



भारत सरकार/GOVT. OF INDIA

लक्षद्वीप प्रशासन/ LAKSHADWEEP ADMINISTRATION

(सचिवालय – सेवा अनुभाग)/(Secretariat – Service Section)

कवरत्ती द्वीप - ६८२५५५/Kavaratti Island – 682 555.

F.No.12/74/2014-Services(Vol.II)(1)

2655  
CIRCULAR

Dated 23.08.2019

Sub: - UTL - Services - Filling up the post of L.D. Clerk and similar grades by promotion from the feeder cadre of Multi Skilled Employees - Application called for - Regarding.

Applications are invited to fill up the vacancies of L.D. Clerk (General Central Service Group 'C' Non Gazetted-Ministerial) in the Level-2 of Pay Matrix (Rs. 5200-20200 + GP Rs.1900/-) on promotion from the feeder cadre of Multi skilled Employees(Common Cadre controlled by Secretariat) having the following qualifications.

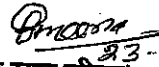
**Educational and other Qualifications:**

- 1) Pass in 12<sup>th</sup> class or equivalent qualification from recognized Board or University.
- 2) Skill test only on computer as follows:-  
English typing @ 35 word per minute.  
(Time Allowed -10 Mts.) 35 word per minute correspond to 10500 KDPH on an average of 5 key depressions for each word.
- 3) Three years regular service in the grade.

**Scale of Pay of the Post:** Level-2 in Pay Matrix (Rs. 5200-20200 + GP Rs.1900/-)

**Selection process:-** The employees who applied in response to this Circular shall have to appear in the skill test on computer. The exact date and venue of the skill test will be intimated later. Employees who passed the typing skill test will be selected to fill up the vacant post of L.D.Clerk as per the Seniority in the feeder cadre of MSE.

The Multi Skilled Employees under Common Cadre controlled by Secretariat those who fulfill the Educational qualifications and three years regular service in the grade as on 10.09.2019 may apply in the prescribed format through proper channel. The last date of receipt of the application is 20.09.2019.

  
23-8-2019  
(भीका राम मीना)

Director (Services)

To

1. All the Departmental Head / Institutions at Kavaratti with a request to circulate among staff.
2. DCs/SDOs in islands and AO, Kochi with direction to circulate this among the MSEs under Common Cadre controlled by Secretariat, in all the office in the respective islands/mainland under acknowledgement.

Copy to the Director, Information & Public Relations with request to publish in the Lakshadweep Times on priority basis.

**APPLICATION FORM FOR FILLING THE VACANT POST OF L.D.CLERK BY PROMOTION  
FROM MULTI SKILLED EMPLOYEES(UNDER COMMON CADRE) CIRCULATED VIDE**

**F.NO.12/74/2014-SERICES (Vol.II)(1) DATED 23.08.2019.**

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

**(FOR OFFICE USE ONLY)**

Date of receipt of application	
Registration No.	
Remarks if any	

Affix recent  
Passport size  
Photograph duly  
(Attested by  
Head of Office)

**(TO BE FILLED BY THE CANDIDATE)**

1	Name in full	
2	Name of Father/Mother	
3	Name of Spouse	
4	Employee Code	
5	Date of Birth (in figures and in words)	
6	Office in which presently working	
7	Date of joining in the Administration	
8	Date of regular appointment in the present cadre	
9	Community (SC/ST/OBC)	
10	Nativity	
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	Educational qualifications	
15	Additional information if any	

**Declaration by the Candidate:** - Certified that the information furnished above are true and correct to the best of my knowledge and belief.

Name & Signature of the Candidate:

Contd....2/-

**Declaration by the Head of Department/Institution:**

- (i) Certified that the information furnished above were verified with reference to the official records and found correct.
- (ii) Certified that there is no Vigilance case/Police case pending or contemplated against the above candidate.
- (iii) Certified that there is no doubt about his/her Integrity.

Name & Signature of  
Head of Office/Institutions:

(Office Seal)

**List of Enclosures: -**

1. Proof of Educational qualifications.
2. Attested copy of Community Certificate.
3. Copy of Appointment and Regularization order.
4. Attested copy of employee I.D.Card.
5. Recent passport size photograph(One).