

*Recruitment Exam of A & N Admin (2017) for
Combined Group C Posts (at Matriculate Level)*

General Instructions to Candidates for Submitting “Online Application”

1. The A & N Admin has initiated Recruitment process for **Combined Group C Posts at Matriculate Level**, through competitive Recruitment examination all over A & N Islands. For this purpose, the Administration has decided that Applications will be received from Candidates residing in Districts of South Andaman and North & Middle Andaman in “Online mode through Internet” only. However, Candidates residing in Nicobar district can submit their application Online or Post or in Person.
2. The address of “Online Application portal” is “<http://ls.and.nic.in:8080/Rec/groupc>”. The candidate has to choose relevant options available in portal for Applying online, Updating online, Downloading Application, Tracking status of application, Downloading Admission Certificate etc.,
3. It is the responsibility of candidate to provide correct and complete information while applying online. The candidate should ensure that information submitted in portal is corroborated by supporting documents which authenticate them. Failure to do so may result in candidate’s application getting rejected.
4. This portal is best viewed in Internet Explorer 11 and above, Mozilla Firefox 30 and above and Google Chrome 57 and above.
5. The Browser should be enabled for “JavaScript”.
6. Before applying online, Candidates are advised to keep ready the following with them :
 - a. Scanned Soft copy of Candidate’s Photograph, in color with light (preferably White) Background. The Photograph should be in “jpg” format, Size between 10 Kb to 50 Kb, ideal resolution of 200 * 230. The photograph will be printed in Hall Ticket and so should be of Good Quality and easily recognizable when the Candidate enters recruitment examination centre. **The Photograph has to be uploaded in portal by candidate while applying online.**
 - b. **Minimum eligibility for all posts is “Candidates should have passed Qualifying examination of “SSC (Xth) Pass”**. As such, candidates should have with them copy of “SSC (Xth) Pass Certificate”. However, candidates need not upload it while applying online.
 - c. Candidates seeking Reservation / Age relaxation under categories like “Caste”, “Sports Person”, “Physically Challenged”, “Ex-Service Men”, “Govt Experience” etc., should have with them corresponding certificates. However, candidates need not upload the certificates while applying online.
 - d. Candidates who have “Aadhar Card” or “Enrolled for Aadhar” should keep copy of it while applying. However, candidates need not upload it while applying online.
7. Detailed instructions are given in the portal at each stage of online application, which has to be noted carefully by the candidates while applying online.

8. The Online Application has **Three Stages** as below. The candidate should complete all 3 Stages in order to successfully complete the submission process.
 1. **Personal Details** – Basic Details of Candidate including Personal, Family etc.,
 2. **Additional Details** – Other Details of “Post Applied for”, “Preferred Examination Centre”, “Qualifying Examination passed”, “Work Experience in Govt”, “Supporting documents”.
 3. **Photo Uploading** : Uploading of “Scanned copy of Photograph”.
9. For applying, candidate should click on Link “**Online Application**” available in Home page of portal. The candidate will be asked to enter the “**Personal Details**”. After entry is completed, candidate cannot change details. As such, candidates are advised to enter all details correctly before “Saving”. After successfully completing online entry for “Basic Details”, portal will save “Online Application” partially and allot a Unique “**Application No**” which will be informed on the Screen and to be noted down by candidate carefully.
10. After completing “Personal Details” as above, candidate can proceed and complete entry of “**Additional Details**” without disconnecting and complete online submission process. While updating “Additional Details”, if connection to portal is disrupted due to any reason, candidate can use Link available in home page of portal “**Complete Pending Online Application**”, provide details asked for and then complete updation and “Save”. After entry is completed, candidate cannot change details. As such, candidates are advised to enter all details correctly before “Saving”.
11. After successful submission of “Personal Details” and “Additional Details” as above, portal will inform the candidate to download “**Online Submitted Application**” from portal. The candidate should download the same and print it.
12. In case candidate is unable to download or print “Online Application” due to printer fault etc., he/she can click on Link available in home page of portal “**Print Online Submitted Application**” and after providing details asked for, can download “Online Application” and print it.
13. After successfully printing “Online Application”, candidate should put Signature and Thumb impression in designated areas and submit it along with required supporting documents to “Deputy Secretary (Personnel), Recruitment and Examination Cell, Secretariat, Port Blair, Pin : 744101” by Post or in Person, before the prescribed Closing date and time.
14. Along with printed “Online Application” from portal, candidate has to enclose copies of relevant documents for “Reservation” and “Age relaxation” under various categories, as notified by A & N Admin. All copies are to be self-attested by candidate. For further details, check “Press Release” dated 14th Apr 2017, issued by A & N Admin and available in home page of portal.
15. The Online portal will be automatically shut down after the prescribed Closing date and time.
16. Candidates can track the status of their “Online Application submitted” through the portal.
17. Candidates can use the “Feedback” option provided in online portal and report “Issues faced” while applying online. Candidates can also send e-mail to recgroupc2017@nic.in.
18. Candidates are advised to visit the portal regularly, for updates and press releases.
