

## Headquarters, Coast Guard Region (A&N), Port Blair

Post Box No. 716

Haddo Post, Port Blair – 744 102

### **Recruitment of civilian vacancies in Indian Coast Guard Region (A&N), Port Blair**

1. Applications in the prescribed proforma are invited from the Indian Nationals for filling up the following post on direct recruitment basis. The eligibility criteria, age etc are mentioned against each post as per following details:-

<b><u>Name of the post</u></b>	<b><u>No. of posts/ category</u></b>	<b><u>Qualification</u></b>	<b><u>Age</u></b>	<b><u>Pay Scale</u></b>
<b>Store Keeper</b> (General Central Service. Group 'C' Non-Gazetted, Non-Ministerial)	01 (UR)	<b>Essential:</b> (a) Degree from a recognized university or equivalent  <b>and</b> (b) 03 years experience in handling stores and keeping accounts in a store of a Govt. Department or Public Sector undertaking.	18-27 years (Relaxable for Govt. Servants, Scheduled Caste, Scheduled Tribes and OBC as per Govt. instructions issued from time to time)	Pay Band-1 (Rs.5200-20200) with Grade Pay of Rs.2400/-
<b>Assistant Store Keeper</b> (General Central Service. Group 'C' Non-Gazetted, Non-Ministerial)	01 (OBC)	<b>Essential:</b> (a) Matriculation or equivalent  <b>Desirable:</b> (a) One year experience in handling stores in a Govt. or Public Sector undertaking or a recognized firm.	18-27 years (Relaxable for Govt. Servants, Scheduled Caste, Scheduled Tribes and OBC as per Govt. instructions issued from time to time)	Pay Band-1 (Rs.5200-20200) with Grade Pay of Rs.1900/-
<b>Motor Transport Driver (Ordinary Grade)</b> (General Central Service. Group 'C' Non-Gazetted, Non-Ministerial)	01 (UR)	<b>Essential:-</b> (a) 10 <sup>th</sup> Standard pass.  (b) Must possess valid driving licence for <b>both light and heavy Motor Vehicles.</b>  (c) Should have at least two years experience in driving Motor Vehicles.  (d) Should possess knowledge of Motor Mechanism. (Should be able to remove minor defects in vehicles)	18- 27 years (Relaxable for Govt. Servants, Scheduled Caste, Scheduled Tribes and OBC as per Govt. instructions issued from time to time.	Pay Band-1 (Rs. 5200 - 20200) with Grade Pay of Rs. 1900/-
<b>Multi-Tasking Staff (Peon)</b> (General Central Service. Group 'C' Non-Gazetted, Non-Ministerial)	01 (UR)	<b>Essential:</b> (a) Matriculation or equivalent pass.  (b) Two years experience as office attendant.	18-27 years (Relaxable for Govt. Servants, Scheduled Caste, Scheduled Tribes and OBC as per Govt. instructions issued from time to time)	Pay Band-1 (Rs. 5200 - 20200) with Grade Pay of Rs. 1800/-

2. The place of posting in respect of the posts mentioned above will be at A&N Region and units under the region based on availability of vacancy.

3. Reserved category candidates applying against unreserved post will not be entitled for age relaxation. Upper age limit is relaxable upto 03 years for OBC candidates against reserved post.

4. The crucial date for reckoning the eligibility with regards to age and educational qualification etc. will be the **last date for receipt of application.**

5. Candidates who wish to be considered against vacancies reserved and seek age relaxation, must submit requisite certificate from the competent authority along with their application for the written test, otherwise, their claim for OBC/SC/ST status will not be entertained. The formats of certificate for OBC & SC/ST category are placed at Annexure-I&II respectively.
6. Written test. The written test will consist of subjects in General English, General Knowledge, Simple Maths and relevant trade question based on the qualification prescribed for the post applied. The total marks for the written test will be 50. Candidates must obtain 50% marks (for General & OBC) and 45% (for SC/ST) respectively to qualify.
7. Skill Test (for the post of MTD (OG) only). The candidates who qualify the written test will be called for skill test. The candidates have to qualify the skill test. Candidates qualifying skill test will be selected based on the marks/merit obtained in written test only out of 50 marks.
8. How to apply: Candidates fulfilling eligibility criteria should send their application neatly typed or hand written in the format given over leaf along with two passport size photographs (One photo to be affixed on application form).
9. The application, should be forwarded to **The Commander, Coast Guard Region (A&N), Port Blair, Post Box No. 716, Haddo (PO), Port Blair – 744 102, A&N Islands** within 30 days from the date of publication of this advertisement. The envelope containing the application must be superscribed as "Application for the post of \_\_\_\_\_".
10. Application should be submitted **By Ordinary Post/Under Certificate of posting only.** The application should accompany the self attested copies of Educational qualification certificate, Age proof, Caste Certificate for OBC/SC/ST and experience certificate, if any.
11. Applications which are not in the prescribed format/without the required certificate duly self attested/without photographs/without signature of the candidates will be summarily rejected.

**FORMAT OF APPLICATION**

**APPLICATION FOR THE POST OF**

- (a) Name of the Post applied :
- (b) Name of the applicant :
- (c) Father's Name :
- (d) Date of Birth :
- (e) Nationality :
- (f) Identification marks :
- (g) Whether SC/ST/OBC/General/PH :
- (h) Educational qualification :
  - (i) Technical
  - (ii) Non technical
- (j) Experience ( in relevant trade) :
- (k) Marital status :
- (l) Address for communication with PIN Code :
- (m) Permanent address :

Affix recent passport size colour photo with signature

**DECLARATION**

I do hereby declare that the particulars furnished above by me are correct to the best of my knowledge and belief, in the event of any information being found to be false or incorrect my candidature/appointment may be cancelled/ terminated without any notice.

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



(Left hand thumb impression)

Signature of the applicant

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**ANNEXURE-I**

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES  
APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA**

This is to certify that Shri \_\_\_\_\_, son of Shri \_\_\_\_\_, of village \_\_\_\_\_ District/Division \_\_\_\_\_ in the \_\_\_\_\_ State \_\_\_\_\_ belongs to the \_\_\_\_\_ community which is recognized as a Backward Class under:-

- Government of India, Ministry of Welfare, Resolution No. 12011/68/93-BCC ( C ), dated the 10th September, 1993, published in the Gazette of India, Extraordinary, Part-I, Section I, No. 186, dated the 13th September, 1993.
- Government of India, Ministry of Welfare, Resolution No. 12011/9/94-BCC, dated the 19th October, 1994, published in the Gazette of India, Extraordinary, Part-I, Section I, No. 163, dated the 20th October, 1994.
- Government of India, Ministry of Welfare, Resolution No. 12011/7/95-BCC, dated the 24th May, 1995, Published in the Gazette of India, Extraordinary, Part-I, Section, No.88, dated the 25th May, 1995.
- Government of India, Ministry of Welfare, Resolution No. 12011/44/96-BCC, dated the 6th December, 1996, published in the Gazette of India, Extraordinary, Part-I, Section I, No. 210, dated the 11th December, 1996.

Shri \_\_\_\_\_ and/or his family ordinarily reside(s) in the \_\_\_\_\_ District/Division of the \_\_\_\_\_ State. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer ) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel and Training, O.M. No. 36012/22/93-Estt. (SCT), dated 8-9-1993.

District Magistrate,  
Deputy Commissioner, etc

Dated:  
SEAL

*day 10/19/11/0065/1516*