

VACANCY NOTICE

Applications in the prescribed format are invited from eligible local candidates who possess the requisite qualification for filling up the regular vacancy of Panchayat Secretary in the Directorate of RD, PRIs & ULB, Andaman and Nicobar Administration, Port Blair. The details of post is as under.

1	Name of post	Panchayat Secretary
2	No. of vacancy	02 posts (Reserved) - OBC 01 post (Reserved) - ST 04 post Un-reserved
3	Pay Band	PB-1 Rs 5200+20200+GP 2800/-
4	Age Limit	18-33 years for Male 18-38 years for Female Note: 1. Relaxable for Govt. Servants upto 5 years in accordance with the instructions/orders issued by Govt. of India from time to time. 2. Relaxable for ST Candidates upto 05 years and OBC candidates upto 03 years in accordance with the instructions/orders issued by the Govt. of India from time to time.
5	Educational Qualification and Other Qualification	Essential: (i) Degree in any discipline from a recognized University. (ii) Should qualify the written examination Desirable Post Graduate Diploma in Local Self Govt. /Panchayati Raj Administration /Rural Development.
6	Duties and Responsibility	1. Incharge of the office of the Gram Panchayat. 2. He shall work under the direct supervision of the Pradhan and shall be responsible to the Gram Panchayat through the Pradhan. 3. To prepare the Gram Panchayat Budget in time. 4. To have custody of all papers and documents of the Gram Panchayat and to kept in safe custody. 5. To submit Gant-in-aid application to the Authorities as per the GIA Rules. 6. To prepare the monthly and quarterly statement of accounts and placing the same before the Gram Panchayat. 7. To inspect work-sites for assessing the works in progress and for giving directions, if the works are not carried out accordingly to sanction. 8. To supervise and control the staff posted in the Gram Panchayat.

Application in the prescribed format duly filled in along with attested copy of certificate/testimonials of Educational and other Qualifications, proof of age, Employment Registration Card, Local Certificate, Caste/category Certificate and recent passport size photograph duly attested by a Gazette Officer with one unattested photograph should reach the office of the undersigned on or before **24/12/2010**. Application received after the closing date of receipt of application will not be accepted under any circumstances.

Departmental candidates should send their application through proper channel to this Directorate within the due date.

Candidates may note that they should not attach original certificate along with their application. Original certificates will be called from them at the time of interview.

After scrutiny of their application, a list of eligible / in-eligible candidates will be displayed in the notice board of this Directorate on the next working day after closing date of receipt of application for information of the candidates.

Eligible candidate shall have to compete in a written exam conducted by the Department/Administration in the first instance and qualified candidates in the written examination shall be short-listed as per ratio and allowed for personal interview.

Director (RD, PRIs & ULB)
A & N Administration
Marine (P.O), Marine Hill
Port Blair, South Andaman
Pin Code No.-744101

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ANDAMAN AND NICOBAR ADMINISTRATION
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DIRECTORATE OF RD, PRIs AND URBAN LOCAL BODIES

Letter No. 1-63/RD & LSG/07/Vol-II

Dated at Port Blair the November, 2010

Copy forwarded to:

1. The Chief Editor (DP/DS) with the request to publish the vacancy notice in the newspaper in two issues for wide publicity.
2. The Director (I,P & T), A & N Admn for information and necessary action.
3. The Employment Officer, Employment Exchange, Port Blair for information and necessary action. He is requested to sponsor name of eligible candidates to this Directorate with in the due dates.
4. The Manager Govt. Press, Port Blair for information & Necessary action.
5. Notice Board.

Assistant Director (Panch)

FORMAT

**APPLICATION FOR THE POST OF PANCHAYAT SECRETARY IN THE
DIRECTORATE OF RD, PRIs & ULB, PORT BLAIR**

Paste passport size
photograph duly attested
by a Gazetted Officer

1	Name in block letter (as recorded in educational certificate)	
2	Father / Husband name	
3	a. Date of Birth (as recorded in educational certificate) (enclose attested copy of certificate). b. Present age as on 24/12/2010	_____ Years & _____ Month
4	a. Educational qualification (enclose attested copy of certificate). b. Other qualification (enclose attested copy of certificate).	
5	Past experience, if any (enclose copy)	
6	Employment Exchange Card No. if any (enclose copy)	
6	Category to which applied for (General/OBC/ST) (enclose attested copy of caste/category certificate).	
7	Postal address for communication.	
8	Personal Contact Number	
9	Whether local or not (enclose attested copy of local certificate).	

I hereby declare that all statements made in the application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being false or incorrect or ineligibility being detected before or after my selection, my selection, my candidature/ appointment is liable to be cancelled.

I have read the provisions in the employment notice of the IP Division, Directorate of IP & T, Port Blair carefully and I hereby undertaken to abide by them.

I further declare that I fulfil all the eligibility regarding age limit, educational qualification tec. prescribed for admission to the examination.

(Signature of the applicant)
(application not signed by the candidate will be rejected)

Place:

Date:

प्रतिलिपि अग्रेषित

1. मुख्य सम्पादक को इस अनुरोध के साथ की इस सूचना को दो दिवस डेयलीटेलीग्राम व द्वीपसमाचार में प्रकाशित करे।
2. निदेशक, सूचनाप्रचार व पर्यटन निदेशालय ,अंडमान तथा निकोबार प्रशासन के सूचनार्थ व आव यक कार्यवाही हेतु
3. रोजगार अधिकारी, रोजगारी कार्यालय के सूचनार्थ व आव यक कार्यवाही हेतु एवं यह अनुरोध किया जाता है कि योग्य उम्मीदवार के नाम निदेशालय में अंतिम तिथि से पहले भेजे।
4. प्रबंधक सरकारी मुद्रणालय, पोर्टब्लेयर के सूचनार्थ व आवश्यक कार्यवाही हेतु।
5. सूचना पट्ट।

सहायक निदेशक ,पंचायतद्व