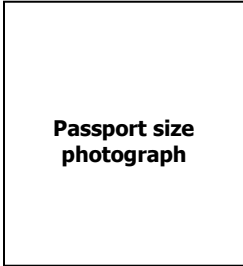


APPLICATION FORMAT FOR THE POST OF SENIOR ASSISTANT

1. Name of the applicant (in block letters)
2. Father's Name
- 3) Date of Birth (in Christian era)
- 4) Address for communication
- 5) Telephone Number (if any)
- 6) Educational Qualifications
- 7) Details of Employment in chronological order



(Enclose a separate sheet duly authenticated/signed by the candidate, if the space provided below is insufficient)

Office/ Orgn.	Post held	From	To	Scale of pay (Revised/Pre-revised)	Nature of duties

- 8) Nature of present employment i.e. ad-hoc or temporary or quasi-permanent or permanent. :
- 9) In case the present employment is held on deputation/Contract basis please state-
 - i. The date of initial appointment
 - ii. Period of appointment on deputation/ contract
 - iii. Name of the parent office/organization to which you belong
10. Additional details about present employment please state whether working under
 - (a) Central Government. (b) State Government. (c) A&N Administration
 - (d) Autonomous Organizations. (e) Government Undertakings. (f) Universities.
11. Total emoluments per month now drawn.
12. Additional information, if any, which the candidate would like to mention in support of your suitability for the post. (Enclose a separate sheet, if the space is insufficient)

14. Remarks

Place & Date

Signature of the Candidate
Address

CERTIFICATE

- i) The information given by the applicant above from Sl. No. 1 to Sl. No. 13 has been verified from the official records and is true.
- ii) The candidate is eligible as per conditions mentioned in the circular.
- iii) It is also certified that neither any Vigilance Case/Departmental Enquiry is pending against the applicant nor the same is contemplated.
- iv) There is no doubt about the integrity of the candidate.
- v) Photo copies of ACR's for the last.....(Number of years) years are also enclosed.
- vi) In the event of the Selection of above applicant this organization shall have No Objection to relieve him for appointment on transfer on deputation.

Place:
Date
Encl: (As above)

Signature of HOI/HOD

(Office Seal)

ANDAMAN AND NICOBAR ISLANDS
INTEGRATED DEVELOPMENT CORPORATION LIMITED
(ANIIDCO)

Vacancy notice

It is proposed to fill up two (2) posts of Senior Assistant in the PB-1 of ₹ 5200-20200 plus Grade pay of ₹ 2400/- in ANIIDCO by transfer on deputation from amongst the eligible Officials serving under the Central/State Govt./UTs/Public Sector Undertakings, possessing the following essential requirements:

- i) Holding analogous posts in the pay band of ₹ 5200-20200 with grade pay of ₹ 2400/- ***OR*** with eight years of regular service in the ₹ 5200-20200 with grade pay of ₹ 1900/-.
- ii) Possessing educational qualification as under:
 - (a) Degree from a recognized university or equivalent.
 - (b) Desirable: Degree with commerce.

Terms and conditions for appointment are as follows:-

- (a) In addition to pay, the selected persons will be entitled to Dearness Allowance, SCA, HRA, TA, ISDA as admissible under rules.
- (b) Leave Travel Concession/AFSP as per rules.
- (c) Deputation allowance admissible as per rules.
- (d) **Tenure:** Maximum 3 years (period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Govt. shall ordinarily not exceed 3 years but initially for a period of one year).
- (e) Services shall be governed by the relevant rules and orders in force from time to time in respect of the Govt. servants of their category serving under ANIIDCO.
- (f) Crucial date for determining the age and other eligibility conditions like educational qualification and experience etc. shall be the closing date of receipt of application.
- (g) Incomplete/unsigned applications or applications received after due date shall be summarily rejected without intimation.
- (h) The officials are required to be served in any part of the Andaman and Nicobar Islands or wherever the Corporation having its activities. Any unwillingness in this regard shall amount to immediate repatriation.

Applications along with bio-data may be forwarded in the prescribed Proforma, addressed to General Manager ANIIDCO Ltd, PO Box 180 Port Blair -744101 in a sealed envelope superscribing "**Application for the post of Senior Assistant**" duly countersigned by the present employer along with photocopies of last five years ACRs, Vigilance Clearance and integrity Certificates so as to reach **on or before 15th May, 2012**. Applications of those officials against whom disciplinary/Vigilance cases are pending or contemplated need not be forwarded. Applications received directly or after due date from the employers shall not be entertained.

General Manager
ANIIDCO

