



**Society for Promotion of Vocational & Technical Education**  
**[SOVTECH]**

**Andaman & Nicobar Islands**

(Society under A & N Administration registered under the Societies Registration Act, 1860, Regn. No. 1257 dated 21.03.2006)

**VACANCY NOTICE**

Society for Promotion of Vocational & Technical Education (SOVTECH), Dr. BRAIT Campus, Pahargaon, Port Blair invites online application from eligible local candidates in the prescribed form for recruitment of following posts on contract basis.

SN	Name of the Post	No. of Post	Consolidated Monthly Remuneration	Educational qualification and other criteria
1.	Programmer	01	Rs 40000/-	<p><b>Essential Qualifications:</b> BE/B.Tech (Computer Science) with 03 years experience in programming language and development of web based application (OR) B.Sc (Computer Science)/BCA with 05 years experience in programming language and development of web based application (OR) MCA with 03 years experience in programming language and development of web based application <b>Age:</b> Not exceeding 40 years</p> <p><b>Desirable:</b> Experience in IT Organization/ Govt Depts/ PSUs/ Autonomous Organizations implementing e-Governance Projects.</p> <p><b>Duties and responsibilities:</b></p> <ul style="list-style-type: none"> <li>Responsible for analysis, design, development, testing, maintenance and documentation of applications.</li> <li>Development of web based application as per requirement.</li> </ul>
2.	Administrative Assistant	01	Rs 35000/-	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>Graduate in any discipline</li> <li>One year Diploma in Computer Application from recognized institution.</li> <li>03 years experience in Administrative /Establishment works in Govt. department/ PSUs/ other autonomous bodies.</li> </ul> <p><b>Age:</b> Not exceeding 40 years</p> <p><b>Desirable:</b> Work Experience in IT Organization/ Govt Depts/ PSUs/ Autonomous Organization implementing e-Governance Projects.</p> <p><b>Duties and responsibilities:</b></p> <ul style="list-style-type: none"> <li>Procurement as per government procedures through GeM Portal and e-Procurement portal.</li> <li>Preparation of Tender documents.</li> <li>Maintenance of personal files, leave records of all employees.</li> <li>Preparation of proposals for recruitments / renewal of Contracts.</li> <li>Other Administrative works.</li> </ul>
3.	Attendant	01	Rs 25000/-	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>12<sup>th</sup> Pass with atleast One year Diploma in Computer Application from recognized institution.</li> <li>03 years experience in office management in Govt. Departments /PSUs/ other autonomous bodies.</li> </ul> <p><b>Age:</b> Not exceeding 40 years</p> <p><b>Desirable:</b> Work Experience in IT Organization/ Govt. Depts/ PSUs/ Autonomous Organization Implementing e-Governance Projects.</p> <p><b>Duties and responsibilities:</b></p> <ul style="list-style-type: none"> <li>Helpdesk Management/ Complain logs from CSCs and Departments</li> <li>Diary &amp; Despatch</li> <li>File Tracking System</li> <li>Assist in maintenance of Stock Records/Assets.</li> <li>Assist in day to day office work.</li> </ul>

Department of Higher Education, A & N Administration  
Andaman & Nicobar Islands

**VACANCY NOTICE**

The department of Higher Education, A & N Administration proposes to fill the following post purely on contract basis as under for the newly proposed Govt. Polytechnic at Diglipur, North & Middle Andaman: -

S. N	Name of the post	Consolidated Salary per month	Essential Educational Qualification
1	Principal	Rs. 135000/- + rent free accommodation	Bachelor's and Master's degree of appropriate branch in Engineering / Technology with First Class or equivalent either Bachelor's or Master's level with Minimum of 10 years relevant experience in teaching / research / industry out of which at least 3 years shall be at the level of head of department or equivalent. and Ph. D or equivalent, in appropriate discipline in Engineering / Technology  Age Limit: between 45 to 65 years
2	Lecturer (Civil)	Rs. 60000/- + rent free accommodation	First class bachelor's Degree in Civil engineering of a recognized university  Age Limit: not exceeding 35 years
3	Lecturer (CSE)		BE / any engineering discipline or MSc in Maths / Physics /Electronics / Computer Science and Allied Subjects and First class M Tech or ME degree in computer Science / Information Technology Or Bachelor's degree in Engineering / Technology in the relevant branch with first Class or equivalent. If the candidate has a master's degree in Engineering / Technology, first class or equivalent is required at Bachelors or Masters level.  Age Limit: not exceeding 35 years
4	Lecturer (Maths)		First class Master's Degree in Mathematics with first class or equivalent at Bachelors /Masters level of a recognized university  Age Limit: not exceeding 35 years
5	Lab Technician / Instructor (Civil & Computer)	Rs. 35000/- + rent free accommodation	Bachelor degree of engineering in the respective field from a recognized university Or Diploma in respective field from a recognized educational / Technical institution Or Senior Secondary pass (10+2) with vocational course certificate in an appropriate Age Limit: not exceeding 30 years
6	Physical Training Instructor	Rs. 35000/- + rent free accommodation	Degree in Physical education from a recognized university Or Diploma in Physical education with 2years experience as Physical training instructor from a recognized institution. Age Limit: not exceeding 30 years
7	Multi-Tasking Staff	Rs. 18000/- + rent free accommodation	Must have passed Secondary school examination from (10th) from a recognized board / Institution. Age Limit: not exceeding 30 years

The above engagement is purely on contract basis on a consolidated pay. The details, eligibility criteria and application format can be downloaded from the website: <https://www.andaman.gov.in> and filled application forms may be send to email ID [assistantsecretaryhrdn@gmail.com](mailto:assistantsecretaryhrdn@gmail.com) along with scanned copy of all documents in support of their educational qualifications and experience.

The interested eligible candidates may submit their application forms in the prescribed proforma to the Deputy Secretary (higher Education), A & N Administration, Port Blair-744101 so as to reach latest by **16/03/2018 at 4.00 PM**. The application received after the due dates shall not be entertained / considered.

Deputy Secretary(HE)

F.No. BRAIT/New Poly/2016/

**FORMAT FOR THE POST OF .....**

Affix a recent passport size photograph duly attested by the candidate

1	Name of the candidate (in block letter)	
2	Father's / Husband's Name	
3	Category	
4	Date of birth	
5	Age (as on 31/04/2018)	.....(Years) .....(Months) .....(Days)
6	Educational qualification	
7	Other qualification	
10	Experience	
11	Permanent address	
12	Address for communication / phone no. & mobile no. and email id.	

**Note: Candidate should enclose the relevant copy of the certificate which are referred above.**

I hereby declare that the information furnished above by me in this application are true and correct to the best of my knowledge and belief. I do understand that in the event of any information being found false or incorrect before or after the selection, my candidature is liable to be cancelled.

Place: \_\_\_\_\_ Signature of the candidate  
Date: \_\_\_\_\_ Name & Address

**The details of selection criteria are as under:**

Name of the Post	Method of Selection	Max. Marks	Syllabus
Programmer	1. Programming Test	75	Trade Test – Programming on Dot Net/PHP/Java.
	2. Experience	25	
Administrative Assistant	1. Written Test	75	General English, General Awareness, Office Procedure, Bid Process Management, e-Tendering, Procurement through GeM, Establishment &Personnel matters.
	2. Experience	25	
Attendant	1. Written Test	75	General English, General Awareness, Reasoning, Office Management, Computer Basics.
	2. Experience	25	

**Weightage on Experience:**

Based on the experience of the candidates in IT Organizations/ Government departments / PSUs/ Autonomous Organization, allotment of marks would be 05 marks per year of experience with a maximum ceiling of 25 marks. Marking shall be done on pro-rata basis of the experience.

**General information for all candidates:**

The detailed information regarding eligibility criteria, mode of selection and other details can be obtained from A & N website [www.andaman.gov.in](http://www.andaman.gov.in). The candidates needs to apply online by visiting the url <https://erecruitment.andaman.gov.in> or may also apply through eDweep Kendra (CSC) by paying usual charges for scanning and uploading the documents. All relevant documents in support to the essential qualification, desirable qualification like Pass Certificate, Mark Sheets, Local Certificate, Age Proof and Experience Certificate should be uploaded along with the applications. The last date of submission of application (online) is 08/03/2018 (Thursday) by 4.00 PM. Applications received after the due date shall not be entertained / considered.

**Member Secretary, SOVTECH**  
A&N Islands