

**NOTICE**  
**RECRUITMENT TO THE POST OF ACCOUNTANT**

The Pay & Accounts Organisation, Andaman & Nicobar Administration had invited application for the post of Accountant vide Vacancy Notice dated 02.07.2018 duly amended vide Notice dated 31.01.2019.

As per Andaman & Nicobar Administration's Circular Order No. 45/96-PW dated 06.06.2001 where the candidate has been working on adhoc/contract basis for some years and was not over aged for regular appointment when he/she was initially appointed on adhoc/contract basis, in such case relaxation of age is admissible to the extent of total period of service spent continuously without any break. Further, as per Circular No. 45/1998-PW dated 19.09.2011 in the case of SSCT/DRM/Ad-hoc/contractual workers the total period spent in each of the departments of Andaman & Nicobar Administration shall be counted irrespective of the department where they are applying for regular appointment, provided the post is general in nature and it doesn't require any specific technical qualification.

Eventhough, the aforementioned circulars were applicable for the candidates applying for the post of Accountant against the aforementioned Vacancy notice dated 02.07.2018, it was not explicitly mentioned in the Vacancy Notice about its application which might have precluded some of the eligible candidates from applying for the above post. Now the Vacancy notice has been revised duly mentioning that the aforementioned Administrations Circular dated 06.06.2001 and Circular dated 19.09.2011 shall be applicable for relaxation of upper age limit. Therefore, those who are covered under the said circulars and have not applied earlier may apply now.

Further, vide DoP&T's OM No. 36039/1/2019-Estt(Res) dated 31.01.2019, 10% of the vacancy is to be filled by the candidates belonging to Economically Weaker Sections.

Accordingly, the Vacancy Notice dated 02.07.2018 read with amendment notice dated 31.01.2019 has been revised and a fresh Vacancy Notice dated 07.06.2019 has been uploaded in the official website [www.and.nic.in](http://www.and.nic.in). Therefore, now it has been decided to give an opportunity to all those who are eligible for recruitment to the post of Accountant and who have not applied against the earlier vacancy notice, to apply for the post of Accountant. The cut off date for eligibility criteria for fresh applicants shall be reckoned as on 30.06.2019 i.e the last date for submission of online application.

The candidates who have already applied for the said post may not apply again. However, those candidates who had earlier applied and now falling under Economically Weaker Section may edit their category in their initially submitted application by accessing through their Application No. and DoB.

Detailed vacancy notice can be viewed online at [www.and.nic.in](http://www.and.nic.in). The link

CHIEF PAY AND ACCOUNTS OFFICE  
ANDAMAN AND NICOBAR ADMINISTRATION  
PORT BLAIR

## VACANCY NOTICE

### RECRUITMENT TO THE POST OF ACCOUNTANT

The Pay & Accounts Organisation, Andaman & Nicobar Administration, Port Blair will hold an “**Open Competitive Examination**” for recruitment to the post of **Accountant (Group ‘C’, Non-Gazetted, Ministerial)** in the **Level 05 (29200-92300) of the Pay Matrix** on temporary basis, in the centre to be set up at Port Blair, Ferrargunj, Rangat, Mayabunder, Diglipur, Car Nicobar and Campbell Bay for which online applications are invited from the eligible candidates.

2. *Vacancies / reservations:* The number of vacancies to be filled in are : **Unreserved - 06, Other Backward Class - 03, Economically Weaker Sections - 01, Total - 10 Nos.** [Out of the total ten posts **one post is reserved for Person with Disability (Hearing Impairment)** under Horizontal Reservation]

*NOTE-I:* The post is suitable for Physically Challenged Persons viz. One leg affected (OL), One arm affected (OA), One arm and One leg affected (OAL), both leg affected (BL), Hearing Impairment (HH).

*NOTE-II:* Only those candidates of A & N Islands who belongs to OBC category in terms of the A & N Administration’s Notification No. 343/2005/F.No.8-3/2003-TW dated.16-12-2005 and subsequent Circular No.8-3/2003-TW / 295 dated 26-04-2006 are eligible to apply against vacancies reserved for OBCs. The candidates should furnish OBC certificate duly issued by the Revenue Authorities concerned of A & N Admn. in terms of Admn’s Circular No. 8-3/2003-TW/ 242 dated 30<sup>th</sup> March, 2006. The Validity period of OBC certificate in respect of ‘creamy layer’ status of the candidates shall be governed by the GoI, Ministry of Personnel, Public Grievances & Pensions, DoP&T’s OM No. 36036/2/2013-Estt.(Res-I) dated 31.03.2016.

*Note III:* Candidates seeking reservation under PwD (Hearing Impairment) category should furnish a certificate issued by the competent authority designated as certifying authority by the Govt. in this regard.

*Note-IV:* The eligibility under Economically Weaker Section category shall be governed by GoI, Ministry of P,PG&P, DoP&T’s OM No.36039/1/2019-Estt (Res) dated 31.01.2019. The persons belonging to EWSs who are not covered under the scheme of reservation for SCs, STs and OBCs are eligible to get 10% reservation in direct recruitment in

civil posts and services. The benefit of reservation under EWS category can be availed upon production of an Income and Asset Certificate issued by a Competent Authority as prescribed in the OM dated 31.01.2019. The crucial date for submitting income and asset certificate by the candidate shall be the closing date for receipt of application for the post.

*The Income and asset certificate is subject to verification and if the verification reveals that the claim to belong to EWS is fake/false the services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of fake/false certificate.*

3. Educational Qualification required : Bachelor's Degree in any stream of a recognized University. The candidate must possess the required qualification on the last date of submission of online application.

4. Age limit : **18-33 years for male.**  
**18-38 years for female.**

Age limit will be reckoned as on the last date of submission of online application. A candidate for this examination must have attained the age of 18 years and must not have attained the age over and above 33/38 years in respect of male/female candidates respectively as on the last date of submission of online application.

*(Age limit is relaxable upto 3 years for OBC candidates and up to 10 years for PwD candidates. The departmental candidates upto the age of 40 years with three years continuous service in the Govt. in the same line or allied cadre can apply for the post in accordance with the rules, instructions & orders issued by Govt. of India.)*

**NOTE-I:** Age relaxation for other candidates falling under Vertical and Horizontal category of reservation shall be allowed as per GOI's Orders.

**NOTE-II :** As per Andaman & Nicobar Administration's Circular Order No. 45/96-PW dated 06.06.2001 where the candidate has been working on adhoc/contract basis for some years and was not over aged for regular appointment when he/she was initially appointed on ad-hoc/contract basis, in such case relaxation of age is admissible to the extent of total period of service spent continuously without any break. Further, as per Circular No. 45/1998-PW dated 19.09.2011 in the case of SSCT/DRM/Ad-hoc/contractual workers the total period spent in each of the departments of Andaman & Nicobar Administration shall be counted irrespective of the department where they are applying for regular appointment, provided the post is general in nature and it doesn't require any specific technical qualification, subject to primary condition that at the time of their initial engagement as SSCT/ad hoc/contract/DRM, these employees were not over-aged. The candidates covered under the said circulars are also allowed to apply.

5. Scheme of the Examination: The subjects for the written examination, the time allowed and maximum marks for each subject will be as follows:

**Paper-I**

<i>SUBJECT</i>	<i>Number of questions/Marks</i>		<i>TIME ALLOWED</i>	<i>TIMINGS</i>
Part-A : English Language	50	<b>200 marks</b>	<b>2(two) hours</b>	<b>10.00 AM to 12.00 NOON</b>
Part-B : General Awareness	50			
Part-C: General Intelligence	50			
Part-D: Numerical Aptitude	50			

**Paper-II**

<i>SUBJECT</i>	<i>Number of questions</i>	<i>Marks</i>	<i>TIME ALLOWED</i>	<i>TIMINGS</i>
<b>Arithmetic</b>	<b>100</b>	<b>200</b>	<b>2(two) hours</b>	<b>02.00 PM to 04.00 PM</b>

**NOTE-I:** Questions will be multiple choice objective type only. The question papers for **Paper-I** will be comprising of four parts namely, Part-A : English Language, Part-B - General Awareness, Part-C- General Intelligence and Part-D- Numerical Aptitude and **Paper-II** shall be comprising of Arithmetic. The Question papers shall be set both in English and Hindi, except Part-A : English Language, which will be set in English.

**NOTE-II:** There will be negative marking of 25% for each wrong answer, meaning thereby 0.25 marks will be deducted for each wrong answer in Paper-I, and 0.50 marks will be deducted for each wrong answer in Paper-II.

**NOTE-III:** Candidates will be provided OMR Sheets in the Examination Hall and information sought therein will have to be furnished by the candidates as per the instructions.

**NOTE-IV:** Candidates should bring their own Ball point pen, Pencil, Eraser in the Examination Hall.

**NOTE-V:** Candidates must write the paper/indicate the answers in their own hand and no scribe will be provided under any circumstances.

**NOTE-VI:** The qualifying marks for each paper shall be as under :

<b>Papers</b>	<b>Qualifying Marks</b>
Paper-I (which includes English Language, General Awareness, General Intelligence and Numerical Aptitude)	35 % marks in aggregate for physically Handicapped (Hearing Impairment) and 40% marks in aggregate for all other candidates.

Paper-II (Arithmetic)	35 % marks for physically Handicapped (Hearing Impairment) and 40% marks for all other candidates.
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**Paper-II** will be evaluated in respect of only those candidates who will qualify in Paper-I.

**NOTE-VII:** Candidates are not permitted to use calculator or any other electronic gadgets for answering objective type questions and therefore, they should not bring the same in the examination hall. If any candidate is found to possess mobile phone or any other means of wireless communication in the working or switched off mode, his/her candidature shall be cancelled forthwith.

**NOTE-VIII:** Issuance of Admit Card to the candidates is only for appearing in the examination and will not confer upon them any right for appointment. The selection of candidates shall be done purely on merit and their appointment will be subject to fulfillment of eligibility criteria viz. educational qualification, category certificates, age criteria, etc.

**Syllabus: Paper-I:**

**Part-A - English Language :** Questions in the test will be based on error recognition, fill in the blanks (using verbs, prepositions, articles etc.) vocabulary, spelling, sequence of sentences in a paragraph, sequence of words in a sentence, cloze passage and comprehension passage etc. synonyms and antonyms will be asked in the context of the given passage.

**Part-B - General Awareness:** Questions in this test will aim at measuring knowledge of current events besides knowledge of General Science / Social Science and their application to the society. This test will also include questions on sports, culture, history, geography, general polity etc. These questions will be such that they do not require a special study of any discipline.

**Part-C- General Intelligence:** The test will include questions on analogies, similarities and differences, space visualisation, problem solving, analysis, judgement, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning, arithmetical number series, non-verbal series, etc. The test will also include questions designed to test the candidates abilities to deal with abstract ideas and symbols and their relationship, arithmetical computations and other analytical functions.

**Part-D- Numerical Aptitude -** The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be the computation of whole numbers, decimals and fractions and relationships between numbers. It will test sense of order among numbers, ability to translate from one name to another, sense or order of magnitude, estimation or prediction of the outcome of computation, selection of an appropriate operation for the solution of real life problems and knowledge of

alternative computation procedures to find answers. The questions would also be based on arithmetical concepts and relationship between numbers and not on complicated arithmetical computation.

**Paper-II: Arithmetic:** 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, Percentage, Ratio and Proportion, Average, Interest, Profit and Loss, Discount, Use of Table and Graphs, Mensuration, Time and Distance, Ratio and Time etc.

6. Selection of candidates: Final selection for appointment of candidates to the post of Accountant will be done on the basis of aggregate of marks obtained by the candidates in Paper-I and Paper-II, subject to the condition that candidates must score minimum qualifying marks in both the papers separately.

**NOTE-I:** In the event of any of the two or more candidates gets equal marks in the final merit, then the candidate who have secured more marks in Paper-II shall be given preference over the candidates who have secured less marks in Paper-II.

**NOTE-II:** In the event of conditions in Note I above also results in tie, then the candidate with higher marks in Paper-I shall be given preference over the candidate who have secured less marks in Paper-I.

**NOTE-III:** In the event of conditions in Note II above also results in tie, then the tie will be resolved by date of birth, giving preference to older candidates over the candidate who is younger in age.

**NOTE-IV:** In the event of conditions in Note III above also results in tie, then the tie will resolved by selecting the candidates as per the appearance of alphabetical order in the first names of the candidates, giving preference to 'a' over 'b', to 'b' over 'c' and so on.

**NOTE-V:** Success in the examination confers no right of appointment unless Government is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects of appointment to the service/post. The candidates applying for the examination should ensure that they fulfill all the eligibility conditions for admission to the examination. Their admission at all stages of the examination will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If, on verification, at any time before or after the written examination, it is found that they do not fulfill any of the eligibility conditions, their candidature for the examination will be cancelled.

**NOTE VI:** Candidates selected for appointment are liable to serve anywhere in Andaman & Nicobar Islands and also in offices of Andaman & Nicobar Administration situated in mainland.

7. Probation Period: Probation period shall be of two years. On appointment to the post of Accountant, the officials will have to pass a 'Departmental Confirmatory Examination (DCE)' (within the probation period) conducted by the Secretary (Finance), A & N Admn. within four

consecutive chances. Those who do not qualify the DCE within the prescribed period are liable to be discharged from the Govt. Service.

8. *How to apply:* The Pay & Accounts Organisation, Andaman & Nicobar Administration had invited application for the post of Accountant vide Vacancy Notice dated 02.07.2018 duly amended vide Notice dated 31.01.2019.

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The candidates who have already applied for the said post may not apply again. However, those candidates who had earlier applied and now falling under Economically Weaker Section may edit their category in their initially submitted application by accessing their application with the help of their Application No. and DoB.

Application must be submitted online. To submit online application candidate should visit official website [www.and.nic.in](http://www.and.nic.in). The last date of submission of online application is 30.06.2019. The web link to submit online application shall be opened on 10.06.2019 and the same shall be closed at 05.00 PM on 30.06.2019. Neither hard copy of application form, nor any copy of certificate is needed to be sent to Chief Pay & Accounts Office. The verification of certificates of shortlisted successful candidates shall be done at a later stage.

While submitting the online application the candidates must keep ready soft copy of their passport size photograph of 10 - 50 KB size with recommended resolution of 200 x 230 (width x height) and a specimen of their signature having size of 10 to 20 KB with recommended resolution of 140 x 60 (width x height) in jpg format. Application with illegible/blurred Signature and/or Photo will be rejected summarily.

All candidates in Govt. Service whether permanent or temporary capacity or work charged employees, or those serving under public enterprises will be required to submit a No-objection certificate from their employers.

9. The date of examination will be communicated to the candidates three weeks in advance through local print and electronic media including Daily Telegrams, Dweep Samachar, All India Radio, official website of A & N Administration. The candidates shall be required to download their admit card from the official website as per the announcement made in this regard. The centre of examination shall be given in the admit card.

10. *Action against candidates found guilty of misconduct:*

Candidates are warned that they should not furnish any particulars that are false or suppress any material information while filling in the application form. Candidates are also warned that they should in no case attempt to alter or otherwise tamper with any entry in a document or certificate. If there is any inaccuracy or any discrepancy, an explanation regarding this discrepancy should be submitted.

**A candidate who is or has been declared by the Administration to be guilty of**

- (i) Obtaining support for his/her candidature by any means, or
- (ii) Impersonating, or
- (iii) Procuring impersonation by any person, or
- (iv) Submitting fabricated documents or documents which have been tampered with, or
- (v) Making statements which are incorrect or false or suppressing material information, or
- (vi) Resorting to any other irregular or improper means in connection with his/her candidature for the examination/selection, or
- (vii) Writing irrelevant matters including obscene languages or pornographic matter in the script, or
- (viii) Misbehaving in any other manner in the examination hall, or
- (ix) Using unfair means in the examination hall, or



- (x) Possessing Mobile Phones/Cellular Phones/Pagers/communication devices or any other unauthorized electronic gadget after commencement of the Examination inside the Examination premises/Hall, whether in use or not (Candidates by mere possession of any of these items will be deemed to have been using unfair means and would accordingly be liable to disciplinary action as deemed fit, including ban from future examination conducted by the Administration), or
- (xi) Taking away the Question Booklet/Answer Sheet with him from the examination hall, or passing it on to unauthorized persons during the conduct of the examination, or
- (xii) Harassing or doing bodily harm to the staff employed by the Administration for the conduct of these examination, or
- (xiii) Violation of any of the instructions issued to candidates along with their Admission Certificates permitting them to take examination, or
- (xiv) Attempting to commit, or as the case may be abetting the commission of all or any of the acts specified in the foregoing clauses, may, in addition to rendering himself liable to criminal prosecution, will be liable:-
  - (a) **to be disqualified** by the Administration from the examination for which he is a candidate as also from any other examination/selection of the Administration in which he/she might have appeared but the final result/selection has not yet been declared/made, and/or
  - (b) to be **debarred** either permanently or for a specified period which may extend upto 10 years:-
    - (i) by the Administration from any examination or selection held by them;
    - (ii) by the Andaman and Nicobar Administration/Central Government from any employment under them; and
  - (c) to disciplinary action under appropriate rules if he is already in service under Government, or
  - (d) to any other appropriate legal action.

11. Invalid application:

The applications having any of the following deficiencies or irregularities will be summarily rejected (the List is only illustrative & not exhaustive).

- (1) Under aged/over aged candidates.
  - (2) Not having the requisite Educational Qualification on the specified date.
  - (3) Any other irregularity.
12. The appointing authority to the post of Accountant reserves the right to cancel the recruitment process any time without assigning any reason thereof.
13. Any dispute in regard to this recruitment will be subject to Courts/ Tribunals having jurisdiction over A & N Islands, Port Blair.

Place: **Port Blair**  
Dated : **07.06.2019**

**Sd/-**  
**Pay & Accounts Officer-IV**