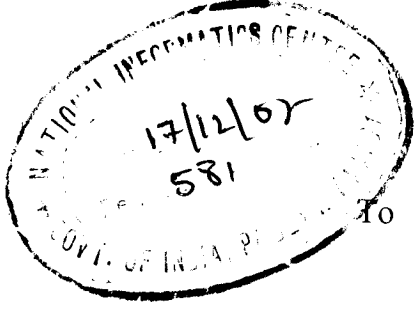


AK



No:49-75/89-PW  
अण्डमान तथा निकोबार प्रशासन  
**ANDAMAN AND NICOBAR ADMINISTRATION**  
सचिवालय / **SECRETARIAT**  
\*\*\*\*\*

Port Blair, dated 6<sup>th</sup> December, 2007

To  
All Heads of Departments/Offices  
A & N Administration  
Port Blair

Sub:- Filling up the post of Accountant in Dr BRA Polytechnic & Second Polytechnic on deputation basis – Regarding  
Sir,

I am directed to state that two posts of Accountants in the pay scale of Rs.5000-8000 one each in Dr B R Ambedkar Polytechnic and Second Polytechnic, Dollygunj is proposed to be filled on deputation basis from amongst the Higher Grade Clerks of AC Cadre with 07 years regular service in the grade and possessing sufficient knowledge in Accounts matters, as per normal terms and conditions.


It is, therefore, requested that the vacancy may please be circulated amongst the employees working in your establishment and applications, in the prescribed proforma (in duplicate) from willing and eligible candidates may please be forwarded to the Personnel Wing latest by **10<sup>th</sup> January, 2008** positively for taking further necessary action at this end. The applications should be in the prescribed format and countersigned by the Head of Department/Office.

It may please be ensured that applications from those employees against whom disciplinary proceedings/criminal cases are pending or being contemplated and from those who have not completed the cooling period of two years, may not be forwarded and a certificate in this regard be appended while forwarding the applications to enable the Personnel Wing to obtain their vigilance clearance.

Yours faithfully,

  
(K M Lohidakshan)  
Assistant Secretary (Perl)

Copy forwarded to the Principal, Dr BR Ambedkar Polytechnic, Pahargoan for information with reference to his letter No:11-18/Poly/1989/2462 dated 23.11.2007

  
Assistant Secretary (Perl)

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**PROFORMA**

**BIO-DATA**

*(To be furnished in duplicate)*

1. Name of applicant
2. Designation
3. Date of initial appointment as LGC
4. Date of promotion to the grade of HGC
5. Date of joining the present office
6. Educational Qualifications
7. Experience
8. Date of return from previous deputation (*if applicable*)
9. Previous posting for the last 10 years (office-wise)
10. Remarks, if any

Date:

Signature of the candidate

**C E R T I F I C A T E**

Certified that:-

1. The particulars furnished by the applicant have been verified from the Service Book of the official and found correct.
2. No vigilance/criminal cases are pending or being contemplated against the official
3. The department has no objection for relieving the official in case of his selection.
4. The official has completed the two years cooling period prescribed by the Admn.

Signature of HODs/Offices.