential educational qualifications for the above posts are as under:

Sl. No	Name of the Post	No. of Post	Eligibility Criteria	Criteria of selection (Interview followed by Trade Test/ Skill Test.)	Consolidated pay per month
1.	Administrative Officer	01 No.	<b>Essential Qualification:</b> Retired Assistant Director/Asst. Secretary/Administrative Officer from any Govt. Department or autonomous body. <b>Desirable:</b> Knowledge of MS Office.	Office Correspondence	Rs.20,000/-
2.	Accountant	01 No.	<b>Essential Qualification:</b> 1) B.Com Graduate from recognised university. 2) Minimum three years post qualification work experience in any govt. or any other organisation in the field of accounting and finance. 3) Computer Proficiency with high level of familiarity like Tally.ERP9, MS Word, MS Excel, Power Point & Internet etc.	Skill Test of Accounting in Tally.ERP9	Rs.25,000/-
3.	Office Assistant	01 No.	<b>Essential Qualification:</b> 1) 12 <sup>th</sup> Standard Pass. 2) One year DCA 3) Minimum experience in any govt. or any other organisation in the field of data entry and office related works.	Skill Test in Computer	Rs.12,000/-

The interested candidates are advised to bring all the original testimonials alongwith their resume with passport size photo on 26-02-2019 on or before 09.30 AM in Office of the Labour Commissioner, Supply Line, Port Blair.

Labour Commissioner/CEO  
A&N I Building and Other Construction  
Workers Welfare Board

Copy to:

1. The Sr. Correspondent Office, IP&T, Port Blair for with the request to published the same in the Daily Telegrams and other leading newspapers on 23-02-2019.
2. The Chief Editor, Govt. Press, Port Blair for publication of the Press Release for two consecutive days on 23-02-2019.

Copy also forwarded to the PS to Secretary (Labour) for kind information of Secretary (Labour), A&N Administration, Secretariat, Port Blair.

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