

**F.No.5-272/DCSA /2023/Estt/ 5347**  
उपायुक्त का कार्यालय  
**OFFICE OF THE DEPUTY COMMISSIONER**  
दक्षिण अण्डमान  
**SOUTH ANDAMAN DISTRICT**

Port Blair dated 16 June, 2023

**VACANCY NOTICE**

**RECRUITMENT TO GROUP 'C' (NG) VACANCIES TO BE FILLED IN THE OFFICE OF THE DEPUTY COMMISSIONER, SOUTH ANDAMAN BY CONDUCTING OPEN COMPETITIVE COMPUTER-BASED TEST EXAMINATION.**

1. The Office Of The Deputy Commissioner, South Andaman District, Andaman & Nicobar Administration has decided to conduct an "Open, Competitive Recruitment Examination for filling-up Group C (NG), Non-Ministerial vacant posts as per details given below, for which online applications are invited from eligible candidates.

**2. DETAILS OF VACANCIES:-**

Sl. No	Name of Post	Category of Post/Pay Scale	No of Vacancies	Vertical Reservation		
				UR	OBC	SC/ST
1	Surveyor (Post Code-01)	Group C (NG) (Non-Ministerial) Level-4 25500-81100	06	05	00	01
2	Draughtsman (Post Code-02)	Group C (NG) (Non-Ministerial) Level-4 25500-81100	02	02	00	00
3	Computer Revenue Post Code-03)	Group C (NG) (Non-Ministerial) Level-4 25500-81100	02	02	0	0
<b>TOTAL</b>				<b>10</b>		

**Note:**

1. Number of vacancies shown above are subject to variation.
2. Reservation for ST candidates as applicable to those ST as specified in the constitutional order No. 1959 of A & N Islands (Scheduled Tribes)
3. The candidate may apply for one or more post(s) in order of his/her preferences for the posts if he/she stands eligible in terms of essential qualifications for the above posts.

**3. ELIGIBILITY CONDITIONS:-**

- (i) All candidates shall be required to apply Online for the post(s) whether they are registered with the Employment Exchange or otherwise.
- (ii) The Departmental candidates can also apply online. 'No objection Certificate issued by the Head of the Department must be produced at the time of verification of original certificates/documents,
- (iii) The candidates should apply for the posts in order of their preferences indicate postcode.
- (iv) Applicant must be an Indian Citizen.

**4. AGE LIMIT:-**

- i) The age limits for the posts as per Recruitment Rules is 18-33 years for male and 18-38 years for female (Relaxable up to 5 years for Govt. Servant in accordance with the instructions/orders issued by the Central Government from time to time

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and also as per relaxation granted by A&N Administration from time to time) (The crucial date for determining the age limit shall be the closing date for receipt of application from candidates/names).

ii) At the time of document verification of qualified candidates, the upper age limit of various reserved categories shall be restricted in accordance with the guidelines/instructions/OMs issued from time to time by the Govt. of India and A&N Administration.

**5. EDUCATIONAL AND OTHER QUALIFICATIONS PRESCRIBED FOR THE POST (S)**

Sl. No.	Department	Name of Post	Educational Qualification as per RR
1)	Office of The Deputy Commissioner, South Andaman	<b>Surveyor (Post Code-01)</b>	<b>Essential:-</b> (i) Secondary School Examination (Xth std.) passed from a recognized Board. (ii) 2 years Diploma / Certificate Course in Surveying from a Recognized Industrial Training Institute (ITI). <b>Desirable:</b> One year experience in the concerned line
2)		<b>Draftsman (Post Code-02)</b>	<b>Essential:-</b> (i) Secondary School Examination (Xth std.) passed from recognized Board. (ii) 2 years Diploma / Certificate Course in Draughtsmanship (Civil) from Recognized ITI. (iii) Should qualify written professional test to be conducted by A&N Administration/ any authorized recruitment agency. <b>Desirable:</b> One year experience in the concerned line
3)		<b>Computer Revenue Post Code-03)</b>	<b>Essential:-</b> (i) Secondary School Examination (Xth std.) passed from recognized Board. (ii) 2 years Diploma / Certificate Course in Surveying or Draughtsmanship (Civil) from Recognized ITI. (iii) Should qualify the departmental selection test. <b>Desirable:</b> One year experience in the concerned line

**6. Fee Payable**

- i. Candidates ( Except Female Candidates who are exempted from payment of fee) are required to pay a fee of Rs.25/- (Rupees Twenty Five Only) either by remitting the money in the bank Account Number-41881546799, Name of the Bank: State Bank of India, Dolygunj, IFSC Code SBIIN0017178 by using net banking facility of any bank or by using Visa /Master/Rupay/Credit/Debit Card/UPI payment/ Scanning of QR Code.

  
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- ii. No fee for ST /PwBD/Women candidates of a community.No “fee exemption” is available to Gen/OBC/EWS candidates and they are required to pay the full prescribed fee.
- iii. After completing the Payment Candidates has to upload the transaction slip in the portal with size 10 to 500KB in jpg/jpeg format.
- iv. Each candidate who are required to submit fees shall pay Rs.25/- only.

**7. Centre of Examination:-**

- i) The Examination will be held at PORT BLAIR.
- ii) The candidates are advised to make suitable arrangement at their own for appearing the above tests on the scheduled date and time which will be communicated well in time through website/the local daily newspapers and through other media.

**8. Scheme of Examination:-**

The online **Computer Based Test (CBT)** will consist of two parts (General Aptitude and Technical Aptitude) having “objective Multiple Choice Questions” as detailed below:-

S1. No.	Subject	No. of questions (each questions shall carry 01 mark)	Maximum Marks	Total Duration/ Timing for all candidates
I	<b>General Aptitude</b> (i) General Intelligence and Reasoning (ii) Numerical Aptitude (iii) English Language (iv) General Awareness	30	30	2 Hours (Time slot & Date will be indicated in the Hall Ticket)
II	<b>Technical Aptitude</b> (i) Surveyeying (ii) Draughtsman (iii) Surveying and Draughtmanship	70	70	

**NOTE:**

- i. The authorities shall, however, have full discretion to fix the minimum qualifying marks in one and all the subjects. The question paper in respect of subjects mentioned at Sl. No. (I) & (II) will be set in English language only.
- ii. There will be a negative marking of 0.25 marks for each wrong answer. No marking or no negative marking will be awarded to unanswered questions. Candidates are, therefore, advised to keep this in mind while answering the questions.

**9. Date and Timings of Examination:-**

The CBT (Computer Based Test) examination at various centers may be conducted in multiple shifts as per requirement on the dates as indicated in the Hall Ticket. Each candidate may be required to appear for the examination as per allotment of the

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examination center by the Deputy Commissioner, South Andaman, A & N Administration.

**10. INDICATIVE SYLLABUS FOR ONLINE CBT (COMPUTER BASED TEST) EXAMINATION [Group-C (NG) Posts.**

**10.1. General Aptitude:**

**(i) General Intelligence & Reasoning :** The test will include questions on similarities and differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discriminating observation, relationship concepts, 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 relationships, arithmetical computations and other analytical functions.

**(ii) Numerical Aptitude:** Questions will be designed to test the ability of arithmetical computation of whole numbers, decimal and fraction and relationship between numbers. This test will also include questions on problems relating to percentages, ratios and proportions, average estimation, use of table and graphs, menstruation, time and distance, ratio and time etc.

**(iii) English Language:** Questions in this test will be set to assess the knowledge of English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms etc. There may also be questions based on comprehension of a passage.

**(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 the society. Questions will also be designed to test knowledge of current affairs, observations/ experience and elementary knowledge of computers. The test will also include questions relating to India and other countries especially, pertaining to History, Culture, Geography, Economics, Science, General Politics and Scientific Research, etc.

**10.2. Technical Aptitude:**

**A. Syllabus for Draftsman:**

**1. Fundamentals of Surveying:**

Concepts of Surveying and Mapping; Linear and Angular Measurement; Control Survey; Concepts about Accuracy; Scanning; Geo-Referencing; Concepts and Applications of Total Station Techniques; GPS and its Modern Trends. Knowledge and application of Digital Theodolites and Contouring surveys

**2. Cartography:**

Datum; Map Projection; Concepts of Geodesy; Coordinate System; Concepts of Digital mapping and Digitization. Plotting of maps from field data using CAD-2D drafting.

**3. Geometry:**

- Triangles
- Circles
- Constructions

**4. Trigonometry:**

- Trigonometry Ratios
- Trigonometric Identities
- Heights and Distances

**5. Mensuration:**

- Area related to Circles
- Surface Areas and Volumes
- Area of Triangle and a Quadrilateral

**B. Syllabus for Surveyors:**

**1. Fundamentals of Surveying:**

  
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**1. Concepts of Surveying and Mapping:**

Linear and Angular Measurement; Control Survey; Concepts about Accuracy; Scanning; Geo-Referencing; Concepts and Applications of Total Station Techniques; GPS and its Modern Trends, Digital Theodolites and Contouring surveys.

**2. Cartography:**

Datum; Map Projection; Concepts of Geodesy; Coordinate System; Concepts of Digital mapping and Digitization.

**3. Cadastral survey:**

Cadastral Survey; GIS Basic; Database and DBMS; GIS Software and Application. Plotting of maps from field data using CAD-2D drafting.

**4. Geometry:**

- Triangles
- Circles
- Constructions

**5. Coordinate Geometry:**

- Coordinate Geometry

**6. Trigonometry:**

- Trigonometry Ratios
- Trigonometric Identities
- Heights and Distances

**7. Mensuration:**

- Area related to Circles
- Surface Areas and Volumes
- Areas of Triangle and a Quadrilateral

**C. Computer Revenue:**

Combination of both Surveyors and Draftsman

**11. VERIFICATION OF DOCUMENTS:-**

All the successful candidates short listed after CBT (Computer Based Test) exam should get their original certificates/Testimonials duly verified as are mandatory and submit another self- attested copy of all those mandatory certificates /testimonials in person alongwith two passport size recent colour photographs and one original valid photo ID and the printed copy of Online Application to the authorized officers/officials at the prescribed venue on the schedule date & time, failing which, his/her candidature shall be struck off from the relevant panel for all purposes and no further request/correspondence shall be entertained.

**12. GENERAL INSTRUCTIONS TO BE COMPLIED WITH BY THE CANDIDATES IN THE COMPUTER BASED EXAMINATION:-**

- (i) Candidates must indicate the answers in their own.
- (ii) Candidates are not permitted to use calculators and other electronic gadgets except as specified in the Notice. They should not, therefore, bring the same inside the Examination Premises/ Venue.

  
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- (iii) If any candidate is found to possess mobile phones or any other means of wireless communication in the working (Switch on) or switched off mode, his/her candidature shall be cancelled forthwith.

**13. MODE OF SELECTION :**

Department	Sl. No.	Name of Post	Mode of Selection
Office of The Deputy Commissioner, South Andaman	1	Surveyor (Post Code-01)	Candidates will be short-listed on the basis of their performance and preferences in the CBT (Computer Based Test) Examination. Candidates for each vacancy will be finally selected based on their performance in the Examination.
	2	Draftsman (Post Code-02)	
	3	Computer Revenue (Post Code-03)	

Success at the examination confers no right of appointment whatsoever unless this Department is satisfied after such enquiry/scrutiny or verification of the certificates/ documents as may be considered necessary that the candidate is suitable in all respects of appointment to the service/post and the decision in this regard shall be final & binding,

**14. Resolution of the Tie Case (As per statistical)**

In case where more than one candidate secures equal aggregate marks in CBT tie shall be resolved by applying the following methods one after another:-

- Date of birth, with older candidates placed higher.
- If date of birth, and written examination marks are also same, then alphabetical order in which first names of the candidates appear shall decide the case.

**15. ADMISSION TO THE EXAMINATION:**

- All candidates who apply in response to this advertisement on or before the CLOSING DATE & TIME FOR ONLINE APPLICATION will be assigned Roll numbers. The Admit Cards will be available on the website of A & N Administration i.e. <https://erecruitment.andaman.gov.in/crap> well before the Examination (CBT). In case, a candidate does not find his/her name in the above uploaded list, candidate must immediately contact Assistant Director (Admn), Office of the Deputy Commissioner, South Andaman with proof of having submitted his/her application online. Failure to do so shall deprive him/her of any claim for consideration subsequently.
- The candidates must carry at least one photo bearing identity proof such as Driving License, Aadhaar Card, Voter Card, College/University ID Card, PAN Card in original and Admit Card downloaded from the website, while attending the examination, failing which, they shall not be allowed to appear for the examination.
- The photographs used by the candidates must be a recent, relaxed face, and the picture should be in colored, against a light-colored, preferably white- background. If a flash issued then please ensure that there is no red-eye and, in case of glasses, your eyes should be visible. The front of the face should not be covered less than 80% of the entire photo. Photograph should be in JPEG format and its size should be between 10 Kb to 50 Kb with ideal resolution of 100x200 (pixels).

  
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**16. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:**

i. While filling the application form, the candidates are cautioned that they should not furnish any particular that is false or suppress any material information. Candidates are also cautioned that they should in no case, attempt to alter or otherwise tamper with any entry in a document or the attested certified copy submitted by them, nor should they submit a tampered/fabricated document.

ii. Without prejudice to criminal action/ debarment from A & N Administration's examination wherever necessary, the candidature will be summarily cancelled at any stage for a period of maximum 3 years of the recruitment in respect of candidates found having indulged in any of the following malpractices:

- 1) In possession of MOBILE PHONE & ACCESSORIES AND OTHER ELECTRONIC GADGETS WITHIN THE PREMISES OF THE EXAMINATION CENTRES, WHETHER IN USE OR IN SWITCHED-OFF MODE AND IN PERSON OR OTHERWISE.
- 2) Involved in various malpractices.
- 3) Using unfair means in the examination hall like copying, cheating, etc.
- 4) Obtaining support for his/her candidature by any means.
- 5) Impersonate/procuring impersonation by any person.
- 6) Submitting fabricated documents or documents which have been tampered with.
- 7) Making statements which are in-correct or false or suppressing material information.
- 8) Resorting to any other irregular or improper means in connection with his/her candidature for the examination.
- 9) Misbehaving in any other manner in the examination hall with the supervisor, Invigilator, or Administration's representatives,
- 10) Intimidating or causing bodily harm to the staff employed by the Administration for the conduct of the examination.
- 11) To be ineligible for the Examination by not fulfilling the eligibility conditions mentioned in the Vacancy Notice.

12) Candidature can also be cancelled at any stage of the recruitment process on any other ground which Office of the Deputy Commissioner, South Andaman considers to be sufficient cause for cancellation of candidature.

**17. DEPUTY COMMISSIONER, SOUTH ANDAMAN DECISIONS SHALL BE FINAL AND BINDING:-**

The decision of the Deputy Commissioner, South Andaman in all matters relating to eligibility, acceptance or rejection of the applications, the penalty for false information, mode of selection, the conduct of examination(s) allotment of examination centers, selection and allotment of posts/organizations to selected candidates shall be final and binding on the candidates and no enquiry/correspondence shall be entertained in this regard.

**18. COURTS JURISDICTION:-**

Any dispute in regard to this recruitment shall be subject to Courts/tribunals having jurisdiction over the A & N Administration only.

**The results of the ComputerBased Test/ final result of the recruitment examination will be made available on the Administration's Recruitment Portal <https://erecruitment.andaman.gov.in/crap>**

**IMPORTANT INSTRUCTIONS FOR THE CANDIDATES:-**

- (a) The Office of the Deputy Commissioner, South Andaman will not undertake detailed scrutiny of applications for eligibility and other aspects before the examination and thus the candidature is accepted only provisionally. The candidates are advised to go through the requirements of educational

  
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- qualification, age, etc., and satisfy themselves that they are eligible before applying. When scrutiny is undertaken, at any stage, if any claim made in the application is not found substantiated, the candidature shall be canceled and the Deputy Commissioner, South Andaman decision shall be final and binding.
- (b) Candidates should have good character and antecedents.

- (c) Candidates are advised to go through the detailed instructions contained in this notice which are available on the website **<https://erecruitment.andaman.gov.in/crap>** may read them carefully before applying.
- (d) Central Government Servant/ Civilian employees, Departmental Candidates of A& N Administration claiming age relaxation should be in possession of a certificate from their office in respect of the length of continuous service which should be for not less than three years in the immediate period preceding the closing date for receipt of online application. They should continue to have the status of Central Government civilian employees/ servant still the time of appointment, in the event of their selection.
- (e) The Candidates must write their Name, Date of Birth, Father's Name and Mother's Name strictly as given in the Matriculation Certificate otherwise their candidature will summarily be cancelled at the time of document verification or as and when comes into the notice.

**19. SELECTION OF CANDIDATES:-**

- (A) Final Selection for appointment to the post(s) of Surveyor (Post Code-01) Draughtsman (Post Code-02) Computer Revenue Post Code-03) in Office of The Deputy Commissioner, South Andaman department will be made on the basis of their performance and preferences in the CBT Examination.
- (B) Merit list will be prepared on the principle that the name of a candidate appears for appointment against one post only, which will be determined strictly with reference to the order of individual merit and preference exercised by him/her (candidate) in the application form.

**20. HOW TO APPLY:-**

(i) The candidate should register their full particulars of the application through online at **<https://erecruitment.andaman.gov.in/crap>**. The online application will be accepted from **19/06/2023 (from 11.00AM) to 18/07/2023 (up to 12 midnight)**. The candidates should provide all the mandatory details in the online portal failing which, the application will not be accepted by the online website. One candidate shall submit only one application wherein he/she can apply for one or more post as per eligibility criteria.

(ii) Photograph to be uploaded should be of jpg/jpeg format and its size should be between 20 Kb to 50 Kb, the signature 10 to 20 Kb jpg/jpeg, and documents 10 KB to 500KB in Pdf Format. It is also advised to enable JavaScript in the browser such as Microsoft Edge, Firefox, Google Chrome, etc., to successfully upload your online application. The website will also allow the applicant to take the printout forthwith of the submitted application to facilitate the candidate. Those, who may fail to take print out immediately after submitting their application can download the filled-in forms later also.

(iii) Filling up of information like the personal mobile number of the candidate is compulsory.

  
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(iv) Before final submission of the online application, candidates must check that they have filled correct details in each field of the form. After submission of the online application form, no change/correction/modification will be allowed under any circumstances. Request received in this regard in any form like Post, Fax, E-mail by hand, etc shall not be entertained.

(v) Date/Time/Venue of the online examination and other information will be intimated through the website/newspaper.

(vi) The Departmental candidate must submit the application duly filled in all respect alongwith NOC) from the concerned Department.

(vii) Helpdesk: - Candidate may contact Office of the Deputy Commissioner, South Andaman through email [assistantdirector\\_dcsa@gmail.com](mailto:assistantdirector_dcsa@gmail.com) .to clarify/resolve any problem related to registration of online application. The candidate can also seek clarification on telephone (Telephone No. 03192 234350 between 10.00 AM to 5.00 PM on all working days i.e., Monday to Friday.

**21. CLOSING DATE FOR ONLINE APPLICATION:-**

**The closing date for online application is 18/07/2023 till 12 (Midnight).**

  
16/06/2023  
Assitant Director (Admn.)  
DC (South Andaman)


**Copy to:-**

1. The Chief Editor, (Daily Telegram/Dweep Samachar) with the request to publish the vacancy notice (English and Hindi) in the newspaper in two issues for wide publicity.
2. The Director (IP&T), A&N Administration, Port Blair with the request that the above employment notice may be published in the Daily Telegram and other leading local news papers for two consecutive days.
3. The Station Director, Doordarshan with the request that the above vacancy notice may be broadcast in the news bulletin for two consecutive days.
4. The Station Director, All India Radio with the request to broadcast the news item in the Pradeshik Samachar for two consecutive days.
5. The Executive Officer, SOVTECH, DBRAIT Campus, Dollygunj with request to upload the Vacancy Notice in the Official website of A&N Administration.
6. The Employment Officer, Employment Exchange, Port Blair.
7. The Assistant Commissioner, Rangat.
8. The Assistant Commissioner, Mayabunder.
9. The Assistant Commissioner, Diglipur.
10. The Assistant Commissioner (HQ), Car Nicobar
11. The Assistant Commissioner, Nancowry.
12. The Assistant Commissioner, Campbell Bay.
13. The Tehsildar, Rangat.
14. The Tehsildar, Mayabunder.
15. The Tehsildar, Diglipur.
16. The Tehsildar, Port Blair.
17. The Tehsildar, Ferrargunj.
18. The Tehsildar, Little Andaman.
19. Notice Board for District Office.

With the request for  
wide publicity

**Copy also forwarded for information to:-**

1. The Sr.PS to HLG for kind information of Hon'ble Lt Governor.
2. The PS to CS for kind information Chief Secretary.
3. The PA to Pr. Secretary (Rev) for kind information of Pr. Secretary (Rev).
4. The Deputy Commissioner, N & M Andaman, Mayabunder
5. The Deputy Commissioner, Nicobar District.

  
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**Assitant Director (Admn.)**  
✓ **DC (South Andaman)**