

Headquarters, Coast Guard Region (A&N), Port Blair
Post Box No. 716, Haddo Post, Port Blair – 744 102

Appendix 'B'

1. Applications from eligible candidates are invited for the post as indicated below to be filled on direct recruitment basis as per Recruitment Rules.

Name of the post	No. of posts/ category	Qualification	Age	Pay Level
Store Keeper (General Central Service. Group 'C' Non-Gazetted, Non-Ministerial)	01 (UR)	Essential: (a) Degree from a recognized university or equivalent and (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 as per Govt. instructions issued from time to time)	Pay Level-04
Sheet Metal Worker (General Central Service, Group 'C' Non-Gazetted, Non-Ministerial, Industrial)	01 (UR)	(a) Should have successfully completed apprenticeship from a recognized/reputed workshop in the relevant trade under apprentice Act 1961 or under any other recognized apprenticeship scheme OR Should have completed training course in the relevant trade from an ITI recognized for this purpose and have 01 year trade experience OR 04 years experience in the trade for which no training is available in the Industrial Training Institute or other recognized institute AND (b) Should qualify a trade entrance examination Essential:- Matriculation or equivalent	18-27 years (Relaxable as per Govt. instructions issued from time to time)	Pay Level-02
Motor Transport Driver (Ordinary Grade) (General Central Service. Group 'C' Non-Gazetted, Non-Ministerial)	05 (UR-04 & SC-01)	Essential:- (a) 10 th Standard pass. (b) Must possess valid driving licence for both light and heavy Motor Vehicles. (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 as per Govt. instructions issued from time to time.	Pay Level-02
Motor Transport Fitter (General Central Service. Group 'C' Non-Gazetted, Non-Ministerial)	01 (SC)	Essential:- (a) Matriculation or equivalent. (b) Two years experience in automobile workshop. Desirable:- I.T.I. Diploma in relevant trade	18- 27 years (Relaxable as per Govt. instructions issued from time to time.	Pay Level-02

2. The crucial date for reckoning the eligibility with regard to age and educational qualification etc. will be the **last date for receipt of applications.**

3. The number of vacancies indicated in the advertisement is provisional and may increase or decrease or even become NIL depending upon the actual needs of the Region. The Administration also reserves the right to cancel the notified vacancies, at its discretion and such decision will be final and binding on all in the event of cancellation of notified vacancies.

4. The prescribed essential qualification are the minimum and mere possession of the same date does not entitle candidates to be called for interview. Photo copies of all educational, technical, caste and experience certificates duly self attested should be attached along with two recent passport size photographs.

5. Candidates to bring original documents on the date of examination. Candidates have to make their own lodging and transportation arrangements for test. In case of any injury/accident occurred during the test the Govt. will not be held responsible for any compensation/allowance.

6. The testing procedure is as follows:-

(a) **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. Written test will be multiple choice type. The maximum marks for the written test will be 50. Candidates must obtain 50% marks (for General & OBC) and 45% (for SC/ST) respectively to qualify.

(b) **Skill Test.** The candidates who qualify the written test will be called for skill test wherever applicable. Selection will be based on marks/merit obtained in written test out of 50 marks only subject to qualifying skill test where prescribed.

7. Applications should clearly indicate the following in their Bio-data dated and signed:-

(a) Post applied (b) Name of the applicant (c) Father's Name (d) Date of Birth (e) Nationality (f) Identification marks (g) Whether SC/ST/PH (h) Educational qualification (i) Technical (ii) Non technical (j) Experience (in relevant trade) (k) Marital status (l) Whether employed in Central Govt/State Govt/PSU. If yes, attach NOC (m) Address for communication with PIN Code (n) Permanent address (p) Declaration to the effect that:- 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.

8. Candidates in Central Govt. service should submit NOC from their present employer along with application.

9. Applications which are not in the prescribed format, having no photographs or signature of the candidate and those sent by Courier/Speed/Registered Post or received after due date will be summarily rejected.

10. Application should be sent by only ordinary post to the Commander Coast Guard Region (A&N), Post Box No. 716, Post – Haddo, Port Blair, A&N Islands – 744 102. The last date of receipt of application is 30th day of the date of publication in Employment News. The Envelope containing the application must be superscribed as 'Application for the post of _____'.