

No:48-43/2007-PW

अण्डमान तथा निकोबार प्रशासन  
**ANDAMAN AND NICOBAR ADMINISTRATION**  
सचिवालय / **SECRETARIAT**

Port Blair, dated 20<sup>th</sup> August, 2007.

To

All Heads of Departments/Offices(including PCCF)  
A & N Administration  
Port Blair

Sub:- Filling up the post of Budget Officer in Finance Section of Secretariat – Regarding

Sir,

I am directed to state that 01 (one) Group-B(Non-Gazetted) post of Budget Officer in the pay scale of Rs.5500-175-9000 in the Finance Section of Secretariat is proposed to be filled **on deputation basis** from amongst the eligible candidates who fulfill the conditions prescribed in the notified Recruitment Rules as detailed below:-

(a) Official of Amalgamated/Forest Clerical Cadre of A&N Administration –

(i) holding the post in the pay scale of Rs.5500-175-9000 on a regular basis;

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(ii) with five years regular service in the post in the scale of pay of Rs.4500-7000 or equivalent;

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(iii) with ten years regular service in post in the scale of pay of Rs. Rs.4000-6000 or equivalent;

AND

(b) desirable qualification –

(i) having at least two years experience in finalization of budget, supplementary grant and re-appropriation at State/Union Territory level;

(ii) knowledge in computer.

2. It is requested that the above vacancy may kindly be circulated amongst the eligible officials working in your Department/Office and applications in the prescribed Proforma (*specimen enclosed*), received from eligible officials who are willing to be considered for the post, may be forwarded to the Assistant Secretary(Personnel), Secretariat along with their vigilance clearance and copies of Annual Confidential Reports for the preceding 05 years by or before 20th September, 2007.

3. It may please be ensured that officials against whom disciplinary proceedings are pending or being contemplated are not forwarded/ recommended.

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

Yours faithfully,



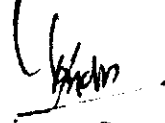
(K.M.Lohidakshan)

Assistant Secretary (Perl)

Encl: proforma

Copy to:-

- 1) All Sections in Secretariat for similar necessary action.
- 2) The Sr Accounts Officer(Fin-I), Secretariat for information.



Assistant Secretary (Perl)

**PROFORMA**

1. Post applied for :
2. Name of candidate :
3. Date of Birth :
4. Post held at present & office to which attached :
5. Pay scale/Present pay :
6. Date of appointment to the present Grade :
7. Experience :
8. Whether eligible for the post applied for: Yes/No

Signature of Govt Servant  
(with date)

**CERTIFICATE**

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

Certified that:-

1. The particulars furnished by the official have been verified from the Service Records and found to be correct;
2. The official fulfills the requirement of Recruitment Rules as indicated in the Circular;
3. No disciplinary proceedings/cases are pending or being contemplated against the official;
4. Copies of ACR for the preceding 05 years in respect of the official are enclosed/not enclosed; and
5. Vigilance Clearance certificate in respect of the official is enclosed/not enclosed.

*(note: strike out wherever required)*

Signature&Seal of Head of Department/Office.