

**ANDAMAN & NICOBAR ADMINISTRATION
DIRECTORATE OF SOCIAL WELFARE
GOALGHAR, PORT BLAIR**

VACANCY NOTICE

Applications are invited from eligible candidates possessing the requisite qualification and experience for filling up of vacancy of Group "B" Non-Gazetted Non-Ministerial post under the establishment of Directorate of Social Welfare, A & N Administration indicated as under:-

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| 1 | Nature of vacancy | |
| | a. Name of Post | Probation Officer (Juvenile Home) |
| | b. Classification | General Central Services Group 'B' Non-Gazetted, Non-Ministerial |
| | c. Description of duties | <p>1. On receipt of information from the Officer-in-charge of a police station under clause (b) of section 19, and order from the Juvenile Welfare Board under Rule 28 of these rules, the Probation Officer shall enquire into the antecedents and family history of the juvenile and such other materials circumstances as may be necessary and submit a preliminary report as early as in Form IX to the competent authority as early as may be allowed by the competent authority.</p> <p>2. Probation Officer shall carryout all directions given to him by a competent authority and the Chief Inspector and shall perform the following duties:</p> <p>a) To make inquiries regarding the home and schools conditions, conduct, character and health of juveniles under his supervision.</p> <p>b) To attend regularly the court of a competent authority and submit reports.</p> <p>c) To maintain diary, case files and such registers as may be prescribed from time to time.</p> <p>d) To visit regularly juveniles place under</p> |

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| | his supervision and also places of employment or school attended by such juveniles and to submit regularly fortnightly reports as nearly as in Form-X |
| | e) To take juveniles wherever possible from the court of a competent authority to observation home, to juvenile home, special home or fit person. |
| | f) To bring before the competent authority immediately juveniles who have not been of good behavior during the period of supervision. |
| | g) Follow-up of juveniles after their release from the institutions and extending help of guidance to them. |
| | h) Establishing linkages with voluntary workers and organizations to facilitate rehabilitations and social reintegration of juveniles and to ensure the necessary follow-up. |
| d. Educational & other Qualifications required for Direct Recruitment | <p>Essential:</p> <ol style="list-style-type: none"> 1. Masters Degree in Social Work or Sociology or Psychology of a recognized University. 2. One year experience in an Institution established for the welfare of children. <p>Desirable : Working knowledge in Hindi.</p> |
| f. Age Limit | <p>Not exceeding 30 (Thirty) years.</p> <p>(Relaxable for Govt. servants upto 5 years in accordance with the instructions and orders issued by the Central Govt.)</p> <p>Note : The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates.</p> |
| 2 No. of vacancies | Total 01 (One post) General |
| 3 Scale of Pay (Pay Band & Grade) | Level-6 Pay Matrix (35400-112400) |

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| | Pay) PB-I | |
| 4 | Place of work (name of Town/Village and district in which it is situated) | Nicobar District |
| 5 | Mode of Selection | Competitive written examination. |
| | a. Written test | Objective type questions for written examination for 200 marks for a duration of 2 hours. Scheme of competitive examination |
| | | 1. 1. Part-I : General Studies & Mental Ability (100 Marks) 2. Part-II : Social Work and Criminology /Psychology (100 marks) |
| 6. | General Instructions | 1. (i) The Candidates should register their full particulars of the Application through online at https://erecruitment.andaman.gov.in . The online application will be accepted from 01.02.2024(from 11.00 AM) to 20.02.2024(upto 12 midnight). The candidates should provide all the mandatory details in the online portal failing which, the application will not be accepted. Photograph (clear passport size) to be uploaded should be of 8 bit JPEG format and its size should be between 10 kb to 50 kb with resolution of 100x200 (pixels). It is also advised to enable Javascript in the browser such as Internet explorer, Firefox, Google chrome etc. to successfully upload your online application. The website will also allow the applicant to take print out forthwith of the submitted application. Those who fail to take print out immediately after |

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submitting their application can download the filled information later also. Acknowledgement of the receipt of application may also be obtained after successful completion of online filling.

(ii) All the candidates who have duly registered their name in the local employment exchange as un-employed must enter their registration number at the appropriate box of the application while filling online.

2. Documents to be uploaded alongwith the online application.

- a. One copy of recent passport size photograph and signature.
- b. Copies of certificates in respect of:
 - i. Essential Qualification certificates of the respective field and higher qualification if any issued by the competent authority in respect of the post Probation Officer (JH) applied for (Provisional certificate shall be entertained).
 - ii. Proof of age(Birth Certificate/Xth Pass Certificate).
 - iii. Proof of Identity (Photo Identity).
 - iv. Copy of experience certificate in an Institution established for the welfare of children.
 - v. Proof of age relaxation for all categories (employment certificate issued by competent authority for Govt. Servants/DRM/Contract employees)
 - vi. NOC for Government Servants shall be submitted.
 - vii. Employment Registration Certificate/Card issued by the competent authority under A&N

Administration indicating registration number.

3. The shortlisted candidates will be informed for submitting the copies of above documents alongwith copy of downloaded application.
4. Closing date for online application: 20.02.2024 till midnight.
5. Admission to the examination
 - a. Helpdesk: Candidate may contact the Administration through email: adsocialwelfare@gmail.com or directorsw4@gmail.com to clarify/resolve any problem related to registration of online application. The candidate can also seek clarification on telephone (Telephone No.03192-233356) between 10.00 AM to 05.00 PM on all working days i.e. Monday to Friday.
 - b. Before filling the online application, the candidate must carefully read the eligibility conditions for the examination and satisfy that he/she fulfils all eligibility conditions and should upload all requisite documents to avoid rejection of his/her candidature.
6. Admit card for the Written examination indicating the schedule date, time table, venue /centre of the examination will be made available on the website which is to be downloaded/printed out by all the candidates from <https://erecruitment.andaman.gov.in> which the candidates themselves should generate (download) in hard form and the A&N administration shall not be responsible for non-

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receipt /delay in obtaining the same by the candidate. Those candidates who qualify all requisite eligibility criteria only will be issued admit cards. Candidates appearing for examination without admit card and photo ID proof shall not be allowed to attend the examination. The tentative date of examination will published in "The Daily Telegrams".

[Handwritten Signature]
29/11/24

Assistant Director (Admn)
Directorate of Social Welfare
A & N Administration
Port Blair

[Handwritten Signature]
29/11

[Handwritten Signature]
29/11/24

Before filling the online application the candidate must carefully read the eligibility conditions for the examination and satisfy herself/himself that she/he fulfils all eligibility conditions and should upload all requisite documents to avoid rejection of her/his candidature.

Application's in the prescribed format given below

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| FORMAT OF APPLICATION Application for the post of Probation Officer (Juvenile | Affix recent Photograph self |
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FORMAT OF APPLICATION
Application for the post of Probation Officer (Juvenile)

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| Home) | | Attested | | |
|-------|--|----------|-------|----------------------|
| 1 | Name of the candidates (IN BLOCK LETTERS) | | | |
| 2 | Name of Father's/Husband's | | | |
| 3 | Marital status | Married | | Unmarried |
| 4 | a) Date of birth (Proof to be uploaded) | Date | Month | Year |
| | b) Age as on the last date of the application (i.e. on 20.02.2023) | | | |
| 5 | Gender | Male | | Female Transgender |
| 6 | Nationality | | | |
| 7 | Permanent address with Phone no, if any | | | |
| 8 | Address for communication with Phone No., if any | | | |
| 9 | Educational Qualifications 1. Proof to be uploaded 2. Experience to be uploaded (minimum one year) | | | |
| 10 | Do you possess minimum educational qualifications | Yes | | No |
| 11 | General/OBC/ST/Govt Servant (Proof to be uploaded), NOC for Govt Servants. | | | |
| 12 | Employment Exchange Registration No. | | | |
| 13 | Age proof for DRMs/contract | | | |

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employees seeking
age relaxation

DECLARATION

I do hereby declare that the information given is true, complete and correct to the best of my knowledge and belief. I understand that in the event if any information stated being false or incorrect or in eligibility being detected or after the test/interview/ appointment, my candidature/appointment is liable to be cancelled/ terminated.

Place:

Date

Signature of Applicant

Faint grid lines and ghosted text from the reverse side of the page are visible, including the words 'Place', 'Date', and 'Signature of Applicant' repeated.