



HEADQUARTERS, ANDAMAN & NICOBAR COMMAND

RECRUITMENT TO THE POST OF LOWER DIVISION CLERK AND MULTI-TASKING STAFF (OFFICE & TRAINING) BY DR
ADVT NO. ANC- 01/2026

ONLY OFFLINE APPLICATION WILL BE ACCEPTED

WRITTEN EXAMS FOR LDC AND MTS (O&T) WILL BE HELD AT SRI VIJAYA PURAM ONLY

THE POST ADVERTISED ARE ONLY FOR HEADQUARTERS, ANDAMAN & NICOBAR COMMAND

1. Headquarters, Andaman & Nicobar Command, Sri Vijaya Puram invites applications from eligible candidates to apply for direct recruitment to the post of **Lower Division Clerk (LDC) and Multi-Tasking Staff (Office & Training)**. Selected candidates will have to serve under administrative control of Andaman and Nicobar Command. The eligible candidates have to fill in application form appended below and dispatch the same along with associated documents in an envelope by Registered/ Speed Post so as to reach recruitment office on or before the closing date for receipt of applications. Application in other forms of mailing will not be accepted. Other forms can be downloaded from www.andamannicobar.gov.in. Details of the posts are as follows:-

General Central Service, Group 'C' Posts												
Lower Division Clerk (LDC) (Pay Matrix as per VIIth CPC - Level 2) (Rs.19900-63200) Non-Gazetted, Non-Ministerial							Multi Tasking Staff-Office and Training [MTS (O&T)] (Pay Matrix as per VIIth CPC - Level 1) (Rs.18000-56900) Non-Gazetted, Non-Ministerial & Non-Industrial					
Sl. No.	Name of the Post	Category wise breakdown of vacancies*					Total	Horizontal Reservation				
		UR	OBC	SC	ST	EWS		ESM	PwBD			
								(a) VH	(b) HH	(c) OH	(d) & (e) Others	
(a)	Lower Division Clerk	02	01	01	00	01	05	-	-	01	-	-
(b)	Multi-Tasking Staff (Office & Training)	02	01	01	00	00	04	-	01	-	-	-
Total							09					

* Subject to change

Suitability for EWSs: Persons who are governed under DoP&T OMs F.No. 36039/1/2019- Estt.(Res) dated 31 Jan 19 are identified as EWS for the benefit of reservation.

Suitability for PwBDs: As per notification No. 38-16/2020-DD-III dated 04 Jan 21 amended vide notification No. 30-12/2020-DD-III dated 24 Aug 22, issued by the Ministry of Social Justice & Empowerment. Details of suitable category of benchmark disability and functional requirement for the posts are as given below:-

Post	Suitable Category of Benchmark Disabilities	Physical Requirement
Lower Division Clerk	(a) B, LV (b) D, HH (c) OA, OL, BA, BL, OAL, CP, LC, Dw, AAV, MDy (d) ASD (M), SLD, MI (e) MD involving (a) to (d) above	S, ST, W, MF, RW, SE, C
Multi-Tasking Staff (Office & Training)	(a) B, LV (b) D, HH (c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy (d) ASD (M), ID, SLD, MI (e) MD involving (a) to (d) above	S, ST, W, BN, RW, SE, H, C, MF

#i. The distribution of vacancies in different categories may change during the recruitment process as the same is subject to variation (increase/ decrease) in the overall number of vacancies.

#ii. Applicants, must be in possession of disability certificate issued by the Competent Authority prior to applying for the post, in the format given in Annexure-I of GoI, DoP&T OMs. 36035/1/2012-Estt. (Res) dated 29 Nov 13.

Abbreviations Used:-

Reservation Categories: UR-Unreserved, SC-Scheduled Caste, ST-Scheduled Tribes, OBC-Other Backward Class, EWS-Economically Weaker Section, ESM-Ex-Servicemen, PwBDs-Persons with Benchmark Disabilities, VH-Visually Impaired, HH-Hearing Impaired, OH-Locomotor Disability.

Physical Requirements: S-Sitting, ST-Standing, W-Walking, BN-Bending, MF-Manipulation by Fingers, RW-Reading & Writing, SE-Seeing, H-Hearing, C-Communication.

Suitable Category of Benchmark Disabilities: B-Blind, LV-Low Vision, D-Deaf, HH-Hard of Hearing, OA-One Arm, OL-One Leg, BA-Both Arms, BL-Both Leg, OAL-One Arm and One Leg, CP-Cerebral Palsy, LC-Leprosy Cured, Dw-Dwarfism, AAV-Acid Attack Victims, MDy-Muscular Dystrophy, SD-Spinal Deformity and SI-Spinal Injury, ASD-Autism Spectrum Disorder (M-Mild, MoD-Moderate), ID-Intellectual Disability, SLD-Specific Learning Disability, MI-Mental Illness, MD-Multiple Disabilities.

2. **RESERVATION.** Reservation for SC/ST/OBC/EWS categories is available as per extant Government Orders. The reserved vacancies will be filled up separately from amongst the eligible SC, ST, OBC, EWS candidates which will thus comprise of SC, ST, OBC, EWS who are lower in merit than the last candidate on merit list of unreserved category but otherwise found suitable for the appointment or has availed age relaxation available for SC/ST/OBC category. Reservations for PwBDs & ESM fall under the category of horizontal reservation which cuts across vertical reservation i.e. reservation for SC/ ST/ OBC/ EWS (what is called inter-locking reservation). The candidates selected against the PwBDs & ESM quota will be placed in the appropriate category of UR/ SC/ST/ OBC/ EWS, as the case may be.

3. AGE & ESSENTIAL QUALIFICATION.

Ser	Name of the Post	Age	Essential Qualifications & Nature of Duties/ Job Profile
(a)	Lower Division Clerk	Between 18 and 27 years	(i) 12th class pass from a recognised Board or University; and (ii) Skill Test: A typing speed of 35 words per minute in English or 30 words per minute in Hindi on computer (Time allowed-10 minutes). (35 words per minute and 30 words per minute correspond to 10500 Key Depressions Per Hour/ 9000 Key Depressions Per Hour on an average of 5 key depressions for each words) Nature of Duties/ Job Profile:- Normal Clerical duties. Drafting routine correspondence, typing, filing, inward, registering, and dispatch of outward correspondence, maintenance of publications and forms etc.
(b)	Multi-Tasking Staff (Office and Training)	Between 18 and 25 years	Matriculation pass or equivalent from a recognised Board/ Institute. Nature of Duties/ Job Profile:- 1. Physical Maintenance of records of the Section. 2. General cleanliness & upkeep of the Section/ Unit. 3. Carrying of files & other papers within the building. 4. Photocopying, sending of FAX etc. 5. Other non-clerical work in the Section/ Unit. 6. Assisting in routine office work like diary, dispatch etc., including on computer. 7. Delivering of dak (Outside the building) 8. Watch & ward duties. 9. Opening & closing of rooms. 10. Cleaning of rooms 11. Dusting of furniture etc. 12. Cleaning of building, fixtures etc. 13. Upkeep of parks, lawns, potted plants etc. 14. Any other work assigned by the superior authority.

4. AGE RELAXATION AND CRUCIAL DATES.

(a) Age Relaxation is applicable as per Government orders on the subject:-

Ser	Category	Age Relaxation permissible beyond the upper age limit
(i)	SC/ ST	05 Years.
(ii)	OBC	03 Years.
(iii)	PwBD	UR-10 years, OBC-13 (10+3) years, SC/ST-15 (10+05) years
(iv)	Ex-Serviceman	Period of Military service plus 03 years.
(v)	Government Servants	Relaxable up to 40 years in accordance with instructions or orders issued by Central Government from time to time in this regard and further relaxable for 05 years, as in the case of Schedule Castes and Scheduled Tribes. UR-up to 40 years and SC/ST-45 (40+5) years of age.

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Note. Age relaxation for other eligible categories will be as per extant rules issued by the Govt. of India from time to time.

(b) **Crucial Date for Determining the Age.** The crucial date for determining the age limit will be the **closing date** for receipt of Applications from candidates in India i.e. **28 days** from the date of publication of advertisement in Employment News (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Union Territory of Ladakh, Lahaul and Spiti District and Pangi sub-division of Chamba District of Himachal Pradesh, Lakshadweep). The additional period for submission of Application for candidates from regions mentioned as above shall not reckon to determine their age. Only Matriculation/ SSC/ Birth Certificate issued by concerned Education Board/ Competent Authority will be considered as proof of Date of Birth.

5. MODE OF SELECTION.

- (a) **Screening of Applications.** HQ ANC will not undertake detailed scrutiny of the applications for the eligibility and other aspects at the time of written examination and, therefore, candidature will be accepted only 'provisionally'. Where the number of applications received are too large in proportion to the vacancies and it is not convenient Administratively for the Department to call all the candidates for the written test, HQ ANC at its discretion, may restrict the number of eligible candidates, whose application are received in time i.e. before closing date of applications, by short listing as per merit up to the ratio 1:25 to the number of vacancies based on the marks obtained in the minimum requisite educational qualification for this recruitment/ post as mentioned at Para 3 above. **Merely fulfilling the basic selection criteria does not automatically entitle a person/ applicant to be called for examination.**
- (b) **Scheme of Written Examination.** All Shortlisted/eligible candidates will have to appear in written examination consisting of objective type questions based on the Essential qualifications, as mentioned at para 3 above. The duration of the examination will be **02 (two) hours**. The written exam will be based on minimum education qualification required for the post. The question paper will be bilingual in both English & Hindi (except for General English) covering aspects as below: -

SUBJECT			
Section	FOR LDC	FOR MTS (O&T)	Maximum Marks
A	General Intelligence & Reasoning	General Intelligence & Reasoning	25
B	General English	General English	25
C	Numerical Aptitude	Numerical Aptitude	25
D	General Awareness	General Awareness	25
Total			100

(c) **Syllabus for Written Examination** for Lower Division Clerk & MTS (O&T) posts:-

Ser	Subject
(i)	General Intelligence & Reasoning. It would include questions of both verbal and non-verbal type. The test will include questions on analogies, similarities and differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discriminating observation, relationship concepts, verbal and figure classification, arithmetical number series, non verbal series etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions.
(ii)	General English. Candidate's understanding of the English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage etc. and his/ her writing ability would also be tested.
(iii)	Numerical Aptitude. This paper will include questions on problems relating to Number Systems, Computation of Whole Numbers, Decimals and Fractions and relationship between Numbers, Fundamental Arithmetical Operations, Percentages, Ratio and Proportion, Averages, Interest, Profit and Loss, Discount, use of Tables and Graphs, Mensuration, Time and Distance, Ratio and Time, Time and work etc.
(iv)	General Awareness. Questions will be designed to test the ability of the candidate's general awareness of the environment around him and its application to society, Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will also include questions relating to India and its neighboring countries especially pertaining to Sports, History, Culture, Geography, Economic scene, General Polity including Indian Constitution, and Scientific Research etc. These questions will be such that they do not require a special study of any discipline.

(d) **Qualifying Marks.** Minimum qualifying marks for written examination are as follows:-

- (i) UR - 35%
- (ii) OBC/ EWS - 30%
- (iii) All other categories - 25%

(e) **Resolution of Tie.** In case one or more than one candidate secure equal aggregate marks, tie will be resolved by applying following methods, one after another, till the tie is resolved: -

- (i) Date of Birth will be considered to arrive at the merit list, the older the candidate will prevail as the higher selected candidate in merit.
- (ii) If DOB is also same then, Alphabetical order in which the first names of the candidates appear will be considered.
- (f) **Scribe.** The provisioning of facility of scribe to the candidates having difficulty in writing will be as follows:-
 - (i) **PwBD (Disability 40% above) – Blindness, Locomotor Disability (Both Arm affected – BA) Cerebral Palsy.** The facility of scribe is admissible to such PwBD candidates, if so desired by the person.
 - (ii) **Other Categories of PwBD.** In case of other category of persons with benchmark disabilities, the provision of scribe/ reader/ lab assistant can be allowed on production of a certificate to the effect that the person concerned has physical limitation to write and scribe is essential to write examination on his behalf, from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Government health care institution in the prescribed format as per Ministry of Social Justice & Empowerment OM F. No. P-13013/75/2023-Policy-DD-III dated 01 Aug 25.
 - (iii) **PwD Candidates (less than 40% disability).** The facility of scribe and/ or compensatory time shall be granted solely to those having difficulty in writing subject to production of a certificate to the effect that person concerned has limitation to write and that scribe is essential to write examination on his/ her behalf from the competent medical authority of a Government health care institution in the prescribed format as per Ministry of Social Justice & Empowerment OM F. No.6 P-13013/75/2023-Policy-DD-III dated 01 Aug 25.
 - (iv) **Undertaking for use of Own Scribe.** Candidates desirous of availing facility of own scribe must carry undertaking in the prescribed format for PwBD and PwD candidates (less than 40% disability) as per Ministry of Social Justice & Empowerment OM F. No. P-13013/75/2023-Policy-DD-III dated 01 Aug 25. The facility of using own scribe will only be available, if indicated by the candidate in offline application form.
 - (v) **Compensatory Time.** Compensatory time of 20 minutes per hour of examination will be provided to the candidates in extant guidelines who are allowed use of scribe, irrespective of the fact whether they use scribe or otherwise.

(g) **Date of Examination.** Exact date, time and venue of examination will be communicated on the Admit card issued to the shortlisted candidates by Registered/ Speed Post. Admit Cards can also be downloaded from the website www.andamannicobar.gov.in. The website may also be referred from time to time for any further instructions/amendments.

(h) **Provisional Appointment Letter.** The appointment of provisionally selected candidates will be strictly based on their relative merit position in the written examination and skill test (for the post of subject to LDC) subject to verification of documents, Medical Examination and other requirements as specified by the Government of India and Appointing Authority.

(i) **Document Verification.** All documents pertaining of age, education, identity, address, category, caste validity certificate etc. will be scrutinized and verified prior to provisional appointment as per extant DoP&T policy. Date and venue for document verification will be intimated to the provisionally selected candidates on their registered mobile/ e-mail IDs and by posts.

6. EXAMINATION CENTRE. The written examination for both posts i.e. Lower Division Clerk and Multi-Tasking Staff (O&T) will be conducted in **Sri Vijaya Puram** only. No other center will be allotted to any candidates. Request for change of examination center/ date/ session will not be entertained under any circumstances. Exact venue for the conduct of written exam will be intimated in the Admit Card.

7. OPENING AND CLOSING DATE / TIME FOR APPLICATION.

Opening date	From the date of Notification published in Employment News.
Closing date/ time *	28 days from the date of publication of advertisement in Employment News Cut off Time – 1700 hrs.
Last date for receipt application (closing date) for the candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Union Territory of Ladakh, Lahaul and Spiti District and Pangi sub-division of Chamba District of Himachal Pradesh, Lakshadweep **	35 days from the date of publication in Employment News. Cut off time – 1700 hrs.

Illustration. If the advertisement is published in Employment News on **01 Jan XXXX**, then the opening date will be on **01 Jan XXXX** and the closing date/time will be on **28 Jan XXXX/1700 hrs (*)** and **04 Feb XXXX /1700 hrs (**)**.

8. CONDUCT OF SKILL TEST FOR THE POST OF LDC.

(a) Candidates will be selected for Skill Test in the ratio of 1:10 of posts advertised based on the marks obtained in Written Examination in the order of merit as per the number of category of vacancies mentioned at Para 1 above.

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- (b) Skill Test shall be conducted in the ratio of 1:10 only for those candidates who qualify written examination as mentioned vide Para 5 (b) of the advertisement.
- (c) Only those candidates, who are qualified in Skill Test and are in the order of merit in Written Examination, will be considered for final selection as per the vacancies advertised.
9. **PLACE OF POSTING / DUTY STATION.** The selected candidates would be required to serve in Headquarters, Andaman & Nicobar Command, Sri Vijaya Puram only. Posting at stations other than Sri Vijaya Puram or units under HQANC, however, will be only as per administrative requirement.
10. **HOW TO APPLY AND WHOM TO ADDRESS.** The Application should be on plain paper (A4 size) (good quality paper should be used) either neatly hand written or typed as per the prescribed Format, affixed with recent passport size colour photograph with blue background (taken within last 03 months) duly attested by self. The envelope must be clearly super-scribed on the top as "APPLICATION FOR THE POST OF "LOWER DIVISION CLERK"/ "MULTI-TASKING STAFF (OFFICE & TRAINING)" and CATEGORY _____ (i.e. SC/ST/OBC/UR/EWS/PwBD) and sent by Registered Post/ Registered Speed Post) to:-
THE OFFICER-IN-CHARGE
CIVILIAN RECRUITMENT CELL
NAVAL SHIP REPAIR YARD
PO-HADDO, SRI VIJAYA PURAM - 744 102
SOUTH ANDAMAN, ANDAMAN & NICOBAR ISLANDS
- (a) Two additional Passport size photographs in Blue Background without any spectacle covering / obstructing the face and eyes (should be stapled in application form) and self-attested on the reverse side of the photograph. The photograph should match with the photograph pasted in the application form.
- (b) Self-attested copies of all the certificates of relevant educational qualifications and self-attested copies of higher qualification, if any.
- (c) Self-attested copies of candidate's Caste/ EWS Certificate, in case applying against a reserved post.
- (d) Self-attested copy of proof of date of birth (10th certificate or Birth Certificate). Only Matriculation/ SSC / Birth Certificate issued by the concerned Education Board / Competent Authority will be considered as proof of Date of Birth.
- (e) The SC/ST candidates also enclose latest copy of Caste Certificate for claiming age/ other relaxation & reservation and produce original Certificate on demand.
- (f) A copy of candidate's testimonial in support of candidate's experience/ proficiency in case the candidate is applying against a post requiring experience / proficiency.
- (g) The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate by a Competent Authority as per the format promulgated vide DoP&T OM No. 36039/1/2019-Estt. (Res) dated 31 Jan 2019 while submitting the applications.
- (h) The Government Servants are to enclose No Objection Certificate (NOC) from the Employer with the application and produce original on demand.
- (j) A copy of medical certificate showing disability for PwBDs.
- (k) A copy of medical certificate for limitation to write for PwBD candidates for use of scribe, if applicable.
- (l) A copy of undertaking from PwBD/ PwD candidates for use of own scribe, if applicable.
- (m) A copy of undertaking from PwD candidates for use of own scribe, if applicable.
- (n) A copy of certificate showing disability of PwD candidates having less than 40% disability for use of scribe, if applicable.
- (p) A copy of medical certificate for limitation to write for PwD candidates having less than 40% disability, for use of scribe, if applicable.
- (q) A self-addressed envelope of size 23 x13 with postage stamp of Rs. 45/- affixed on it.
- (r) Armed Forces personnel applying for the posts should enclose an undertaking as per GoI/DoP&T OM 36034/2/91/Estt.(SCT) dated 03 Apr 91 to avail reservation and extant guidelines of DoP&T Notification No. 36034/1/06/Estt.(SCT) dated 04 Oct 2012 may be referred to, for age relaxation purpose.
11. **GENERAL INSTRUCTIONS/ CONDITIONS:**
- (a) The applicant must possess the required criteria and educational qualification as mentioned in the Advertisement. Similarly candidates who have passed from a recognized Board / Institution which has 'Grade Point' system need to get their grade point converted into percentage of marks by appropriate before applying.
- (b) If the candidates commit any mistake in filing the application form, no change will be allowed.
- (c) The applicants must ensure that while filing their application form, they are providing their valid and active e-mail IDs and mobile number as HQ ANC may use either mode of communication for contacting them at different stages of recruitment process. HQ ANC will not be responsible for non-receipt of e-mail/SMS. No change in mobile number and e-mail ids will be entertained after submission of application form.
- (d) Candidates should not submit multiple applications for the same post.
- (e) **Nationality/ Citizenship.**
- (i) A candidate must be either:-
- (aa) a citizen of India, or
- (ab) a subject of Nepal, or
- (ac) a subject of Bhutan, or
- (ad) a Tibetan refugee who came over to India, before the 1st Jan 1962, with the intention of permanently settling in India, or
- (ae) a person of India origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.
- (ii) Provided that a candidate belonging to categories (ab), (ac), (ad) and (ae) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.
- (iii) A candidate in whose case a certificate of eligibility is necessary may be admitted to the Examination but the offer of appointment will be given only after the necessary eligibility certificate has been issued to him/ her by the Government of India.
- (f) The candidate should ensure that he/she fulfils the eligibility and other norms mentioned in the advertisement. Particulars furnished in the application form should be correct in all respect. If any false or incorrect information furnished by the applicant is detected at any stage, his/her candidature will be cancelled without prejudice to take legal action against him/ her.
- (g) The eligibility with respect of age, educational qualification, experience acquired post essential qualification etc., will be determined as on the crucial date (i.e. date of closing of Application).
- (h) No relaxation in age limit will be provided unless the category is filled appropriately at the relevant column in the application form.
- (j) Candidates are also requested to check www.andamannicobar.gov.in website regularly till completion of recruitment for updates/ corrigendum and any further instructions, if any.
- (k) The SC/ST candidates should be in possession of a latest copy of caste certificate for claiming age/ other relaxation and reservation and produce original certificate on demand.
- (l) In case of OBCs, the candidate is required to produce, on demand, a valid caste certificate, specifying that the candidate does not belong to "Creamy layer". The certificate should be as per format contained in GoI, DoP&T OM 36036/2/2013-Estt. (Res) dated 30 May 2014 and 36033/1/2013-Estt (Res) dated 27 May 2013.
- (m) In case, the applicants working in central/ state government etc. fails to produce the NOC when demanded, his/ her candidature will be cancelled.
- (n) In case of EWS, the candidates are required to produce, on demand, a valid EWS certificate.
- (p) The Persons with Benchmark Disabilities (PwBDs), who want to avail benefit of reservation and age relaxation, should be in possession of disability certificate issued by the Competent Authority.
- (q) The vacancies shown above are provisional and may vary. The vacancies may be reduced/ increased or even made nil without assigning any reason thereof. The recruitment process can be cancelled/ postponed/ suspended/ terminated without any notice/ assigning any reasons, at any stage.
- (r) Candidates will have to make their own arrangement for lodging/ boarding during the examination. Candidates are advised not to bring any valuable/ costly items to the recruitment test as safe keeping of the same cannot be assured. HQ ANC will not be responsible for any loss in this regard.
- (s) **Court's Jurisdiction.** In case of any dispute/ claim regarding publication of this recruitment advertisement/ result etc. it shall be within the jurisdiction of Court/ Tribunals in Sri Vijaya Puram only.
- (t) HQ ANC conducts detailed scrutiny of candidates' application form and supporting documents/ certificates post examination only. Therefore, issuance of Admit Card to a candidate does not, in any way, endorse or convey acceptance of candidature for the post applied.

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- (u) The act of candidate whereby he/ she claims candidature for a particular post applied, on the basis of documents which are different from those prescribed in the Recruitment advertisement and application form will be construed/ considered as an act of deception for misleading the department.
- (v) In the absence of Essential Qualification or any other qualification claimed as equivalent without any substantial proof from competent authority will not be considered for selection against the applied post. Candidates claiming to have only higher qualification must be in possession of prescribed essential qualification also.
- (w) No claim of the candidates for candidature against a particular post will be entertained on the basis of marks obtained in exam only, in the absence of prescribed eligibility criteria.
- (x) The results of the written examination will be uploaded in www.andamannicobar.gov.in. The scores and ranking of applicants in the recruitment examination will be made public through portal in accordance with DoP&T OM dated 21 Jun 2016. The options of opting out have to be exercised by the candidate at the time of filing up of the application form.
- (y) HQ ANC has the right to cancel the candidature of any candidate found indulging in any malpractice/ unfair means or hiding any material information, misrepresenting facts or canvassing for candidature. Mobiles and other electronic gadgets are banned within the premises of the examination centers. Possession of such equipment whether in use or in switch off mode, during the examination will be considered as use of unfair means. All such candidates will be liable to be debarred from this examination as well as future examinations. A criminal proceeding may also be initiated.
- 12. IMPORTANT INSTRUCTIONS TO THE CANDIDATES: -**
- (a) Before applying, candidates are advised to go through the instructions given in the notice of examination very carefully.
- (b) HQ ANC will not undertake detailed scrutiny of the applications for the eligibility and other aspects at the time of written examination and, therefore, candidature will be accepted only 'provisionally'. The candidates are advised to go through the requirements of educational qualifications, age, etc. and satisfy themselves that they are eligible for the post. Supporting documents enclosed by the candidate will be verified at the time of Document Verification. When scrutiny of application is undertaken, if any claim made in the application is not found substantiated at any stage, the candidature will be cancelled and the HQ ANC's decision shall be final.
- (c) Candidates seeking reservation benefits available for OBC/SC/ST/EWS/ESM/PwBD etc. must ensure that they are entitled to such reservation as per eligibility prescribed by Government of India and in the Notification. They should also be in possession of the certificates in the prescribed format as promulgated by the Government of India, in support of their claim.
- (d) Candidates with medical disability of 40% and more only would be considered as Persons with Benchmark Disabilities (PwBDs) and entitled to reservation for Persons with Benchmark Disabilities.
- (e) Central Government Employees claiming age relaxation should produce a certificate in the prescribed format from their office at the time of document verification in respect of the length of continuous service which should not be less than three years during the period immediately preceding the closing date for receipt of application. They should remain Central Government employees till the time of appointment in the event of their selection.
- (f) Only one application form for a post is allowed to be submitted by a candidate. Therefore, the candidates are advised to exercise due diligence at the time of filing their application form. If a candidate submits multiple applications and appears in the examination (at any stage) more than once, his / her candidature will be cancelled and he / she will be debarred from the future examinations of HQ ANC.
- (g) The candidate must write their name, date of birth, father's name and mother's name strictly as given in the matriculation certificate otherwise their candidature may be cancelled as and when it comes into the notice of HQ ANC.
- (h) Applications with illegible/ blurred photograph/ signature will be rejected summarily.
- (j) Request for change/ correction in any particulars in the Application Form, once submitted, will not be entertained under any circumstances. Candidates are advised to fill their correct and active e-mail address and mobile number in the application form as correspondence may be made by the HQ ANC through e-mail / SMS.
- (k) The candidates must carry at least one latest photo bearing identification proof such as Aadhar Card/ PAN Card/ Passport/ Driving License/ Voters ID Card/ Bank Pass Book with Photograph in original to the Examination Venue, failing which they will not be allowed to appear for the same.
- (l) Mobiles and other electrical gadgets including Bluetooth devices are banned within the premises of the Examination Centre. Possession of such items whether in use or in switch off mode, during the examination will be considered as use of unfair means. Candidature of such candidates will be cancelled. They will be liable for further action including initiation of criminal proceedings and debarment from HQ ANC examinations, as may be decided by the Competent Authority.
- (m) In case of fake/ fabricated application or documents by misusing any dignitary's name/ photo, such candidate will be held responsible for the same and liable for suitable legal action.
- (n) Candidates should check their Admit Card carefully and bring the discrepancies, if any, to the notice of the Invigilator before the Examination. No correspondence will be entertained post examination in this regard.
- (p) If a candidate fails to attend on the date and time indicated for examination of the advertised post, his/her candidature will be treated as cancelled.
- (r) Calling for completion of written examination/ pre-recruitment formalities does not entitle any individual for appointment for the selected post. Candidature of any individual may be cancelled for the said post. If at any stage, it is found that the individual does not fulfil the eligibility criteria for the advertised post. The decision of the competent authority regarding issue of appointment order to the individual for the selected post will be final.
- (s) The decision of the HQ ANC in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), allotment of Examination Centre and preparation of merit list & force allocation, debarment for indulging in malpractices will be final and binding on the candidates and no enquiry/ correspondence will be entertained in this regard.
- 13. IMPORTANT INFORMATION:-**
- (a) Candidates reporting late i.e. after the reporting time specified on the call letter of Examination, will not be permitted to appear in the examination. The reporting time mentioned on the call letter is prior to the Start time of the test. Though the duration of the examination is 2 (two) hrs covering 100 Objective Questions, candidates may be required to be present at the venue earlier for completion of various formalities such as frisking, ID verification, biometrics and collection of various requisite documents, instructions etc.
- (b) **Photo Identity Card.** In the examination hall the admit card along with original and valid photo identity such as Aadhar Card/ PAN Card / Passport/ Driving License / Voter's Card/ Bank Passbook with Photograph should be produced to the Invigilator for verification. The candidate's identity will be verified with respect to his/her details on the letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination.
- Note 1:** Ration card & Learners Driving License will not be considered as valid Identity proof.
- Note 2:** Candidates must note that the name as appearing on the admit card (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof the candidate will not be allowed to appear for the examination.
- Note 3:** A candidate not carrying a valid and original photo identity document as per Para 13 (b) will not be allowed to appear for the examination.
- (c) **Production of Medical Certificate to use scribe.** It is mandatory for PwBD/PwD (less than 40% disability) candidates having difficulty in writing, who will be applying for provisioning of scribe during filing up of application form, to carry relevant certificate issued from appropriate medical authority in original. Failing to produce the same, the candidate may not be allowed the use of scribe and any compensatory time during examination. Further, PwBD/ PwD (less than 40% disability) candidates, who wish to use their own scribe to carry and submit relevant undertaking in the prescribed format. Failing to submit the same, the candidature will not be allowed use of own scribe. Further, administration will have no bearing to provide scribe to such candidates who will be applying for use of own scribe.