

RECRUITMENT NOTICE

RECRUITMENT FOR THE POST OF POLICE CONSTABLE (EXECUTIVE), FOLLOWER WATERMAN MALI/GARDENER (EXECUTIVE), FOLLOWER SWEEPER (EXECUTIVE), FOLLOWER DHOBI (EXECUTIVE) & FOLLOWER BARBER (EXECUTIVE) IN ANDAMAN & NICOBAR POLICE AND CONSTABLE (GENERAL DUTY) (MALE ONLY) IN INDIA RESERVE BATTALION, ANDAMAN AND NICOBAR ISLANDS.

Online applications are invited from eligible candidates for the post of Police Constable (Executive), Follower Waterman Mali/Gardener, Follower Sweeper, Follower Dhobi & Follower Barber in Andaman & Nicobar Police and Constable (General Duty) in India Reserve Battalion, Andaman & Nicobar Islands. The number of posts, its scale of pay, and eligibility conditions for each of the posts are given below:-

1. NAME OF THE POST AND NO. OF VACANCIES

ANDAMAN & NICOBAR POLICE (A&NP)

Name of the Post	No. of Vacancies		
	General	OBC	Total
Police Constable(Executive)	48(15 ^{**})	29(09 ^{**})	77*
Follower Waterman Mali/Gardener (Executive)	04(01 ^{**})	02	06*
Follower Sweeper (Executive)	06(01 ^{**})	03	09*
Follower Dhobi (Executive)	03	01	04*
Follower Barber (Executive)	-	01	01*

INDIA RESERVE BATTALION (IRBn)

Name of the Post	No. of Vacancies		
	General	OBC	Total
Constable(General Duty)	12	25	37*

Note: -

- (i) * Number of vacancies is tentative and subject to variation.
- (ii) ** Horizontally reserved for women.
- (iii) Applications for the post of Constable (GD) in IRBn and Follower Barber (Exe) in A&N Police are invited only from eligible **MALE** candidates.

2. SCALE OF PAY

POST	Pay Band + Grade Pay / Revised Pay Level
1. Police Constable(Executive) 2. Constable(General Duty)	PB - 1 Rs. 5200 - 20200 + GP Rs. 2000 (Pre-revised) [Revised as per 7th CPC, Level in the PAY MATRIX - Level 3 (Rs. 21700 - 69100)]
3. Follower Waterman Mali/Gardener (Executive) 4. Follower Sweeper (Executive) 5. Follower Dhobi (Executive) 6. Follower Barber (Executive)	PB - 1 Rs. 5200 - 20200 + GP Rs. 1800 (Pre-revised) [Revised as per 7th CPC, Level in the PAY MATRIX - Level 1 (Rs. 18000 - 56900)]

3. ELIGIBILITY CONDITIONS

A. EDUCATIONAL QUALIFICATIONS

Post	Education/Essential Qualification
1. Police Constable(Executive)	10+2 Pass from a recognized board/ University.
2. Constable(General Duty)	12 th Standard Pass from a recognized Board/ Institution.

3. Follower Waterman Mali/Gardener (Executive)	1. 10 th Std. Pass from a recognized board/ University. 2. Having experience in Gardening. Desirable:- 1. Knowledge of Hindi
4. Follower Sweeper (Executive)	1. 10 th Std. Pass from a recognized board/ University. Desirable:- 1. Having experience in Wet and Dry Sweeping. 2. Knowledge of Hindi.
5. Follower Dhobi (Executive)	1. 10 th Std. Pass from a recognized board/ University. Desirable:- 1. Three years experience in Washing/Ironing cloth. 2. Knowledge of Hindi
6. Follower Barber (Executive)	1. 10 th Std. Pass from a recognized board/ University. 2. Three years experience in Hair cutting/Shaving. Desirable:- 1. Knowledge of Hindi.

B. AGE LIMIT (AS ON 3rd January, 2019)

Sl. No.	Post	Age Limitation		
a.	1. Police Constable(Executive)	Male	-	18-25 yrs. of age
		Female	-	18-30 yrs. of age
	2. Constable(General Duty)	Male	-	18-25 yrs. of age
	3. Follower Waterman Mali/ Gardener	Male	-	18-33 yrs. of age
		Female	-	18-38 yrs. of age
	4. Follower Sweeper 5. Follower Dhobi 6. Follower Barber	Male	-	18-33 yrs. of age
b.	Relaxable by 3 years in the case of OBC candidates.			
c.	Relaxation upto 5 years for Govt. Servant in accordance with the instructions/orders issued by the Government of India from time to time.			
Note: - The crucial date for determining the age limit shall be the closing date for receipt of names from Employment Exchange/applications from the candidates.				

4. MINIMUM PHYSICAL STANDARDS

Post	Minimum Physical Standard	General/OBC	
		Male	Female
1. Police Constable(Executive)	Height	168 Cm	155 Cm
	Chest (Normal)	81 Cm	-
	Chest (Expanded) Note: With minimum 04 Cms expansion	85 Cm	-
	Weight (Minimum)	50 Kgs.	45 Kgs.
2. Constable (GD)	Height	168 Cm	-
	Chest (Normal)	81 Cm	-
	Chest (Expanded) Note: With minimum 04 Cms expansion	85 Cm	-
	Weight (Minimum)	50 Kgs.	-

Post	Minimum Physical Standard	General/OBC	
		Male	Female
1. Follower Waterman Mali/Gardener	Height	165 Cm	155 Cms
	Chest (Normal)	81 Cms	-
2. Follower Sweeper 3. Follower Dhobi	Chest (Expanded) Note: With minimum 04 Cms expansion	85 Cms	-
	4. Follower Barber	Weight (Minimum)	-

Note:- Those candidates who are declared not qualified in Physical Standard, i.e., height, weight and chest, may prefer an appeal, if they so desired, to **the Appellate Authority** present on the Physical Measurement/Endurance Test

ground. **The decision of the Appellate Authority will be final and no further appeal or representation in this regard will be entertained.**

5. PHYSICAL ENDURANCE TEST

POLICE CONSTABLE (EXECUTIVE)

Post	Events	Male	Female
Police Constable (Executive)	Race	1 mile in 8 minutes	½ (half) mile in 5 minutes
	Long Jump	12 feet (in three chances)	08 feet (in three chances)
	High Jump	04 feet (in three chances)	03 feet (in three chances)

CONSTABLE (GENERAL DUTY)

Post	Events	Male
Constable(GD)	Race	5 km in 24 minutes
	Long Jump	12 feet (in three chances)
	High Jump	04 feet (in three chances)

Those eligible candidates who applied for the post of Police Constable (Executive) in A&NP and Constable (GD) in IRBn should qualify the Physical Measurement and Endurance test to appear in the written examination. Whereas all the eligible candidates applied for the post of Follower Waterman Mali/Gardener, Follower Sweeper, Follower Dhobi & Follower Barber in A&NP should only qualify the above mentioned minimum physical standards to undergo next stage of recruitment process i.e., Trade Test.

6. WRITTEN TEST FOR POLICE CONSTABLE (EXECUTIVE) (300 MARKS) (2½ Hrs)

Question paper will have questions on General Knowledge, Reasoning, Simple Arithmetic, test on language Hindi & English including Comprehension, General Aptitude and any other topic to check the eligibility of the candidates etc. The paper(s) will be set in Hindi as well as in English and the candidates will have the option of attempting the test in either of the language except for the portion of language paper which will contain questions on Hindi & English both. *The minimum qualifying marks in the written test will be 40%.*

7. WRITTEN TEST FOR CONSTABLE (GD) (100 MARKS) – 02 HOURS

Question paper covers General Knowledge, Reasoning, and Simple Arithmetic. The papers will be set in Hindi & English and the candidates will have the option of attempting the test in either of the languages. *The minimum qualifying marks in the written test will be 40% for General and OBC candidates.*

The final list of selected candidates, in order of merit, will be prepared on the basis of total marks secured by the candidates in the written test for the post of Police Constable (Exe) and Constable (GD). The list of selected candidates shall be declared depending on the number of the vacancies notified or existing.

8. TRADE TEST

The Trade Test will covers the following aspects of Trade and Selection Board will award the marks on each aspect as indicated below:

A. Follower Waterman Mali/Gardener

i.	Knowledge about plants, flower, plants & season plants.	08 Marks
ii.	Knowledge of different types of fertilizers & its use.	08 Marks
iii.	Knowledge of safe keeping of different types of seeds & about their sowing.	08 Marks
iv.	Knowledge of different types of flower for making the	08 Marks

	boutique.	
v.	Knowledge of different types of tools being used in the trade of Gardner.	08 Marks
	Total	40 Marks

B. Follower Sweeper

i.	Knowledge of cleaning materials like using phenyl & acid etc.	08 Marks
ii.	Quality of cleanliness.	12 Marks
iii.	Dumping of garbage & its proper disposal.	08 Marks
iv.	Knowledge to clean the blocked toilet, sewer and septic tank.	12 Marks
	Total	40 Marks

C. Follower Dhobi

i.	Washing different types of clothes in prescribed time.	15 Marks
ii.	Awareness regarding ironing the different types of clothes.	10 Marks
iii.	Proper experience of dry cleaning.	05 Marks
iv.	Knowledge of washing material i.e. soap/washing powder.	10 Marks
	Total	40 Marks

D. Follower Barber

i.	Knowledge of different types of hair cutting.	15 Marks
ii.	Knowledge of shaving/body massage.	10 Marks
iii.	Knowledge of hair dryer and hair cutting tools.	15 Marks
	Total	40 Marks

The final list of selected candidates, in order of merit, will be prepared by adding the aggregate scores obtained by candidates in the trade out of 40 marks for the post of Follower Waterman Mali/Gardener, Follower Sweeper, Follower Dhobi, & Follower Barber. The list of selected candidates shall be declared depending on the number of the vacancies notified or existing.

If a candidate applies for more than one post and if he/she is found eligible for more than one post and if thereafter, he/she is selected on more than one post, he/she will be allotted a post based on preference indicated by him/her in the application form.

9. MEDICAL EXAMINATION

The successful candidates shall be subjected to medical examination as given below:

- (i) The minimum distant vision should not be less than 6/9 of each eye without correction i.e. without wearing of glasses. With correction i.e., after wearing glasses, the minimum distant vision should not be less than 6/6 of each eye. The candidate should not have Colour Blindness.
- (ii) The candidate must not have knock knee, flat foot, varicose vein or squint eyes, bow legs, inability to flex the fingers properly or any other obvious deformities.
- (iii) Candidate must be in good mental and physical health and free from any physical defects likely to interfere with the efficient performance of Police duties.

- (iv) Every candidate shall have to go through a medical examination by GB Pant Hospital, Port Blair before appointment.

“Appointment to the post shall be subject to successful verification of original documents related to educational qualification, age proof, category certificates (in case of OBC) and successful completion of medical examination, Police verification or any other verification in accordance with rules.”

10. HOW TO APPLY

- (i) Candidates may submit their applications online at A&N Police website **“<http://police.andaman.gov.in>”** or approach nearest **CSC (Common Service Centre) in A & N Islands**. An acknowledgement receipt in the form of application form will be generated after filling up the online application form. The hardcopy (**coloured printout**) of that application form along with the self attested copies of certificates of age proof (10th Pass Certificate), Category certificate (in case of OBC), Educational Qualification Pass Certificates, Experience certificates (if any) etc., should be sent to **The Deputy Superintendent of Police (Estt.), Police Head Quarter, Atlanta Point, Port Blair, A & N Islands - 744104**. The candidature of those candidates will not be considered who may fill online application form in time, but failed to send the hardcopies of application form along with other enclosures on time.
- (ii) The submission of any fake/forged document shall entail the registration of a criminal case against the candidate in accordance with law besides cancellation of candidature.
- (iii) Candidates applying for the post as Govt. servant should send their hard copy of application form and other enclosures along with **‘No Objection Certificate & Service Certificate’** (from their employer) through proper channel from the concerned Competent Authority/Department.

11. CLOSING DATE

Online application forms should be submitted by the candidates with effect from **05th December, 2018 at 1000 Hrs** onwards and latest by **2359 Hrs on 3rd January, 2019**. The hard copy of application form and other relevant documents/enclosures should be sent either in person or by post/courier or otherwise, so it should reach to **The Deputy Superintendent of Police (Estt.), Police Head Quarter, Atlanta Point, Port Blair, A & N Islands - 744104** latest by **1700 hrs on 14th January, 2019**. The applications received in any manner after the due date will not be accepted.

12. IMPORTANT INSTRUCTIONS IN GENERAL

- (i) After scrutiny and acceptance of the application forms, each applicant will be issued an Admit card, which will be required at every stage of the recruitment process. The information regarding issue of **Admit cards** shall be published on website <http://police.andaman.gov.in> and local daily News papers in due course.
- (ii) **Only the date of birth as recorded in the matriculation/secondary examination certificate or an equivalent certificate available on the date of submission of application will be accepted as proof of date of birth.**
- (iii) **The candidate must write their name, date of birth, and father’s name strictly as given in the matriculation/secondary certificate failing which their candidature is liable to be rejected.**
- (iv) **Benefit of OBC would be given only to those candidates who belong to the OBC category as notified by the Andaman and Nicobar Administration.**
- (v) **Application with illegible/blurred photograph and/or signature will be rejected.**

- (vi) **Request for change/correction in any particular in the application form once submitted will not be entertained under any circumstances.**
- (vii) The candidates, who filled category as OBC, but failed to enclose OBC certificate will be treated as "General Candidates" and the category of such candidates shall not be subsequently changed under any circumstances.
- (viii) **While filling the online application form candidates should mention all relevant enclosures.**
- (ix) While filling online application, if candidate applied for more than one posts then necessary documents in accordance with the post required, shall be submitted along with the hardcopy of online application. Further, **CANDIDATES SHALL SELECT THE POSTS IN ORDER OF PREFERENCE.** Once the order and preference of the posts selected by the candidate, it will NOT be changed later under any circumstance.
- (x) If the candidate has not mentioned the post in online application form and still sent hard copies of more than requisite educational qualifications for the posts for which he/she is applying, he/she will only be considered for the posts for which he/she has applied and will be issued Admit Card accordingly only for the posts applied for and not for other non-mentioned posts.
- (xi) All enclosures shown to be enclosed with online application should be sent to **The Dy. Superintendent of Police (Estt.)** with hardcopy (coloured Printout) of Acknowledgement Copy of online application duly signed (signature should be matched with the signature uploaded) and also put the Left thumb impression on the designated space. **Those candidates who failed to send the hard copies of application form and enclosures within the prescribed time limit, their candidature will not be accepted and no further representation in this regard shall be entertained. They shall not be issued online admission card to appear in recruitment process.**
- (xii) **The information furnished by the candidates in the online application form including enclosures shall be considered final and no claim regarding possession of Category certificate (OBC) or any other educational qualification for particular post or any other information shall be entertained later on.**
- (xiii) **Candidates sending hard copies of the application form with other enclosures shall authenticate every page of the hardcopy by putting his/her signature anywhere at the bottom (blank space) or designated space. Signature should match with the signature uploaded while filling online application form. The application form received without signature or thumb impression or signature mismatched with the signature uploaded, the candidature of such candidates will not be accepted.**
- (xiv) The admit cards will be issued after thorough scrutiny of online applications and hard copies of application forms and enclosures received thereafter. Post wise list of eligible and non-eligible candidates will be published on the website <http://police.andaman.gov.in> and on the notice board of Police Headquarters, Port Blair.
- (xv) 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.
- (xvi) **Not more than one application should be submitted by a candidate. Candidates are advised to exercise due diligence at the time of filling their application form. Multiple attendance/appearance by a candidate in examination will be summarily rejected/candidature cancelled.**
- (xvii) Candidates seeking age relaxation as Govt. Servant or Departmental Staff are directed to send their applications form along with all enclosures and No Objection Certificate & Service Certificate (rendered minimum 3 years of service and continue in service as on the closing date) through proper channel from the Competent

- Authority/Department concerned otherwise the candidature of such candidates will be rejected by considering as an over-age candidate.
- (xviii) Candidates shall prepare for the Physical Endurance Test and participate at their own risk. The A & N Police will not be liable for any damages in the event of any injury or any casualty suffered by a candidate during the Physical Endurance Test.
- (xix) **Candidates failing at any stage during the process of recruitment will be eliminated at that stage itself.**
- (xx) It is recalled to candidates that who are not satisfied with the decision of the Recruitment Board concerning their Physical Measurements only may prefer appeal in writing in the prescribed format to the Appellate Authority on the same day. **The decision of the Appellate Authority will be final and no further appeal or representation in this regard will be entertained.**
- (xxi) No TA or DA will be paid to the candidates for attending the selection process. The candidates will have to appear for the tests at their own cost.
- (xxii) **Any subsequent information or update or corrigendum in respect of this recruitment drive shall be published in local daily newspapers and on website of Andaman & Nicobar Police <http://police.andaman.gov.in>, as and when required.**
- (xxiii) **Candidates who doesn't have the eligibility criteria will not be allowed to participate in recruitment process/tests even if admit card is issued inadvertently because of clerical mistake or oversight.**
- (xxiv) **Filling online application shall be considered complete only after receipt of hard copies of application form and all enclosures and subsequent generation of Admit card.**
- (xxv) **For status of your application and admit card please keep on checking at website <http://police.andaman.gov.in>.**
- (xxvi) After scrutiny, admit card will be uploaded online and the candidates can download their Admit Card by entering their registration number and date of birth as login details from A&N Police website. Take a Printout of Admit Card and keep it throughout the recruitment process. It should be produced whenever demanded. **NO HARD COPY OF THE ADMIT CARD WILL BE SENT BY POST TO THE APPLICANT ON HIS/HER ADDRESS.**
- (xxvii) **PROOF OF IDENTITY TO BE SUBMITTED AT THE TIME OF EXAMINATION:** The candidates must bring one photo identity proof such as Passport/Aadhaar/PAN Card/Driving Licence/Voter's Card/Bank Passbook with duly attested Photograph/Identity Card issued by School or College/Gazetted Officer in the official letterhead in original as well as a self-attested Photocopy thereof. The photocopy of Identity proof should be submitted along with Admit Card to the Recruitment Authority at the time of Physical Measurement/Endurance Test, Written Test, and Trade Test failing which or if identity of candidates is in doubt the candidate will not be permitted to appear for the test.
- (xxviii) Candidates are advised in their own interest to apply online much before the closing date and not to wait till the last date to avoid the possibility of disconnection / inability / failure to log on to the website on account of heavy load on internet or website jam. Andaman & Nicobar Police does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of aforesaid reasons or for any other reason beyond the control of Andaman & Nicobar Police.
- (xxix) Candidates serving in Govt./Quasi Govt. offices, any other Public Sector undertakings are advised to submit 'No Objection Certificate' from their employer at the time of joining A&N Police, failing which their candidature may not be considered.
- (xxx) **IN CASE IT IS DETECTED AT ANY STAGE OF RECRUITMENT THAT A CANDIDATE DOES NOT FULFIL THE ELIGIBILITY NORMS AND /**

OR THAT HE / SHE HAS FURNISHED ANY INCORRECT / FALSE INFORMATION OR HAS SUPPRESSED ANY MATERIAL FACT(S), HIS /HER CANDIDATURE WILL STAND CANCELLED. IF ANY OF THESE SHORTCOMINGS IS / ARE DETECTED EVEN AFTER APPOINTMENT, HIS /HER SERVICES ARE LIABLE TO BE TERMINATED.

- (xxxix) Candidates are advised to keep their e-mail ID/contact number alive for receiving any information related to their candidature or recruitment process etc.
- (xxxix) Appointment of selected candidates is subject to successful completion of his/her original documents verification by the Selection/Verification Board, being declared medically fit as per the Medical Standard requirement mentioned above and clearance of Police Verification Report or any other verifications as per rules. **The newly appointed candidates would be kept in probation period of 3(Three) years.**
- (xxxix) DECISION OF A&N POLICE IN ALL MATTERS REGARDING ELIGIBILITY, CONDUCT OF EXAMINATION, OTHER TESTS AND SELECTION WOULD BE FINAL AND BINDING ON ALL CANDIDATES. NO REPRESENTATION OR CORRESPONDENCE WILL BE ENTERTAINED BY ANDAMAN & NICOBAR POLICE IN THIS REGARD.
- (xxxix) Admission to examination will be purely provisional without verification of age / qualification / category (OBC) etc. of the candidates with references to documents.
- (xxxix) If required the thumb impression of the candidates in digital format may also be captured at any stage for biometric verification of the genuineness of the candidates and in case any candidate is found to be not genuine, apart from taking legal action against him/her, his/her candidature will be cancelled. As such they are advised not to apply any external matter like Mehendi, Ink etc. on their hands.
- (xxxix) In case of any query, candidates are advised to contact Recruitment Cell, Police Headquarters, Port Blair in person or over Phone No. (+91) (03192) - 230735.

12. CENTRE FOR PHYSICAL MEASUREMENT/ENDURANCE TEST, TRADE AND WRITTEN TEST

- (i) The Physical Measurement/Endurance Test, for the above mentioned posts will be held at the following centres in Andaman & Nicobar Islands:-
- a) **PORT BLAIR,**
 - b) **MAYABUNDER,**
 - c) **CAR NICOBAR,**
 - d) **NANCOWRY, &**
 - e) **CAMPBELL BAY**
- (ii) **Candidates shall choose the Centre for Physical Measurement/Endurance Test while submitting online application.** Once Centre selected for Physical Measurement/Endurance Test, under no circumstances it will be changed later.
- (iii) The Candidates who qualified in Physical Measurement/Endurance Test at all the above centres have to appear for **WITTEN TEST and TRADE TEST AT PORT BLAIR ONLY.**
- (iv) The date and time for Physical Measurement/Endurance Test, Written Test and Trade Test shall be communicated in due course through local newspapers, AIR and our website (<http://police.andaman.gov.in>).

13. VERIFICATION OF DOCUMENTS

- (i) *Original documents i.e. Educational qualification, age proof, category certificates(in case of OBC), experience certificates etc., will be verified only for provisionally selected candidates in merit and candidates who*

are kept in panel, by the Selection/Verification Board. The candidates, therefore, should not bring these original documents/certificates at the time of "Physical Measurement (PM)/Physical Endurance Test (PET)" or Written or Trade Test. The candidate himself/herself responsible for the safe custody of his/her original documents. They have to produce original documents under proper accountability and take back the same after completion of verification. A&N Police is not responsible for any loss or damage to original certificates of candidates during verification process.

- (ii) It is mandatory to all the short listed candidates to verify their original certificates and submit another self-attested copy of all those mandatory certificates in person to the selection board/verification board at the prescribed venue on the scheduled date and time. Candidates failing to attend for verification of documents shall be struck-off/disqualified from the relevant panel for all purpose in future and no further request correspondence shall be entertained.

14. RESOLUTION OF TIE CASES

In cases where more than one candidate secures equal marks in the aggregate total of written and trade exam, tie will be resolved by applying the following methods one after another.

- a. By checking Date of Birth i.e., the candidate older in age gets preference.
- b. By referring to the alphabetical order of the names taking first names into consideration.

15. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT

- a) Candidates are cautioned that they should not furnish any particular that is false, tampered/fabricated and morphed photograph and they should not suppress any material information while filling up the application form. Candidature will be immediately cancelled in case any such unfair practice is found.
- b) At the time of written examination, if a candidate is (or has been) found guilty of: (i) Using unfair means during the examination or (ii) impersonating or procuring impersonation by any person or (iii) misbehaving in the examination hall or (iv) resorting to any irregular or improper means in connection with his/her candidature for selection or (v) obtaining support for his/her candidature by any unfair means, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, will also be liable:
 - (i) to be disqualified from the examination for which he/she is a candidate,
 - (ii) to be debarred, either permanently or for a specified period, from any examination or recruitment conducted by A&N Police.
- c) **USE OF MOBILE PHONES, PAGERS, CALCULATORS OR ANY SUCH DEVICES:**
 - (i) Mobile phones, pagers or any other communication devices are not allowed inside the premises where the examination is being conducted. Any infringement of these instructions shall entail cancellation of candidature and disciplinary/criminal action including ban from future examinations.
 - (ii) Candidates are advised in their own interest not to bring any of the banned items including mobile phones/pagers to the venue of the examination, as arrangement for safekeeping cannot be assured.
 - (iii) Candidates are not permitted to use or have in possession of calculator in examination premises.

16. INSTRUCTIONS FOR FILLING THE ONLINE APPLICATION FORM

GENERAL INSTRUCTIONS:

- (i) Candidates can apply online through A & N Police website <http://police.andaman.gov.in>. **Candidates are advised to use latest version of browser (Google Chrome/Mozilla Firefox etc.) or otherwise javascript enabled browsers may kindly be used for filling online application.**
- (ii) Before filling online application, candidates are advised to read thoroughly and understand the Recruitment Notice and Online Filling Instructions by clicking on “**VIEW**” and “**INSTRUCTIONS**” links.
- (iii) Candidate shall start filling up the online application by clicking on “**APPLY ONLINE**” link.
- (iv) The Candidate has to go through following steps for completing his/her online submission.
 - a. Personal Details
 - b. Selection of Post (in order of preference in case applied for more than one post)
 - c. Qualification Details
 - d. Experience Details
 - e. Upload scanned photograph and signature
 - f. Final Confirmation and Submission
 - g. Send hardcopy of online generated application form with all enclosures (self-attested).
- (v) **Online application has to be completed in only one session.**
- (vi) The candidate should enter all required information correctly in all fields of the online application.
- (vii) Personal Details once saved cannot be modified later again.
- (viii) Kindly keep your scanned copy of photograph (File Size between **20 kb to 50 kb** in the **format .jpg/.jpeg**) and signature (File Size between **10 kb to 20 kb** in the **format .jpg/.jpeg**) before applying.
- (ix) After filling the fields, the candidate can save the information and continue to next form by using the “**CONTINUE**” button. The candidate can edit data in qualification, experience, photograph, and signature, post(s) for which he/she is applying and its preference till the final confirmation & submission, by clicking on “**EDIT APPLICATION**” button.
- (x) At the bottom of the page there is a ‘**Declaration**’ for candidates in the final confirmation form. Candidates are advised to go through the contents of the **Declaration** carefully. Candidate has the option to either agree or disagree with the contents of Declaration by clicking on ‘**I agree and accept the declaration**’ or ‘**I do not agree with the declaration**’ option buttons. In case the candidate opts to disagree, the application will be dropped and the procedure will be terminated. Accepting to agree only will submit the Online Application.
- (xi) Click on “**CONFIRM & SUBMIT**” for final submission of the application form.
- (xii) An online generated application form will be appearing on confirmation with title “**Acknowledgment Copy of Online Application**”. Take a clear coloured printout of the online application after confirmation. A Registration Number will be generated in the printed application form and a SMS will be sent to the registered mobile number. Be cautious before taking printout that the acknowledgement copy of Application Form should be complete in all respect as shown in Sample Application Form. **Hardcopies of application form missing any information are liable to be rejected.**
- (xiii) The last date for online submission of application is on **03/01/2019 till 2359 Hrs** (midnight). Online Application process must be completed well in advance before last date according to advertisement, after which the web-link will be disabled or the system will not allow you to submit online application.

A. PERSONAL DETAILS:

- (i) The candidate has to provide his/her personal details as per certificates.

- (ii) Personal details comprises of **Name of Applicant, Father's Name, Date of Birth, Gender, Category, whether Government employee or not, Permanent Address, State to which he/she belongs, District, Communication Address, Aadhaar No./Enrolment No., Mobile Number, e-mail Id** etc.
- (iii) The Name, Father's Name and Date of Birth should be same as shown in the 10th Pass Certificate.

Note: - Personal Details once saved cannot be modified later.

B. POST SELECTION/ EDUCATION QUALIFICATION/EXPERIENCE DETAILS:

- (i) After completion of personal details, Candidates has to select the post(s) for which he/she applied in order of preference.
- (ii) The candidate has to fill the Educational qualification as per the requirement given in the advertisement.
- (iii) Under this section, the candidate has to select the requisite Qualification from the drop down box i.e., Board/University, Certificate Serial No., Year of passing, and duration of Course (in Months) as the post for which they are applying.
- (iv) After filling the Qualification details, the candidate has to fill the experience (where required) with respect to the advertisement and post for which he/she is applying. This includes Name of Employer, Post held, Nature of Duty and duration of work (in months).
- (v) Candidate shall tick the checkbox for documents in the list of enclosure which are to send along with the hardcopy of online application.

C. UPLOAD PHOTOGRAPH & SIGNATURE:

The next form is to Upload Scanned copy of Photograph and Signature of applicant.

- (i) The size of photograph must be within 20KB to 50KB in .jpg, .jpeg format.
- (ii) The size of signature must be within 10KB to 20KB in .jpg, .jpeg format.

Guidelines for Scanning the Photograph & Signature

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications mentioned below. Online application will not be registered unless candidates upload photo and signature as specified.

Note: In case the face in the photograph or signature is unclear, the candidate's application may be rejected.

I. PHOTOGRAPH IMAGE :

- Photograph must be a recent passport size colour picture and must be true image representation of the candidate. Any attempt to use morphed photograph will result in immediate rejection of the candidature.
- The picture should be in colour, against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face.
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows.
- If you have to use flash, ensure there's no "red-eye".
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred).
- Size of file should be between 20kb-50kb.

II. SIGNATURE IMAGE :

- The applicant has to sign on white paper with Black Ink pen.
- The signature must be signed only by the applicant and not by any other person.

- If the Applicant's signature on the answer script, at the time of the examination, does not match the signature on the Attendance Sheet, the applicant will be disqualified.
- Dimensions 140 x 60 pixels (preferred).
- Size of file should be between 10kb – 20kb.

III. SCANNING THE PHOTOGRAPH & SIGNATURE :

- Set the scanner resolution to a minimum of 200 dpi (dots per inch).
- Set Color to True Color.
- File Size as specified above.
- Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be in JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.

Candidates using MS Windows/MS Office can easily obtain photo and signature in .jpeg format not exceeding 50kb & 20kb respectively by using MS Paint or MS Office Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50kb (photograph) & 20kb (signature) by using crop and then resize option [Please see point (i) & (ii) above for the pixel size] in the 'Image' menu. Similar options are available in other photo editors also.

If the file size and format are not as prescribed, an error message will be displayed.

While filling the Online Application Form, candidates will be provided with a link to upload his photograph and signature.

Procedure for Uploading the Photograph and Signature

- i. Click on the respective link to Browse & Select the location where the Scanned Photo / Signature file has been saved.
- ii. Select the file by clicking on it.
- iii. After selecting both the files, there will be single links for uploading Photograph and Signature.
- iv. Click the **'Upload'** button.
- v. A preview of the photo & signature uploaded will appear. Be sure that the photo & signature are clear and properly uploaded by checking the title below it. In case the photo & signature are swapped or not clear then re-browse the clear file of Photo and Signature and upload at once in correct sequence.
- vi. Click on **"CONTINUE"** for next stage.

D. REVIEW AND CONFIRMATION:

- (i) After filling all the details, candidate can edit the application while reviewing the application. If all the entries made are correct then the applicant has to click on **"CONFIRM & SUBMIT"** button to submit the application.
- (ii) Before proceeding to submit **"Read the declaration carefully"**, and accept it by clicking on **"I agree and accept the declaration"** option button. Candidates who disagree with the declaration by choosing **"I disagree with the above declaration"** option button will not be able to submit the online application.
- (iii) After submission, a system generated application form with allotted registration number will appear. Take a **Clear Coloured Printout** (A4/LEGAL size papers on PORTRAIT orientation) of the Acknowledgment Copy of Online Application form, sign/thumb impression on it and submit it along with self-attested copies of all enclosures viz., 10th Pass certificates, Category Certificate (in case of OBC), Educational Qualification Certificates, Experience Certificate(s), Aadhaar Card etc., in accordance with the list of enclosures shown in the application form, to **The Deputy Superintendent of Police(Estt.), Police Headquarters,**

Atlanta Point, Port Blair, Andaman & Nicobar Islands - 744104 on or before 14/01/2019 at 1700 Hrs.

- (iv) Candidates can send their hard copies of application form with all enclosures (self attested) in person or through post or courier so that it reaches on or before the last date of receipt of Application Forms. Application received after specified closing date and time will not be accepted. **Candidates sending hardcopy of application form through registered post or courier should superscript the envelop with title "APPLICATION FOR THE POST OF PC(EXE), CT.(GD) & FOLLOWERS - 2018".**
- (v) **An SMS will be sent to your registered mobile number acknowledging the confirmation of the online application. Keep the Registration Number safe, it can be utilized for downloading Admit Card or for any other future references.**

E. COMPLETE /PRINT APPLICATION:

- (i) After successful submission of Personal Details, the system automatically generates an online registration number which is linked with Candidate's Aadhaar Card Number. When candidates try to resubmit his/her online application, the system automatically reflects the online registration number of the candidate through a message box. Candidates are advised to note the Online Registration number for future reference.
- (ii) In such situation candidate can complete the online submission by clicking on "**Complete Application/Print Application**" link button where Candidate's Online Registration Number or Aadhaar Number and Date of Birth is required as a login details.
- (iii) Candidates proceed further and fill the online application form in usual manner and lastly 'confirm and submit' the online application.
- (iv) Take a printout of acknowledgement copy which will be generated in the form of application format and submit to addressee as specified above with all necessary enclosures.

Note: -

- (i) PARTIALLY FILLED and NON CONFIRMED application shall be treated as incomplete application and will be considered as CANCELLED.
- (ii) Application will be treated as confirmed only when you get the Registration No.
- (iii) Do not print the "Preview Form".
- (iv) In case candidates forget to print the application or want to view his/her application form later, he/she can click on the "Print Application" link and type their Registration number and date of birth as login to access the online application form.

No. DGP/RC/DR/2018/48/6938...

पुलिस महानिदेशक का कार्यालय

OFFICE OF THE DIRECTOR GENERAL OF POLICE

अण्डमान तथा निकोबार द्वीपसमूह

Andaman and Nicobar Islands

पोर्ट ब्लेयर **Port Blair**, दिनांक **dated 04th December, 2018**

Copy to:-

1. PS to Hon'ble Lt. Governor, A&N Islands for information.
2. PS to CS, A&N Administration, A&N Islands for information.
3. The Director (IP&T), A&N Admn., Port Blair, with the request to publish the notice in the "Daily Telegram".
4. The Station Director, AIR, Port Blair with the request to broadcast the notice for three consecutive days.
5. The Employment Officer, Employment Exchange, Port Blair.
6. The Director, Doordarshan, Port Blair.
7. The News Editor, All India Radio, Port Blair.
8. The Chief Editor, Daily Telegram, Port Blair.

9. Member Secretary, SOVTECH, DBRAIT, Dolly Gunj with request to give access permissions to all CSC of A&N Islands, so to enable the candidates to submit Online Applications through nearest CSC.
10. SO to DGP
11. R to IGP
12. R to SP (HQ)
13. All SPs including Commandant IRBn
14. Dy.SP(Fire)/Dy.SP(PR)/AC(HQ)
15. Dy.SP(HQ), DySP(Estt.)
16. All SHOs of Police Stations/STOs of Fire Stations/SOs PR Stations including Signal Centre for wide publicity.
17. Notice Board, PHQ, Police Line, PCR, Fire Headquarter, Signal Centre (PR) & IRBn Pout Mout.
18. I/C Computer Cell to upload in the A & N Administration, & Police Website and also upload in the National Career Service (NCS) Portal of Ministry of Labour & Employment in compliance to OM No. 39020/09/2016-Estt.(B) dated 2nd November, 2016 of DOPT.



(Jatin Narwal, IPS)

Superintendent of Police (HQ)
Police Head Quarters, Port Blair.