



भारत सरकार / GOVT. OF INDIA

लक्षद्वीप प्रशासन / LAKSHADWEEP ADMINISTRATION

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

कवरत्ती द्वीप – ६८२५५५ / Kavaratti Island – 682 555.

F.No.12/53/2019-Services

3459

दिनांक:/Dated 13.11.2019

**EMPLOYMENT NOTICE**

Applications are invited from eligible local candidates of U.T.of Lakshadweep in the prescribed format to fill up the vacancies of the following posts under Direct Recruitment through open competitive examination.

**1. Details of the post:**

S. No.	Name of Post	Name of Service	Name of posts			Level in pay Matrix	Remarks
			General	ST	Total		
1	Stenographer Gr.III	General Central Service Group 'C' (Non Gazetted – Ministerial)	9	8	17	Level-4 in Pay Matrix (Rs.5200-20200 + GP Rs.2400/-	(i) Among the 17 posts: (a) Two vacancies are reserved for Ex-Servicemen (b) One vacancy is reserved for Persons with Disabilities. (ii) The Stenographer post is also suitable for persons with following disabilities a)Orthopedically Impaired (One arm, one leg, both leg, one arm and one leg) b) Low vision  (iii) Vacancies arising till 31.12.2020 shall be filled by this recruitment.

**2. Date of Notification, closing date, etc:**

S. No	Particulars	Date
1.	Date of Notification	13.11.2019
2.	Closing date for receipt of application	13.12.2019

**3. Age:**

The candidate should be 18 to 30 years of age as on 13.12.2019 (Relaxable for SC/ST candidates, Ex-Servicemen and other special categories of person in accordance with the instruction or orders issued by Government of India from time to time).

13/11/19

#### 4. Educational Qualification:

Sl.No.	Name of the post	Essential Qualification
1	Stenographer Gr.III	1. 12 <sup>th</sup> class pass or equivalent from a recognized Board or University. 2. Skill test in Typing and transcription in Stenography <b><u>only on Computer.</u></b> 3. <u>Skill Test Norms:</u> Dictation : 10 Mts @ 80 words per minute Transcription: 50 Mts (English) 65 Mts (Hindi)

Note: Candidates who does not possess the required qualification as on 13.12.2019 are not eligible to apply.

#### 5. Scheme of examinations:

I. 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 Science, Mathematics, Social Science (History, Geography, Economy, Polity), Knowledge of the candidates about History and Geography of Lakshadweep and 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. In case sufficient number of candidates is not available to fill up the vacancies of reserved category, UTL Administration reserves the right to relax it to fill up the reserved vacancies. The test will be conducted at Kavaratti, Agatti, Amini, Androth, Chetlat, Kadmat, Kalpeni, Kiltan, Minicoy and Kochi.

**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 venue of the Stage-II test will be communicated subsequently.

#### 6. Selection:

Selection will be made on the basis of marks obtained in the written examination(i.e., stage-I) and pass in typing/stenography test(i.e., stage-II) for the post.

#### 7. Validity of the result:

The selection list/ waiting list published will be valid for a period upto 31.12.2020.

#### 8. How to apply:

Candidates should apply in the prescribed format only. **The duly filled in application form should reach the Director (Services), Lakshadweep Secretariat, Kavaratti on or before 13.12.2019 by 18.00 Hrs.** Applicant need not submit copy of any additional documents/certificates along with duly filled application form. Application received after the closing date and time 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 will be purely provisional subject to their satisfying the prescribed eligibility condition. 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.

4  
13.11.19

**9. 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 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 candidate will be issued to all applicants about two weeks before the examination. Candidates must carry at least one photo bearing Identity proof such as Aadhar card, Driving License, Voter ID card, College or University ID card, PAN card while attending the examination failing which they shall not be allowed to appear for the examination. **Candidate applying for the post has to ensure that they fulfill all the eligibility conditions for admission to examination. Mere issue of admission certificates to the candidate will not imply that his/her candidature has been fully cleared by this Department.**

**10. Action against misconduct:** Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered of, fabricated and should not suppress any material information. A candidate is liable to be prosecuted for misconduct if during or at any stage of recruitment, he/she has been found guilty of

- a. Using unfair means during the examination.
- b. Impersonating or procuring impersonation by any person.
- c. Misbehaving in the examination hall or taking away answer sheet from the examination hall.
- d. Resorting to any irregular means in connection with his/her candidature during selection process
- e. Obtaining support for his/her candidature by any means

Such candidates in addition to rendering himself/herself liable to criminal prosecution may also be liable to be:

- Disqualified from the examination hall
- Debarred either permanently or for a specified period from any examination/ recruitment to be conducted by U.T of Lakshadweep Administration.

  
Director (Services)

To

1. Notice Board in all offices of the Administration.
2. The Director (Employment & Training), Kavaratti.
3. The Director (Information & Public Relations), 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 SDO/DC in islands with request to circulate and publish in their notice board along with all the peripheral units and also to give wide publicity.

# Steno - 2019

## APPLICATION FORM FOR THE POST OF STENOGRAPHER NOTIFIED VIDE NOTIFICATION FILE NO 12/53/2019-SERVICES DATED 13.11.2019

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

(FOR OFFICE USE ONLY)

Date of receipt of application	
Roll number	
Remarks if any	

Affix a recent  
passport size  
photograph.

(Photo to be self attested)

(TO BE FILLED BY CANDIDATE IN BLOCK LETTERS)

1.	Name of the applicant (As per School Certificate in Block Letters)	:	
2.	Name of Father/ Mother	:	
3.	Date of Birth and Age as on 13.12.2019 (As per School Certificate/ Birth Certificate)	:	
4.	Whether claiming age relaxation (Yes/No)	:	
5.	If Column No. 4 is 'Yes', please indicate the category under which age relaxation is claimed. (ST/Ex-Service men/ Persons with disability)	:	
6.	Whether Differently Abled (Yes/No)	:	
7.	If Column No. 6 is 'Yes', please indicate Nature of disability including (%) <i>(To be filled by person with disability only; others may indicate as N.A.)</i>	:	
8.	Community (ST/Others)	:	
9.	Nativity (District & State)	:	
10.	Whether the applicant is a Local Candidate of Lakshadweep (Yes/No)	:	
11.	Whether Lakshadweep Government Employee (Yes/No)	:	
12.	If Column No. 11 is 'Yes', please submit the application through proper channel	:	
13.	Whether the applicant has attained the Essential qualification prescribed in the Employment Notice for the post (Yes or No)	:	
14.	If Column No. 13 is 'Yes', please furnish,		
	(a)	Name of the Institution	
	(b)	Name of the Board	
	(c)	Year of Pass	

15.	Permanent address (Including e-mail ID and Contact Number)		
16.	Address for Communication (including e-mail ID and contact number)	:	
17.	Centre for Examination: (Kavaratti/ Agatti/ Amini/Androth/ Chetlat/Kadmat/ Kalpeni/ Kiltan/ Minicoy/ Kochi)	:	

**18. Declaration:**

I certify that the information furnished above are true and correct to the best of my knowledge and belief. If any of the information furnished above is found to be incorrect/doctored/false at any point of the recruitment process, my candidature shall be liable to be rejected, irrespective of the result of the examination.

Place:

Date:

Name & Signature:

**NOTE:** The cover containing application should be super scribed “**Application for the post of Stenographer vide notification dated 13.11.2019**” and should be addressed to **The Director(Service), UT of Lakshadweep Administration, Secretariat, Kavaratti-682555** and should reach **on or before 6.00 PM on 13.12.2019**. The Service Department, UTL Administration will not be responsible for any Postal delay.