



VACANCY CIRCULAR

Applications are invited through proper channel from eligible officials of Central/State Governments/UT Administrations/Autonomous Organisations/ Public Sector Undertakings for filling up of 01 (one) Group B post of **Junior Analyst** in the pay scale of Rs.6500-200-10500 in the Administrative Reforms Wing of Secretariat by transfer (including short term contract) on deputation basis. The Officers:-

- (A) (i) Holding analogous posts on a regular basis
OR
(ii) With three years regular service in posts in the scale of pay of Rs.5500-9000 (pre-revised: Rs.1640-2900) or equivalent;
OR
(iii) With 08 years regular service in posts in the scale of pay of Rs.4500-7000/5000-8000 (pre-revised Rs.1400-2300/2600) or equivalent; and

(B) Possessing the following educational qualifications and experience:-

- (a) Atleast a University degree or equivalent; and
(b) Have successfully completed the Advanced Management Service Course of the Institute of Secretariat Training & Management or Deffence Institute of Work Study or equivalent training in any other recognized Institute.

OR

Have atleast two years experience in the applications of Work Study/Organisation & Methods/Analytical./Statistical/Operation/ Research and other Management Research Techniques.

OR

Have successfully completed the Basic Management Service Course of the Institute of Secretariat Training & Management or an equivalent training in any other recognized Institution and have one year experience in the application of Work Study/Organisation & Methods/Analytical/Statistical Operations Research and other Management Research/Research Techniques.

Eligible officials may submit their application, in the format appended below, through proper channel to the Commissioner-cum-Secretary (Perl)/Assistant Secretary (Perl), A & N Administration, Port Blair. The application, complete in all respect, duly countersigned by the Head of Department/Office may be forwarded to the Assistant Secretary (Perl), Secretariat, Port Blair along with vigilance clearance and attested copies of ACRs for the last 05 years latest by 1600 hours on 31.07.2007.

The Heads of Department/Offices may ensure that officials, against whom disciplinary proceedings are pending or being contemplated, are not forwarded/ recommended.

Applications received after the due date and incomplete applications shall not be entertained.

Assistant Secretary (Perl)

No:49-32/98-PW

अण्डमान तथा निकोबार प्रशासन

ANDAMAN AND NICOBAR ADMINISTRATION

सचिवालय / SECRETARIAT

Port Blair, dated 29th June, 2007.

Copy forwarded to:-

1. The Chief Editor, The Daily Telegrams, Port Blair for information with the request to kindly publish the above Vacancy Circular in 'The Daily Telegrams' for three days well before the close of the last date prescribed in the vacancy notification.
2. All Heads of Departments/Offices for information with the request to kindly circulate the above vacancy amongst the officers working under them and applications received from eligible officials may be forwarded to the Administration within the time and date stipulated above.

Assistant Secretary (Perl)

25/4/

PROFORMA

1. Post applied for :
2. Name :
3. Father/Husband's Name :
4. Date of Birth :
5. Educational Qualification :
6. Post held :
7. Pay scale/Present pay :
8. Date of appointment to the present Grade :
9. Year passing AMS/BMS Course :
10. Experience :
11. Whether eligible for the post applied for. : Yes/No

Signature of Govt Servant

CERTIFICATE

(To be signed by the Head of Department/Office)

Certified that:-

1. The particulars furnished by the official has been verified from the Service Records and found to be correct;
2. The official fulfill the requirement of Recruitment Rules as indicated in the Circular;
3. No disciplinary proceedings/cases are pending or being contemplated against the official; and
4. Certified copies of ACR for the preceding 05 years in respect of the official are enclosed.

Signature/Seal of Head of Department/Office.