



अण्डमान तथा निकोबार प्रशासन
ANDAMAN AND NICOBAR ADMINISTRATION
ग्रामीण विकास, पंचायती राज संस्थान एवं शहरी स्थानीय निकाय निदेशालय
DIRECTORATE OF RD, PRIs & URBAN LOCAL BODIES
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F.No.1-8/Estt/RD/PRIs/2018/ 709

Dated the 10th March 2021

REVISED RECRUITMENT NOTICE IN CONTINUATION OF THE EARLIER NOTICE PUBLISHED VIDE DATED 12.06.2018 AND 25.11.2019 RECRUITMENT FOR THE POST OF EXTENSION OFFICER AND PANCHAYAT SECRETARY IN THE DEPARTMENT OF RURAL DEVELOPMENT, PANCHAYATI RAJ INSTITUTIONS AND URBAN LOCAL BODIES, ANDAMAN AND NICOBAR ADMINISTRATION

Online applications are invited from the eligible candidates for the post of Extension Officer and Panchayat Secretaries in the Pay Scale of Rs.29200-92300 Level-5 as per the 7th CPC in the Department of Rural Development, Panchayati Raj Institution, A & N Administration. Application in complete shape in all respect should be submitted ONLINE from **15.03.2021 at 10:00 AM to 14.04.2021 at 12.00 midnight of closing date.**

2. Vacancies/Reservations:-

Name of the post	Extension Officer	Panchayat Secretaries
No. of Vacancy	03 (Three) (02- General 01- EWS) (Out of 03 posts, 01 post is reserved for Physically Challenged (Orthopedic) person under Horizontal Reservation)	12 (Twelve) 05- General 05- Other Backward Class 01- Scheduled Tribe 01- EWS Total = 12 (out of 12 posts 03 post are reserved for Physically Challenged (Orthopedic) person under Horizontal Reservation)
Pay level and Scale	Level - 5 (Rs.29200-92300) as per 7 th CPC	

V.A.

NOTE-I: The post is suitable for Physically Challenged Persons viz. One leg affected (OL), One arm affected (OA), One arm and One leg affected (OAL), both leg affected (BL).

NOTE-II: Only those candidates of A & N Islands who belongs to OBC category in terms of the A & N Administration's Notification No. 343/2005/F.No.8-3/2003-TW dated.16-12-2005 and subsequent Circular No.8-3/2003-TW / 295 dated 26-04-2006 are eligible to apply against vacancies reserved for OBCs. The candidates should furnish OBC certificate duly issued by the Revenue Authorities concerned of A & N Admn. in terms of

Admn's Circular No. 8-3/2003-TW/ 242 dated 30th March, 2006. The Validity period of OBC certificate in respect of 'creamy layer' status of the candidates shall be governed by the GoI, Ministry of Personnel, Public Grievances & Pensions, DoP&T's OM No. 36036/2/2013-Estt.(Res-I) dated 31.03.2016.

Note-III: Candidates seeking reservation under PwD (Orthopedically Handicapped) category should furnish a certificate issued by the competent authority designated as certifying authority by the Govt. in this regard Orthopaedic includes loco-motor disability cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy under section 34(c) of Right of Persons with Disabilities Act, 2016.

Note-IV: The eligibility under Economically Weaker Section category shall be governed by GoI, Ministry of P,PG&P, DoP&T's OM No.36039/1/2019-Estt (Res) dated 31.01.2019. The persons belonging to EWSs who are not covered under the scheme of reservation for SCs, STs and OBCs are eligible to get 10% reservation in direct recruitment in civil posts and services. The benefit of reservation under EWS category can be availed upon production of an Income and Asset Certificate issued by a Competent Authority as prescribed in the OM dated 31.01.2019. The crucial date for submitting income and asset certificate by the candidate shall be the closing date for receipt of application for the post.

The Income and asset certificate is subject to verification and if the verification reveals that the claim belong to EWS is fake/false the services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of fake/false certificate.

1. Educational Qualification

Extension Officer	Panchayat Secretary
<p>Essential:</p> <ol style="list-style-type: none"> 1. Degree in any discipline from a recognized University. 2. Should qualify the written examination <p>Desirable: Degree or Diploma in Local Self Govt./Rural Development from a recognized University</p>	<p>Essential:</p> <ol style="list-style-type: none"> 1. Degree in any discipline from a recognized University. 2. Should qualify the written examination <p>Desirable: Post Graduate or Diploma in Local Self Govt./Panchayati Raj Administration/Rural Development from a recognized University.</p>

4. **Age limit : 18-33** years for **male**.

18-38 years for **female**.

Age limit will be reckoned as on the last date of submission of online application. A candidate for this examination must have attained the age of 18 years and must not have attained the age over and above 33/38 years in

respect of male/female candidates respectively as on the last date of submission of online application.

(Age limit is Relaxable up to 3 years for OBC candidates and up to 10 years for PwD candidates. The departmental candidates up to the age of 40 years with three years continuous service in the Govt. in the same line or allied cadre can apply for the post in accordance with the rules, instructions & orders issued by Govt. of India.)

NOTE-I: Age relaxation for other candidates falling under Vertical and Horizontal category of reservation shall be allowed as per GOI's Orders.

NOTE-II : As per Andaman & Nicobar Administration's Circular Order No. 45/96-PW dated 06.06.2001 where the candidate has been working on ad-hoc/contract basis for some years and was not over aged for regular appointment when he/she was initially appointed on ad-hoc/contract basis, in such case relaxation of age is admissible to the extent of total period of service spent continuously without any break. Further, as per Circular No. 45/1998-PW dated 19.09.2011 in the case of SSCT/DRM/Ad-hoc/contractual workers the total period spent in each of the departments of Andaman & Nicobar Administration shall be counted irrespective of the department where they are applying for regular appointment, provided the post is general in nature and it doesn't require any specific technical qualification, subject to primary condition that at the time of their initial engagement as SSCT/ad hoc/contract/DRM, these employees were not over-aged. The candidates covered under the said circulars are also allowed to apply.

5. Scheme of the Examination: The subjects for the written examination, the time allowed and maximum marks for each subject will be as follows:

Eligible candidates shall have to compete in a written examination conducted by the Department/Administration. Preference must be declared by the candidates for the above two posts while filling online application. Preference once opted cannot be changed at any stage. Qualified candidates in the written examination shall be short-listed on merit as per the preference opted. The scheme of the written examination for the above posts shall be as under:-

Question Paper

SUBJECT	Number of questions/Marks		TIME ALLOWED	TIMINGS
Part-A : English Language	40	120 marks	2(two) hours	10.00 AM to 12.00 NOON
Part-B : General Awareness	40			
Part-C: Test of Reasoning	20			
Part-D: Numerical Aptitude	20			

NOTE-I: Questions will be multiple choice objective types only. The question paper will be comprising of four parts namely, Part-A : English Language, Part-B – General Awareness, Part-C- Test of Reasoning and Part-D- Numerical Aptitude.

NOTE-II: There will be negative marking of 25% for each wrong answer, meaning thereby 0.25 marks will be deducted for each wrong answer.

NOTE-III: Candidates will be provided OMR Sheets in the Examination Hall and information sought therein will have to be furnished by the candidates as per the instructions.

NOTE-IV: Candidates should bring their own Ball point pen in the Examination Hall.

NOTE-V: Candidates must write the paper/indicate the answers in their own hand and no scribe will be provided under any circumstances.

NOTE-VI: The qualifying marks for each paper shall be as under:

Question Paper	Qualifying Marks
Question Paper (which includes English Language, General Awareness, Test of Reasoning and Numerical Aptitude)	35 % marks in aggregate for Physically Handicapped (Orthopedically Handicapped) and 40% marks in aggregate for all other candidates.

NOTE-VII: Candidates are not permitted to use calculator or any other electronic gadgets for answering objective type questions and therefore, they should not bring the same in the examination hall. If any candidates is found to possess mobile phone or any other means of wireless communication in the working or switched off mode, his/her candidature shall be cancelled forthwith.

NOTE-VIII: Issuance of Admit Card to the candidates is only for appearing in the examination and will not confer upon them any right for appointment. The selection of candidates shall be done purely on merit and their appointment will be subject to fulfilment of eligibility criteria viz. educational qualification, category certificates, age criteria, etc.

Syllabus: Paper-I:

Part-A - English Language : Questions in the test will be based on error recognition, fill in the blanks (using verbs, prepositions, articles etc.) vocabulary, spelling, sequence of sentences in a paragraph, sequence of words in a sentence, cloze passage and comprehension passage etc. synonyms and antonyms will be asked in the context of the given passage.

Part-B - General Awareness: Questions in this test will aim at measuring knowledge of current events besides knowledge of General Science / Social Science and their application to the society. This test will also include questions on sports, culture, history, geography, general polity etc. These questions will be such that they do not require a special study of any discipline.

Part-C- Test of Reasoning: The test will include questions on analogies, similarities and differences, space visualization, problem solving, analysis, judgement, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning, arithmetical number series, non-verbal series, etc. The test will also include questions designed to test the candidates abilities to deal with abstract ideas and symbols and their relationship, arithmetical computations and other analytical functions.

Part-D- Numerical Aptitude: The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be the computation of whole numbers, decimals and fractions and relationships between numbers. It will test sense of order among numbers, ability to translate from one name to another, sense or order of magnitude, estimation or prediction of the outcome of computation, selection of an appropriate operation for the solution of real life problems and knowledge of alternative computation procedures to find answers. The questions would also be based on arithmetical concepts and relationship between numbers and not on complicated arithmetical computation.

6. Selection of candidates: Final selection for appointment of candidates to the post of Extension Officer and Panchayat Secretary will be done on the basis of merit list of each post which shall be prepared on the basis of marks obtained by the candidate subject to the condition that candidate must score minimum qualifying marks.

NOTE-I: In the event of any of the two or more candidates gets equal marks in the final merit, it will be resolved by date of birth, giving preference to older candidates over the candidate who is younger in age.

NOTE-II : In the event of conditions in Note I above also results in tie, then the tie will resolved by selecting the candidates as per the appearance of alphabetical order in the first names of the candidates, giving preference to 'a' over 'b', to 'b' over 'c' and so on.

NOTE-III: Success in the examination confers no right of appointment unless Government is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects of appointment to the service/post. The candidates applying for the examination should ensure that they fulfill all the eligibility conditions for admission to the examination. Their admission at all

stages of the examination will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If, on verification, at any time before or after the written examination, it is found that they do not fulfill any of the eligibility conditions, their candidature for the examination will be cancelled.

NOTE IV: Candidates selected for appointment are liable to serve anywhere in Andaman & Nicobar Islands.

7. Probation Period: Probation period shall be of two years.

8. How to Apply:

The Directorate of RD, PRIs & ULBs, Marine Hill, Andaman & Nicobar Administration had invited application for the post of Extension Officer and Panchayat Secretary vide Vacancy Notice dated 12.06.2018 duly amended vide Notice dated 21.11.2019.

As per Andaman & Nicobar Administration's Circular Order No. 45/96-PW dated 06.06.2001 where the candidate has been working on ad-hoc/contract basis for some years and was not over aged for regular appointment when he/she was initially appointed on ad-hoc/contract basis, in such case relaxation of age is admissible to the extent of total period of service spent continuously without any break. Further, as per Circular No. 45/1998-PW dated 19.09.2011 in the case of SSCT/DRM/Ad-hoc/contractual workers the total period spent in each of the departments of Andaman & Nicobar Administration shall be counted irrespective of the department where they are applying for regular appointment, provided the post is general in nature and it doesn't require any specific technical qualification.

Even though, the aforementioned circulars were applicable for the candidates applying for the post of Extension Officer and Panchayat Secretary against the aforementioned Vacancy notice dated 12.06.2018 duly amended vide Notice dated 21.11.2019, it was not explicitly mentioned in the Vacancy Notice about its application which might have precluded some of the eligible candidates from applying for the above post. Now the Vacancy notice has been revised. Therefore, those who are covered under the said circulars and have not applied earlier may apply now. Further, vide DoP&T's OM No. 36039/1/2019-Estt(Res) dated 31.01.2019, 10% of the vacancy is to be filled by the candidates belonging to Economically Weaker Sections.

Therefore, now it has been decided to give an opportunity to all those who are eligible for recruitment to the post of Extension Officer and Panchayat Secretary and who have not applied against the earlier vacancy notice, to apply for the post of Extension Officer and Panchayat Secretary. The cut-off date for eligibility criteria for fresh applicants shall be reckoned as on **dated 14.04.2021** i.e. the last date for submission of online application.

The candidates who have already applied for the said post in response to vacancy notice dated 12.06.2018 and revised Notice dated 25.11.2019 published in the Daily Telegrams may not apply again. However, those candidates who had earlier applied and now falling under Economically Weaker Section may edit their category in their initially submitted application by accessing their application with the help of their Application No. and DoB.

All candidates in Govt. Service whether permanent or temporary capacity or work charged employees, or those serving under public enterprises will be required to submit a No-objection certificate from their employers at the time of verification of certificates/ documents.

The candidates applying for the post should ensure that they fulfill all eligibility conditions prescribed for the post/examination. Admission of the candidates for examination for the post notified in this notification would be on the basis of the information furnished by them in the ONLINE application.

If at any stage of recruitment or thereafter, it is found that any information furnished by the candidate in his/her ONLINE application is false/incorrect or candidate has suppressed any relevant information or the candidate otherwise does not satisfy the eligibility criteria for the posts his/her candidature will be cancelled forthwith.

Instructions:-

- a. The ONLINE application, complete in all respects should be submitted in the online website www.andaman.gov.in from **15.03.2021 at 10.00 AM to 14.04.2021 at 12.00 midnight of closing date**. No physical copy of application is required. Any other mode of application will not be accepted.
- b. The online applications consists of 5 sections viz
 - i. Personal Details
 - ii. Post & examination Centre details
 - iii. Qualification Details
 - iv. Additional Qualification details
 - v. Upload Photograph.
- c. Only those applications which are complete with all the above 5 sections will be treated as complete. However, applications that submitted partially, due to reasons such as network issues, can be resumed and completed at a later point of time through appropriate options in the recruitment portal. All such applications are to be submitted completely before the last date of online application.
- d. Details of Photograph: The file size of the photographic image should be between 10 KB to 50 KB. The recommended resolution for the image is 200x230 pixels (Width x Height). The photograph should clearly visible and legible. Uploading of wrong photographs or photographs with poor visibility may lead to debarring of candidates from appearing in the examination.
- e. The eligibility of age and qualifications of the candidate will be determined as on the last date of the submission of online application i.e. on 14.04.2021.
- f. Apart from the ONLINE application, No other documents are needed to be furnished at the time of application.

- g. Instructions regarding filling of the online application form are mentioned on the website www.andaman.gov.in and should be followed scrupulously failing which the candidature shall be rejected.
- h. The Secretary (RD/Panch) reserves the right to accept/reject any application without assigning any reason thereof.
- i. Date/time/hall ticket of the candidate shall be intimated later through Website/News paper.
- j. The date of examination will be communicated to the candidates three weeks in advance through local print and electronic media including Daily Telegrams, Dweep Samachar, All India Radio, official website of A & N Administration. The candidates shall be required to download their admit card from the official website as per the announcement made in this regard. The centre of examination shall be given in the admit card.
- k. Incomplete applications in any form are liable to be rejected. No further correspondence will be entertained in this regard and no Admit card will be issued to such candidates.

9. Action against candidates found guilty of misconduct:

Candidates are warned that they should not furnish any particulars that are false or suppress any material information while filling in the application form. Candidates are also warned that they should in no case attempt to alter or otherwise tamper with any entry in a document or certificate. If there is any inaccuracy or any discrepancy, an explanation regarding this discrepancy should be submitted.

A candidate who is or has been declared by the Administration to be guilty of

- (i) Obtaining support for his/her candidature by any means, or
- (ii) Impersonating, or
- (iii) Procuring impersonation by any person, or
- (iv) Submitting fabricated documents or documents which have been tampered with, or
- (v) Making statements which are incorrect or false or suppressing material information, or
- (vi) Resorting to any other irregular or improper means in connection with his/her candidature for the examination/selection, or
- (vii) Writing irrelevant matters including obscene languages or pornographic matter in the script, or
- (viii) Misbehaving in any other manner in the examination hall, or
- (ix) Using unfair means in the examination hall, or
- (x) Possessing Mobile Phones/Cellular Phones/Pagers/communication devices or any other unauthorized electronic gadget after commencement of the Examination inside the Examination premises/Hall, whether in use or not (Candidates by mere possession of any of these items will be deemed to have been using unfair means and would accordingly be liable to disciplinary action as deemed fit, including ban from future examination conducted by the Administration), or

- (xi) Taking away the Question Booklet/Answer Sheet with him from the examination hall, or passing it on to unauthorized persons during the conduct of the examination, or
- (xii) Harassing or doing bodily harm to the staff employed by the Administration for the conduct of these examination, or
- (xiii) Violation of any of the instructions issued to candidates along with their Admission Certificates permitting them to take examination, or
- (xiv) Attempting to commit, or as the case may be abetting the commission of all or any of the acts specified in the foregoing clauses, may, in addition to rendering himself liable to criminal prosecution, will be liable:-
- (a) to be disqualified by the Administration from the examination for which he is a candidate as also from any other examination/selection of the Administration in which he/she might have appeared but the final result/selection has not yet been declared/made, and/or
- (b) to be debarred either permanently or for a specified period which may extend up to 10 years:-
- (i) by the Administration from any examination or selection held by them;
- (ii) by the Andaman and Nicobar Administration/Central Government from any employment under them; and
- (c) to disciplinary action under appropriate rules if he is already in service under Government, or
- (d) to any other appropriate legal action.

10. Invalid application:

The applications having any of the following deficiencies or irregularities will be summarily rejected (the List is only illustrative & not exhaustive).

- (i) Under aged/over aged candidates.
- (ii) Not having the requisite Educational Qualification on the specified date.
- (iii) Any other irregularity.

11. The appointing authority to the post of Extension Officer and Panchayat Secretary reserves the right to cancel the recruitment process any time without assigning any reason thereof.
12. Any dispute in regard to this recruitment will be subject to Courts/Tribunals having jurisdiction over A & N Islands, Port Blair.

VA
03/21
Director (RD/PRIs & ULBs)

Copy forwarded to:-

1. The Director (I.P & T), A & N Administration, Port Blair for information and necessary action.
2. The Chief Editor (Daily Telegram/Dweep Samachar) with the request to publish the Revised Vacancy Notice (English and Hindi) in the news paper in two issues for wide publicity.
3. The Executive Officer(SOVTECH), DBRAIT Campus, Dollygunj, Port Blair with the request to upload the revised vacancy recruitment notice in the Website of A & N Administration.
4. Notice Board.

VA
Director (RD/PRIs & ULBs)