



GOVERNMENT OF INDIA  
LAKSHADWEEP ADMINISTRATION  
(SERVICES SECTION)  
KAVARATTI-682 555

F.NO. 12/34/2012-SERVICES / 1723

DATED: 02.05.2014

**EMPLOYMENT NOTICE**

1. Applications are invited from eligible local candidates from Lakshadweep to fill up the vacancies under direct recruitment quota through open competitive examination for the year 2014 in the following posts.

Sl.No.	Name of the post	Name of the service	No. of vacancies	Scale of Pay
1	Lower Division Clerk	General Central Service Group C (Non-Gazetted - Ministerial)	50* (Fifty only). "2 posts are reserved for Persons with Disabilities' and 5 posts are reserved for Ex-Service Men."	Rs.5200-20200 +GP of Rs.1900
2	Stenographer Grade III	General Central Service Group C (Non-Gazetted - Ministerial)	14 * (Thirteen only). One post is reserved for Ex-Service Men	Rs.5200-20200 +GP Rs.2400
3	Bearer	General Central Service Group C (Non-Gazetted - Non-Ministerial)	1 (One only)	Rs.5200-20200 +GP of Rs.1900

\* Subject to change at the time of appointment.

**2. Important dates**

Sl.No.	Subject	Date	Time
1	Date of Notification	02.05.2014	NA
2	Last Date for receipt of applications	02.06.2014	1700 Hrs
3	Date of Written Examination	10.08.2014	1000 Hrs to 1200 Hrs
4	Date of Typing/ Stenography Test	20.09.2014	1000 Hrs to 1800 Hrs
5	Date of Interview	Will be intimated later	N.A

*[Signature]*  
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3. **Age as on 02.06.2014: 18 to 25 years** (Relaxable for SC/ST candidates, Ex-Service Men and other special categories of person in accordance with instructions or orders issued from time to time).

4. **Educational Qualification:**


Sl.No.	Name of the post	Essential Qualification	Desirable Qualification
1	Lower Division Clerk	Plus 2 or equivalent from a recognized Board or University.	Certificate Course on Computer for a minimum period of 3 months from a Govt. recognized Institution.
2	Stenographer Grade III	Plus 2 or equivalent from a recognized Board or University.	N.A
3	Bearer	1. Pass in 10+2 or its equivalent from a recognized Institution. 2. Conversational ability In English and Hindi 3. 2 years experience as bearer in registered hotel/restaurant/ Tourist resort.	Certificate course in Hospitality Management from a recognized Institute/College by any State Govt./Central Govt.

**NOTE:** Candidates who does not possess the required qualification as on 02.06.2014 need not apply.

5. **Scheme of examinations:**

- I. Open Competitive Examination for the post of LDC will consist of two stages.

**Stage - I** : Written Competitive Examination will test the knowledge of the candidates on History, Geography, Economy, Polity, Science, Mathematics, General awareness of the candidate on current national and international importance. Total marks will be 100. The written examination shall consist of 100 multiple choice objective type questions carrying one mark each which will have to be answered in 120 minutes (Two hours) duration by the candidates in OMR answer sheets by way of bubbling. **The level of questions will be of Plus-2 standard.** Question papers will be set in both English and Malayalam. However, in case of dispute if any, English version will be final. Candidates have to secure a minimum of 45 % marks (40 % marks for SC/ST candidates) to qualify in the written examination. The test will be conducted at Kavaratti, Kochi and Calicut.

  
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**Stage - II** : This stage is of qualifying in nature. It will consist of Skill test on computer. Time allowed is 10 minutes. Speed is 35 words per minute; 10500 KDPH. Only those candidates who qualify in the stage I (written examination) will be allowed to appear for the skill test on computer. The number of candidates allowed for skill test will be approximately in the ratio of 1(vacancy): 5 (candidates). The test will be conducted at Kochi.


**II. Open Competitive Examination for the post of Stenographer will consist of two stages**

**Stage - I** : Written Competitive Examination will test the knowledge of the candidates on History, Geography, Economy, Polity, Science, Mathematics, General awareness of the candidate on current national and international importance. Total marks will be 100. The written examination shall consist of 100 multiple choice objective type questions carrying one mark each which will have to be answered in 120 minutes (Two hours) duration by the candidates in OMR answer sheets by way of bubbling. **The level of questions will be of Plus-2 standard.** Question papers will be set in both English and Malayalam. However, in case of dispute if any, English version will be final. Candidates have to secure a minimum of 45 % marks (40 % marks for SC/ST candidates) to qualify in the written examination. The test will be conducted at Kavaratti, Kochi and Calicut.

**Stage - II** : This stage is of qualifying in nature. It will consist of Skill test in typing and transcription in stenography only on computer. Dictation: 10 minutes @ 80 words per minute. Transcription: 50 minutes. Only those candidates who qualify in the stage I will be allowed to appear for the stenography test. The number of candidates allowed for skill test will approximately in the ratio of 1(vacancy): 5 (candidates). The test will be conducted at Kochi

**III. Open Competitive Examination for the post of Bearer will consist of two stages**

**Stage - I** : Written Competitive Examination will test the knowledge of the candidates on History, Geography, Economy, Polity, Science, Mathematics, General awareness of the candidate on current national and international importance. Total marks will be 100. The written examination shall consist of 100 multiple choice objective type questions carrying one mark each which will have to be answered in 120 minutes (Two hours) duration by the candidates in OMR answer sheets by way


  
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of bubbling. **The level of questions will be of Plus-2 standard.** Question papers will be set in both English and Malayalam. However, in case of dispute if any, English version will be final. Candidates have to secure a minimum of 45 % marks (40 % marks for SC/ST candidates) to qualify in the written examination. The test will be conducted at Kavaratti, Kochi and Calicut.

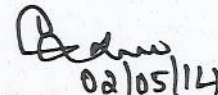
**Stage - II :** Personal interview for 10 marks. Candidate's conversational abilities in English and in Hindi and his technical knowledge in the field will be tested during the interview. Only those candidates who qualify in the stage I will be allowed to appear for the personal interview. The number of candidates allowed for personal Interview will be approximately in the ratio of 1(vacancy): 5 (candidates). The interview will be conducted at Kavaratti.

6. **Procedure for selection:** Selection will be made on the basis of marks obtained in the written examination and pass in typing/stenography test for the post of LDC/Stenographer; performance in the interview for the post of Bearer. **Eligible candidates can apply for all the three posts;** however, selection will be made as per the options exercised by the candidates. Candidates are required to exercise the post option in the application form as per their eligibility.
7. **How to apply:** Candidates should apply in the prescribed format only. The duly filled in application form along with attested copies of proof for age, educational qualification, experience, community, disability, Ex-Service Men etc. should reach the **Director (Services), Lakshadweep Secretariat, Kavaratti on or before 5.00 PM on 02.06.2014.** Applications received after the closing date and time and without necessary enclosures will not be considered for selection. This Department will not be responsible for any postal delay. The admission at all the stages of examination for which they are admitted viz. written examination/typing test/stenography test/interview will be purely provisional subject to their satisfying the prescribed eligibility condition. If on verification at any time before or after the written examination/typing test/stenography test/interview, it is found that they do not fulfill any of the eligibility conditions; their candidature for the examination will be cancelled.
8. **Admission to the examination:** All eligible candidates who apply in response to this Notification by the closing date will be assigned roll numbers. These will be

  
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communicated to them or placed on the Web sites of the Lakshadweep Administration at least two weeks before the date of examination. Candidate must write his or her name, roll No., date of birth, name of examination on all future communication with the Department. Communications from the Candidate not furnishing these particulars shall not be entertained. Admission certificate indicating the time and venue of the examination of each candidates will be issued to all applicants about two weeks before the examination. Candidates must carry at least one photo bearing Identity proof such as Driving Licence, Voter Card, College or University ID Card, PAN Card while attending the examination failing which they shall not be allowed to appear for the examination. Candidates must carry two Passport Size Photographs for affixing it in the copy of the admission certificate in the presence of invigilators if required. Candidates who do not carry the photograph will not be allowed to appear in the examination. Candidates applying for the examination to ensure that they fulfill all the eligibility conditions for admission to examination. Mere issue of admission certificate to the candidate will not imply that his/her candidature has been fully cleared by this Department.

  
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D. Karthikeyan  
Director (Services)

To

1. Notice Board in all Offices of the Administration.
2. The Director (Employment & Training), Kavaratti.
3. The Director (Information & Public Relation), Kavaratti with request to publish the matter in the next issue of Lakshadweep Times.

Copy to :-

1. The Web Coordinator, Services Section, Secretariat to upload in Lakshadweep Website.
2. All Sub Divisional Officers/Deputy Collectors in islands.

**APPLICATION FORM FOR THE POST OF LDC/STENOGRAPHER/BEARER**  
**NOTIFIED VIDE NOTIFICATION FILE NO.12/34/2012-SERVICES**

**DATED: 02-05-2014**

(To be filled in capital letters with ball pointed pen only)

Affix a recent  
passport size  
photograph.  
Photograph must  
be attested by a  
gazetted officer

**(FOR OFFICE USE ONLY)**

Date of receipt of application	
Roll number	
Remarks if any	

**(TO BE FILLED BY CANDIDATE)**

1	Name in full	:	
2	Father/Mother name	:	
3	Husband/Wife name	:	
4	Date of Birth and Age *(as on 02.06.2014)	:	
5	Whether claiming age relaxation (Yes/No)	:	
6	If 'Yes' for Column 5 then indicate the category under which age relaxation is claimed. a. OBC/SC/ST/Ex-Service men/Physically challenged (indicate the category under which age relaxation is claimed) b. Appeared in the last LDC/Stenographer examination notified vide Notification F.No12/34/2012- Services dated 18.03.2013 and F.No.12/36/2010-Services dated 22.02.2014.(indicate Yes or No)	:	
7	Nature of disability including (%) * (to be filled only by person with disability; others can indicate as N.A)	:	
8	Ex-Service Men (Yes or No)	:	



9	Place of birth and Nativity * (District & State)	:	
10	Community * (OC/OBC/SC/ST)	:	
11	Marital status	:	
12	Permanent address (Including e-mail ID and Contact Number)	:	
13	Address for communication (including e-mail ID and contact number)	:	
14	Employment Registration Number (if registered)	:	
15	Centre for examination (Kavaratti/Kochi/Calicut)	:	

**16. Post preference** (Candidate has to clearly mention their order of preference by indicating 1,2,3 against posts)

Sl.No.	Name of the post	Order of preference
1	Lower Division Clerk	
2	Stenographer	
3	Bearer	

**17. Educational Qualification**

Sl.No.	Educational Qualification	% of Marks	Name of the Institution	Year of Pass
1	Matriculation or equivalent			
2	Plus 2 or equivalent			
3	Diploma (if any)			
4	Degree (if any)			

**18. Experience**

Sl.No.	Name of the assignment	Name of the employer	Period	Remuneration

**19. Declaration:**

I certify that the information furnished above are true and correct to the best of my knowledge and belief.

Place :

Date :

Name & signature

**NOTE:**

1. Candidates can apply for more than one post in a single application.
2. \* Copies of proof should be enclosed.
3. The cover containing application and enclosures should be superscribed "Application for the post of LDC/Stenographer/Bearer vide notification dated 02-05-2014" should be addressed to The Director (Service), UTL administration, Secretariat, Kavaratti and should reach on or before 5.00 PM on 02-06-2014

**List of Enclosures:**

1. Proof for Age.
2. Proof for educational qualifications.
3. Experience certificate if any.
4. Nativity certificate.
5. Community certificate.
6. Disability certificate.
7. Ex-servicemen certificate.
8. Two recent passport size photographs.
9. Three self addressed envelope.