

अण्डमान तथा निकोबार प्रशासन
ANDAMAN AND NICOBAR ADMINISTRATION
शिक्षा निदेशालय/ DIRECTORATE OF EDUCATION

Port Blair, Dated the 08th day of March, 2024

VACANCY NOTICE

Recruitment for the post of **PHYSICAL EDUCATION TEACHER, LIBRARIAN GRADE-II, CRAFT INSTRUCTOR** and **GRADUATE TRAINED TEACHER (FINE ARTS)** in Group "B" Non-Gazetted, Non-Ministerial posts under the Department of Education, A & N Administration.

The Directorate of Education, Andaman and Nicobar Administration, Port Blair invites online applications for various posts on regular basis from eligible candidates possessing Educational and Professional qualifications detailed hereunder.

1- Details of vacancies: -

Category of the Post : Group "B" Non-Gazetted, Non-Ministerial
Pay Level of posts : Level-7, (Rs. 44,900 – Rs. 1,42,400)

Sl. No.	Name of the Post	Total No. of Vacancy	Category				PwD reservation
			UR	ST	OBC	EWS	
1	Physical Education Teacher	24	09	00	13	02	00
2	Librarian Grade-II	12	07	00	04	01	01
3	Craft Instructor (Tailoring & Embroidery)	10	04	01	04	01	01
4	Craft Instructor (Computer Application)	08	02	00	05	01	
5	Craft Instructor (Music)	08	02	00	05	01	
6	Graduate Trained Teacher (Fine Arts)	06	03	01	02	00	00
GRAND TOTAL		68	27	02	33	06	02

Note-

- No. of vacancies indicated above are tentative and subject to variation at the time of selection of candidates.
- Reservation for ST candidates is applicable to those ST specified in the constitutional Order No. 1959 of Andaman and Nicobar Islands (Scheduled Tribes).
- Reservation for OBC is applicable to those OBCs specified in the Andaman and Nicobar Administration's circular No- 8-3/2003-TW dated 30th day of March, 2006.
- Reservation for Persons with Disability (PwD) and EWS etc. shall be applicable as per guidelines/Instructions issued by the Govt. of India/ Andaman and Nicobar Administration time to time.

2- Qualifications, Selection procedure & Reservations for the post of PHYSICAL EDUCATION TEACHER: -

2.1- Educational and other qualifications-

In terms of the Recruitment Rule notified Vide No: 280/2019/F. No. 5-176/2019/D-III dated 05-11-2019, the following educational and other qualifications prescribed for Direct Recruitment to the post of **Physical Education Teacher**:

Essential:

1) Educational and Professional qualifications-

a) Bachelor's Degree with Physical Education as an elective subject with 50% marks.

OR

Bachelor's Degree with Physical Education as an elective subject with 45% marks and participation in National or State or Inter University competitions: in Sports or games or Athletics recognized by Association of Indian University or Indian Olympic Association

OR

Bachelor's Degree with 45% marks and having participated in National or State or Inter-University Sports or Games or Athletics

OR

For deputed in-service candidates [i.e. trained Physical Education Teachers / Coaches)—Graduation with 45% marks and at least 3 years of teaching experience as per National Council for Teacher Education (Recognition Norms Procedure) Regulations, 2009

OR

Graduate in Physical Education with 40% marks

OR

Graduate with Physical Education as an elective subject with 40% marks

OR

Graduate who participated in School, Intercollegiate in sports/games or passed NCC 'C' certificate in accordance with the National Council for Teacher Education (Recognition Norms and Procedure) Regulations, 2007 notified on 10.12.2007)

OR

Graduate in Physical Education i.e. B.P.Ed. Course of 3 (Three) years duration

OR

Graduate having represented State/ University in Sports/Games/ Athletics

OR

Graduate who has secured 1st, 2nd or 3rd position in. Inter-Collegiate Sports/Games tournaments/ possessing NCC 'C' certificate or passed basic course in Adventure Sports

OR

Graduate with one-year training programme in Sports Science, Sports Management, Sports' Coaching, Yoga, Olympic Education, Sports Journalism etc., (in accordance with the National Council for Teacher (Form of application for recognition, the time limit of submission of application, determination of norms and standards for recognition of teacher education, programme and permission to start new course or training) Regulations, 2002 notified on 13.11.2002

AND

b) Bachelor of Physical Education (B. P.Ed.) of at least one-year duration from any National Council for Teacher Education recognized Institution.

2) Knowledge of Hindi is essential

Desirable:

- 1) Master's Degree in the subject concerned.
- 2) Three years' experience from recognized Institution.

2.2 Selection Procedure-

The selection of candidates shall be made as per their academic weightage (in terms of marks) right from class tenth(X) as per the approved self-marking scheme given below.

Educational & Professional Qualification	Board / University	Month & year of joining & passing	Marks Obtained	Max. Marks	Max. Marks Allowed as per scheme	self marking	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1. Secondary (Class 10 th)		Joining-			10		
		Passing-					
2. Sr. Secondary (Class 12 th)		Joining-			15		
		Passing-					
3. Graduation (As per essential qualifications laid down in the recruitment Rules)		Joining-			30		
		Passing-					
4. Bachelor Degree in Physical Education (B.P.Ed.) of at least one year duration as approved by the NCTE		Joining-			25		
		Passing-					
5. Master Degree in Physical Education (M.P. Ed.)		Joining-			07		
		Passing-					
6. Additional Post Graduation (other than M. P. Ed.)		Joining-			03		
		Passing-					
7. Experience (if any) as a Physical Education Teacher in Govt./Govt. Recognized school / college /university/ Institution					10		
9. Grand Total					100		

3- Qualifications, Selection procedure & Reservations for the post of LIBRARIAN GRADE-II: -

3.1- Educational and other qualifications -

In terms of the Recruitment Rule notified Vide No: 280/2019/F. No. 5-176/2019/D-III dated 05-11-2019, the following educational and other qualifications prescribed for Direct Recruitment to the post of **Librarian Grade-II:**

Essential:

Bachelor's Degree in any stream from a recognized University with Bachelor Degree in Library Science.

Desirable:

Master's Degree in Library Science from a recognized University/ Institution.

OR

Three years' professional experience from a recognized Institution.

3.2- Selection Procedure -

The selection of candidates shall be made as per their academic weightage (in terms of marks) right from class tenth(X) as per the approved self-marking scheme.

Educational & Professional Qualification	Board / University	Month & year of joining & passing	Marks Obtained	Maximum Marks	Max. Marks Allowed as per scheme	Self marking	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1. Secondary (Class 10 th)		Joining-			10		
		Passing-					
2. Sr. Secondary (Class 12 th)		Joining-			15		
		Passing-					
3. Graduation		Joining-			30		
		Passing-					
4. Bachelor Degree in Library Science		Joining-			25		
		Passing-					
5. Master Degree in Library Science		Joining-			07		
		Passing-					
6. Additional Post Graduation (Other than M. Lib.)		Joining-			03		
		Passing-					
7. Experience (if any) as Librarian in School/College/University/ State Library/Zonal Library.					10		
9. Grand Total					100		

3.3- PwD Reservation- 01 vacancy (@ 4% of 12 vacancies) is reserved for PwD category. Reserve vacancies of PwD shall be distributed as under.

Sl. No.	Benchmark Disability	No. of Posts Reserved
01	Low Vision (LV)	01
02	Deaf (D) and Hard of Hearing (HH)	00
03	Locomotor Disability- One Arm (OA), Both Leg (BL), One Leg (OL), One Arm and One Leg (OAL), Cerebral Palsy (CP), Leprosy Cured (LC), Dwarfism (Dw), Acid Attack victims (AAV)	00
04	Specific Learning Disability (SLD), Mental Illness (MI)	00
05	Multiple Disabilities involving (01) to (04) above	
TOTAL		01

Note- If reserve post(s) in any of the category goes un-filled due to non-availability of candidate in that category of benchmark disability; the same will be transferred to the next category.

4- Qualifications, Selection procedure & Reservations for the post of CRAFT INSTRUCTOR: -

4.1- Educational and other qualifications -

In terms of the Recruitment Rule notified Vide No: 280/2019/F. No. 5-176/2019/D-III dated 05-11-2019, the following educational and other qualifications prescribed for Direct Recruitment to the post of **Craft Instructor**:

Essential:

1- Bachelor's Degree in the concerned trade/ craft from a recognized university

OR

Bachelor's Degree with one-year Diploma/certificate course in the concerned trade / craft from any recognized Board/ University/ nationally accredited Institution.

2- Should qualify in the skill/trade test.

Desirable:

1- Bachelor's Degree in Education.

2- Three years working experience in the concerned trade/craft from any recognized Institution.

3- Knowledge of Hindi.

4.2- Selection Procedure -

The selection of candidates shall be made as per their academic weightage (in terms of marks) right from class tenth(X) as per the approved self-marking scheme.

Educational & Professional Qualification	Board / University	Month & year of joining & passing	Marks Obtained	Maximum Marks	Max. Marks Allowed as per scheme	self marking	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1. Secondary (Class 10 th)		Joining-			10		

		Passing-					
2. Sr. Secondary (Class 12 th)		Joining-			15		
		Passing-					
3. Graduation in concern Trade/ craft OR B.A. / B.Sc. / B.Com./Any Graduation with one year Diploma /Certificate Course in concern Trade		Joining-			40		
		Passing-					
4. Post-Graduation		Joining-			03		
		Passing-					
5. B.Ed.		Joining-			02		
		Passing-					
6. Experience (if any)					10		
7. TOTAL					80		

NOTE-

- 1- Academic Weightage-80 Marks, Skill/Trade Test-20 marks, G. Total –100 marks.
- 2- Based on the Academic weightage of marks, the candidates in the ratio of 1: 10 (Ten candidates for one post) will be called in each trade for appearing in Skill / Trade test.
- 3- There will be no written examination. Only trade/skill test will be conducted. The trade test is compulsory for selection of candidates.
- 4- The Minimum cut-off marks for qualifying the trade test is 10 marks for UR category candidates (@50%), 09 marks for OBC candidates (@ 45%) and 08 marks for ST candidates (@40 %).

4.3- PwD Reservation- 01 vacancy (@ 4% of 12 vacancies) is reserved for PwD category. Reserve vacancies of PwD shall be distributed as under.

Sl. No.	Benchmark Disability	No. of Posts Reserved
01	Low Vision (LV)	01
02	Deaf (D) and Hard of Hearing (HH)	00
03	Locomotor Disability- One Arm (OA), Both Leg (BL), One Leg (OL), One Arm and One Leg (OAL), Cerebral Palsy (CP), Leprosy Cured (LC), Dwarfism (Dw), Acid Attack victims (AAV)	00

04	Specific Learning Disability (SLD), Mental Illness (MI)	
05	Multiple Disabilities involving (01) to (04) above	00
TOTAL		01

Note- If reserve post(s) in any of the category goes un-filled due to non-availability of candidate in that category of benchmark disability; the same will be transferred to the next category.

5- Qualifications, Selection procedure & Reservations for the post of GRADUATE TRAINED TEACHER (FINE ARTS): -

5.1- Educational and other qualifications -

In terms of the Recruitment Rule notified Vide No: 280/2019/F. No. 5-176/2019/D-III dated 05-11-2019, the following educational and other qualifications prescribed for Direct Recruitment to the post of **Graduate Trained Teacher (Fine Arts)**:

Essential-

1- Bachelor's Degree in Fine Arts from a recognised University

OR

Higher Secondary / Intermediate / Sr. Sec. with minimum four years' full time Diploma in painting / Fine Arts from a recognised Institute / University.

2- Should have studied in the concerned medium at least up to Secondary or Senior Secondary level.

Desirable-

1- Bachelor's Degree in Education from a recognised University.

2- Master's Degree in the subject concerned.

3- Three years teaching experience in the subject concerned from a recognised Institution.

5.2- Selection Procedure -

The selection of candidates shall be made as per their academic weightage (in terms of marks) right from class tenth(X) as per the approved self-marking scheme.

Educational & Professional Qualification	Board / University	Month & year of joining & passing	Marks Obtained	Maximum Marks	Max. Marks Allowed as per scheme	self marking	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1. Secondary (Class 10 th)		Joining-			10		
		Passing-					
2. Sr. Secondary (Class 12 th)		Joining-			15		
		Passing-					
3. Graduation		Joining-			45		

in fine Arts OR 4 Years' full time Diploma in painting / Fine Arts		Passing-					
4. Bachelors' Degree in Education (B. Ed.)		Joining-			10		
		Passing-					
5. Master Degree in subject concerned		Joining-			10		
		Passing-					
7. Experience (if any) in subject concerned					10		
9. Grand Total					100		

6- Formula for computation of weightage of marks-

Weightage of Marks	=	Marks obtained by the candidate		Max. Marks allowed as per marking scheme
		Maximum marks allowed by Board/University	X	
Note-				
- Calculated marks to be considered up to 2 decimal points only				
- Rounding off of marks is not allowed				

7- Age limits: -

- (i) Maximum 30 years as on closing date for receipt of application forms through on line mode.
- (ii) Two years' age relaxation granted by the Hon'ble LG over and above upper age limit shall be extended to the candidates for the current recruitment vide Admn's order No-2758 dated 20-10-2022 (File No-A-12011/10/2022-R & E cell Sectt. dated 20.10.2022) and subsequent amendment vide Order No- 346 Dated 13-02-2024 (A/769/2023-RMIS CELL-EDN-AN).
- (iii) The upper age limit of 30 years is relaxable for Govt. Servants up to 05 years in accordance with the instructions /orders issued by the central Govt. from time to time provided that the Government servant should have rendered minimum three years' continuous service in the cadre. This concession is admissible to such of the Government Servants as are working in posts which are in the same line and where a relationship could be established that the service already rendered in the present post will be useful for the efficient discharge of the duties of post applied for.
- (i) Age relaxation is also allowed to ST/ OBC / PwD / Ex-servicemen candidates as admissible under Rules / Instructions of GOI and A & N Administration issued from time to time.

(ii) Age relaxation is also admissible to the candidates, who are covered under A & N Administration's circular No.45/1998-PW dated 19-09-2011.

(iii) Age relaxation admissible in respect of reserved categories of candidates permissible over and above upper age limits of RRs as per GOI's / A & N Administrations instructions are as under

Sl. No	Category	Age relaxation permissible beyond the upper age limit	Upper age is allowed for both male & Female in respect of Group "B" Non-Gazetted posts
1	ST	05 years	35
2	OBC	03 years	33
3	PwD (unreserved)	10 years	40
4	PwD (OBC)	13 years	43
5	PwD (ST)	15 years	45
6	Government Service with minimum three years continuous service in the Department		35
7	Ex -Service men	An ex-serviceman shall be allowed to deduct the period of actual military service from his actual age and if the resultant age does not exceed 30 years by more than three years, he/she shall be deemed to satisfy the condition regarding age limit.	
8	Age relaxation to DRM and contract employees (Full time as well as part-time) including SSCT of A& N Administration		In accordance with instructions /orders issued by the Andaman & Nicobar Administration vide circular No.45/1998-PW dated 19.09.2011 up to 40 years of age (as per DoPT, GOI)

(iv) The crucial date of determining the age limit & Educational qualifications etc. shall be the last date of receipt of application forms for the posts through online.

8(a)- Method of Applying in online Portal:

(i) After having satisfied all eligibility conditions and educational qualifications for the post, the candidate should register their full particulars of the application through online at <https://edurec.andaman.gov.in> and fill up application form for the post and submit the same through online.

(ii) The submission of online application will start on **11-03-2024 and will be accepted up to 31-03-2024**(up to 2359 hours).

(iii) The candidate should provide all the mandatory details in the online portal failing which the application will not be accepted by the online website. File Size of Photograph should be between 20KB to 70KB and File size for signature should be between 10KB to 30KB. The file format of photo and signature should be in .jpg OR .jpeg format only.

(iv) For annexure documents, file size of documents should be between 20KB to 5MB and the file format of documents should be in .jpg or .jpeg or pdf format only.

- (v) All the semester mark sheets have to be merged into a single PDF documents. If consolidated mark sheet is available, the same should be uploaded in pdf format.
- (vi) It is also advised to enable Java Script in the browser such as Internet explorer, Firefox, Google chrome etc. to successfully upload application form.
- (vii) **All educational documents and other testimonials should be mandatorily uploaded in the portal while submission of online application. Document(s)/Certificate(s) not uploaded along with application forms shall not be accepted/considered during physical verification and thereafter.**
- (viii) The candidate is fully responsible for entering correct particulars of marks and other data. Wrong entry of marks and other essential information will lead to cancellation of application form and department shall not be held for any wrong entry of information and suppression of material information if any.
- (ix) In case of change in name/initial, the affidavit duly endorsed by the Notary must be uploaded and the online application should be filled with the changed name/initial. In absence of affidavit, certificates/documents with changed name/initial shall not be entertained.
- (x) Candidate must ensure that all the requisite documents/certificates are uploaded with the online form. Documents not uploaded along with online application form shall not be accepted/entertained at the time of submission of hard copy of application form and further processes.
- (xi) Applications lacking essential documents shall not be accepted at the Physical verification-cum-Hard copy receiving centre.

8(b)- Submission of hard copy of online application form: -

- (i) After successful submission of online application form through recruitment portal, the candidate should take printout/hard copy of the application form. The printout hard copy of online application form along with all educational certificates right from class X and other supporting documents must be verified and be submitted to the designated offices on or before **03-04-2024** by 3.00 P.M. **For this verification the candidate should physically visit the verification-cum-receiving centre. Submission of hard copy by post or by proxy is not allowed.** The candidates should secure all documents properly and tag them (do not staple), do pagination in all supporting documents enclosed along with hard copy/ printout of the application form and indicate the same clearly in the application form and obtain proper acknowledgement from the receiving officer with date and seal.
- (ii) The candidates should secure all documents properly and tag them (do not staple), do pagination in all supporting documents enclosed along with hard copy/ printout of the application form and indicate the same clearly in the

application form and obtain proper acknowledgement from the receiving officer with date and seal.

- (iii) It is in the interest of candidates to ensure that their duly filled applications are submitted at one of the designated offices by due date & time. **No application will be entertained through post, courier, email or any other mode.**
- (iv) After online submission of application form, the candidate has to appear in-person at the opted receiving & verifying office along with original documents and certificates for verification. If any candidate fails to get the original documents and certificates verified, the online application shall not be considered for scrutiny or the recruitment process.
- (v) Receiving and verifying office will be functional from 0900 hours to 1700 hours during the allowed period on all week days excluding Sunday and public holidays.
- (vi) No request for change of schedule mentioned in this vacancy notice shall be entertained under any circumstances. Incomplete online application form if any received will be summarily rejected.

9- Other Instructions to the Candidates: -

- (i) The Candidate should affix a Recent Passport size photograph on the hard copy of application form in the space provided for it and the photo must be self-attested by the candidate.
- (ii) The Xerox copies of the following certificates as applicable, duly self-attested must be submitted along with hard copy of application form failing which, their application will be summarily rejected. It may be noted that the hard copy of only those documents and certificates will be accepted that are uploaded along with online application form.
 - Class X or Matriculation mark sheet and Pass certificate.
 - Class XII-mark sheet and Pass certificate
 - Bachelor's Degree/B. P. Ed. Degree- Mark sheets of all semesters or consolidated Mark sheet showing marks of all the semesters (subject/paper wise)
 - Bachelor's Degree/B. P. Ed. Degree -Provisional Certificate / Degree certificate.
 - B. Ed. Degree- Mark sheets of all semesters or consolidated Mark sheet showing marks of all the semesters (subject/paper wise)
 - B. Ed. Degree- Provisional/ Degree certificate
 - Master's Degree- Mark sheets of all semesters or consolidated Mark sheet showing marks of all the semesters (subject/paper wise)
 - Master's Degree- Provisional Certificate / Degree certificate.
 - 4 years' full time Diploma in painting/Fine Arts- Mark sheets of all semesters or consolidated Mark sheet showing marks of all the semesters (subject/paper wise)
 - 4 years' full time Diploma in painting/Fine Arts- Pass Certificate

- Mark statements of educational & professional qualification and Degree certificates (as applicable).
- Experience certificates in prescribed format duly countersigned by the competent authority mentioned in this vacancy notice.
- Documentary proof of knowledge of Hindi (as applicable).
- OBC certificates as applicable issued by the competent authority. In case of OBC, valid non-creamy layer certificate should be enclosed. In case of expiry of the validity period of existing certificate, the acknowledgement towards application for renewal and the existing OBC-NCL Certificate. However, the renewed OBC-NCL Certificate has to be submitted mandatorily at the time of final Physical verification of documents/certificates.
- In case of regular Govt. Servant, "No objection certificate" should be obtained after the date of notification and applicant should be continuing in Govt. Service at the time of selection to the post.
- Valid EWS certificate as applicable issued by the competent authority. In case of expiry of validity period of the EWS certificate, a copy of acknowledgement towards application for renewal of EWS. However, the renewed EWS certificate has to be submitted mandatorily at the time of final Physical verification of documents/certificates.

(iii) Once online application is submitted, correction/modification will neither be allowed through online nor offline mode. No additional documents /certificates shall be accepted either online or offline after submission of online application. Candidates shall fill only 01 (One) application form for a post. In case of submission of multiple online applications by a candidate for a post, the online application that has been physically verified first will be considered for recruitment process. If more than 01 (One) application has been physically verified by a candidate for a post, the application physically verified earlier will be considered for recruitment process. Remaining applications (if any) shall be treated as null & void.

(iv) The OBC candidates must produce valid Non-creamy layer certificate issued by the competent authority for consideration of their candidature in OBC category, failing which their candidature shall be considered in the General Category only.

(v) Candidates already employed in central Govt. Departments/ organizations and Departments of A & N Administration should submit their application through online recruitment portal and hard copy of online application form along with supporting documents should be submitted to the designated officer through proper channel along with service certificate and a fresh "No-Objection Certificate" issued by the competent authority. The department shall not be held responsible for any channel delay and will not entertain hard copy of online application received after closing date under any circumstance. As such, Govt. Servants are advised to submit their application as early as possible so as to reach the same to designated receiving

officer before the closing date. Teachers and other staff presently working in Education Department can apply for post directly after informing to the Director of Education. However, they have to submit the **"No Objection Certificate"** at the time of final verification of original certificates.

- (vi) The eligibility conditions (qualifications, experience, age etc.) will be determined as on the closing date of receipt of application through online. (i.e. **31-03-2024**). The date of birth mentioned in the class X and/or Matriculation certificate shall be taken into consideration and no other certificate shall be entertained for this purpose.
- (vii) The disability certificate should be issued by the competent authority and percentage of disability should not be less than 40%. Candidates seeking reservation/relaxation on account of disability certificate are liable for screening of disability assessment.
- (viii) If any candidate has changed his / her name after secondary school examination, they have to submit/attach a copy of Gazette notification/Affidavit and paper cutting of the same duly published in the newspaper. These documents are to be mandatorily uploaded along with the online application form. In case of change in name, the application has to be submitted with the new name.
- (ix) Experience marks will be calculated @ 0.2 (point two) marks for every completed month of service for Full-time engagement/appointment and @ 0.1 (Point one) marks for every completed month of service part-time engagement/appointment for the service rendered in a Govt. / recognized school / Govt. recognized college on the basis of the certificates issued by the head of the institution (**in prescribed format under the letter Head of the Institution**) and duly countersigned by competent authority mentioned below at point No. (xi). Experience of less than 15 days will be ignored. Experience certificate in the field of teaching will only be considered for award of experience marks.
- (x) Service rendered as a teacher / Lecturer on honorary basis shall not be considered for calculating experience marks.
- (xi) All teaching experience certificates (**in prescribed format**) must be supported by the relevant appointment orders. All Experience certificates must be countersigned by competent authority as follows
- Teaching Experience in School: Countersigned by EO/DEO/AEO/ Zonal Officer/DIOS/BSA.
 - Teaching experience in College: Countersigned by Registrar/Deputy Registrar/Assistant Registrar of concerned affiliating University/Assistant Secretary Higher Education/Deputy Secretary Higher education of concerned state /UT.
 - Teaching experience in JNV & KVS -Countersigned by Commissioner/ Deputy commissioner/Assistant Commissioner/ Chairman-School Managing Committee/Vidyalaya Prabandhan Samiti or authorised nominee of Chairman-School Managing Committee/Vidyalaya Prabandhan Samiti.

Any experience certificate not in prescribed format and without countersign of the appropriate authority will be treated as invalid

(xii) Teaching experience prior to obtaining requisite essential professional qualification shall not be considered for age relaxation and/or awarding marks.

(xiii) All experience certificate (Duly Countersigned by Competent Authority) must accompany concern appointment order. In absence of concern appointment order, experience certificate will not be entertained. The Department of Education reserves the right to seek the salary bank statement for verification/authentication of experience certificate during Verification Process. If the Department demands salary bank statement during verification process, the candidate will be bound to produce the salary bank statement. Failing which, experience certificate (Even if countersigned) shall be treated as invalid and will not be considered for computation of marks. Candidates shall keep the salary bank statement handy to produce the same for verification if demanded.

(xiv) Govt. Servants who are claiming age relaxation under Govt. Servant category should submit service certificate issued by the employer duly indicating that the Govt. Servant is continuously working in the department on regular basis for the period of more than three years on the date of application and should be continuing in the Govt. Service at the time of appointment for the post to which he/she has submitted application.

(xv) Any information/ Certificates / documents furnished by the candidates found to be false/ wrong or fully or partially suppressed any material information; the candidature of the applicant for the post shall be rejected / terminated at any stage of recruitment process or even after appointment, besides penal action shall be taken against them.

(xvi) The No. of vacancies indicated above is only tentative. Subject to approval of the competent authority, the vacancy may increase/decrease at the time of preparation of the panel for appointment and nothing against it shall be entertained.

(xvii) If any university awarded grade points instead of marks, the candidate should submit the conversion table of grade points into percentage of marks issued by the university concerned failing which, the common criteria / formula evolved by the department for such conversion shall be final and binding to all. No further correspondence shall be entertained in this regard.

(xviii) The Degree / Diploma course should have been issued by Govt. / recognized University / Recognised Institution / NCTE.

(xix) In relation to determination of equivalent educational qualifications, the decision of the expert committee of the Education Department /competent authority shall be final and binding to all candidates.

- (xx) The competent authority shall have right to cancel or postpone the recruitment at any time on administrative ground. The department shall not be responsible for any type of losses or damages occurred due to such cancellation.
- (xxi) Any selection on the basis of this vacancy notification / advertisement shall remain subject to orders of any Court of competent jurisdiction.
- (xxii) The selection of above mentioned posts shall be made only on the basis of academic weightage of marks and trade test (if applicable) as approved by the Competent Authority and no personal interview shall be conducted for the selection.
- (xxiii) In case, any two candidates got same marks and stand in same merit position, the date of birth of candidates shall be taken into consideration and higher age of candidate as on closing date of receipt of application will be placed on top merit.
- (xxiv) All educational qualifications should be obtained in the chronological order. Qualifications mandatory for pursuing further higher studies should invariably in sequential years and weightage of marks shall be worked out accordingly. No weightage of marks is allowed for overlapping qualification/Degree/Diploma etc. (i.e. pursuing two courses simultaneously).
- (xxv) In case a candidate pursued two courses simultaneously i.e. joined the second course before the completion of duration of the earlier course, the course joined first or the course essential for eligibility of the candidate for the post will be considered (as the case may be).
- (xxvi) Pursuing of two courses simultaneously will be dealt strictly as per UGC Guidelines for pursuing two academic programmes simultaneously dated April, 2022.
- (xxvii) In any matter not specified above shall be decided by the recruitment committee of the department/ high power selection committee whose decision shall be final and binding on all those issues.
- (xxviii) It is in the interest of candidates to ensure that their duly filled applications are submitted at designated places by due date & time. No application will be entertained through post & no request for change of date shall be entertained under any circumstances. Incomplete online application form if any received will be summarily rejected.
- (xxix) **It is mandatory for every applicant to appear in person for physical verification of documents/certificates at designated verification centre. If any candidate does not appear physically for verification of document(s)/Certificate(s), the online application submitted by the applicant will be treated as null and void. Documents/certificates sent by post shall not be considered/entertained under any circumstances.**
- (xxx) The selected candidates can be posted at any part of A& N Islands as per requirement and no change of place of postings shall be entertained under any circumstances. The candidates who accept this condition only should apply for this recruitment. Any disobedience of posting order will be viewed very seriously and their appointment order is liable to be cancelled.

10-Receiving and verifying Officer:

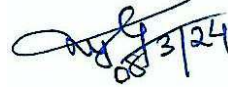
- The Education Officer, Car Nicobar, Nicobar District.
- The Deputy Education Officer- South Andaman, Middle Point, Port Blair.
- The Deputy Education Officer, Wimberlygunj, South Andaman District.
- The Deputy Education Officer-Rangat, Middle Andaman, N & M Andaman District
- The Deputy Education Officer-Mayabunder, N & M Andaman District
- The Deputy Education Officer- Diglipur, N & M Andaman District
- The Asst. Education Officer, Kamorta, Nancowrie, Nicobar District.
- The Principal, PM Shree Govt. Sr. Sec. School- Campbell Bay, Nicobar District.
- The Principal, GMSSS, Hut Bay, Little Andaman, South Andaman District.

The above receiving officers shall verify hard copy of application forms and documents submitted by the candidate and issue acknowledgement duly indicating no. of documents enclosed with application form to the candidates.

After the verification of all application forms received by them, the receiving officer of area concerned shall submit the same to the Deputy Director Education (Perl), Directorate of Education, Port Blair in person or through special messenger immediately after the closing date for verification of document **(03-04-2024)**. No hard copy of on line application form without signature and seal of verifying officer, EO/DEO/AEO/Zonal Officer shall be entertained and candidature of such candidates shall be rejected summarily without any further notice.

On receipt of the verification report from Zonal/ Designated officers, all the received applications will be scrutinised at the Directorate of Education and the provisional statement of marks of all eligible candidates, list of in-eligible candidates shall be prepared and published for information of all candidates. The candidates may submit claims & objections (if any) in response to published provisional statement of marks. It may be noted that claim & objections shall be examined only on the basis of certificate(s)/document(s) uploaded along with online application form. No additional document shall be entertained along with claim/objection. All the claims/objections will be examined by the committee as per provisions of this vacancy notice and in force recruitment rules. Thereafter, the Provisional statement of marks will be finalized and list of selected candidates and reserve candidates shall be prepared by a committee appointed for the purpose. Appointment order to the selected candidates shall be issued by the Directorate of Education after getting approval from the competent authority.

11- Help Desk:- Candidate may contact through e-mail **recruitment.anieducation@gmail.com** to clarify/resolve any problem related to registration and online submission of application etc. Any notification/corrigendum for extension of this advertisement shall be published only on our recruitment portal/departmental website. Accordingly, candidates are requested to visit our website regularly. No correspondence will be made to any candidate/applicant individually.



Deputy Director Education (Perl.)



(LETTER HEAD OF THE INSTITUTION)
EXPERIENCE CERTIFICATE

(Mandatory format)

(For Extending Age Relaxation and/or marks as applicable for recruitments in the Directorate of Education, A & N Administration)

This is to certify that Mr./Ms./Shri./Smti. S/o/D/o/W/o
 engaged/attached/posted at
 (Name, Address and contact details of the institution) and performed duties as detailed below.

Sl. No.	Order No. and date of appointment	Appointed as (Name of the post)	Nature of appointment (Full-Time/ Part-Time)	Duty performed (Excluding long leave & Break period)		
				From (DD/MM/YYYY)	To (DD/MM/YYYY)	No. of Days
01						
02						
03						

Certified that this certificate is issued strictly as per appointment Order(s) and records of duty performed by the applicant in this institution. The No. of days mentioned above excludes Long leave, Summer Holidays, Autumn break etc. The undersigned owes the authenticity of this experience Certificate.

Date:

Place:

Signature of the Head of the Institution with office seal

Name of the HOI & Des.:

UDISE School Code:

Email ID of the School:

Phone/Mobile No:

(To be mandatorily countersigned by the designated authority as stipulated at Sl. No 09 (xi) in the vacancy notice)

(COUNTERSIGN OF EXPERIENCE CERTIFICATE)

Date:

Place:

Countersign:

Countersigned by (Name):

Designation:

Contact detail of signing authority:

Office Seal: