

VACANCY NOTICE

Applications are invited from the willing and eligible employees working under the Central/ State Govt./UT's/Public Sector Undertakings, autonomous organizations for filling up of the post of Executive Officer and Project Manager in Society for Promotion of Vocational & Technical Education (SOVTECH) **on deputation basis** as per the eligibility indicated against the post as detailed below :

1. Executive Officer

- a. No. of posts : 01(one)
- b. Educational Qualification & other criteria :
Degree in Engineering or Diploma in Engineering And
20 Years experience out of which at least 5 years experience should be in Administrative line with knowledge in National e-Governance Plan and Implementation of IT Project in Departments:-

Deputation from among Government Servant with 3 years regular Govt. Service in the Pay Band of PB-3 with GP Rs. 5400 and possessing EQ and Experience

OR

5 years regular Govt. Service in the Pay Band of PB-2 with GP Rs 4600 and experience in requisite field.

- c. Period of deputation : One year extendable to a period of 3 years.
- d. Scale of pay : PB-3 with GP Rs 6600/-
- e. Duties & Responsibilities :
 - Overall in-charge for the entire operation of the society.
 - Liaison with A&N Administration and other bodies.
 - Overall financial management of the society.
 - Drawing & Disbursing Officer of the society.
 - Any other works assigned by the superiors.

2. Project Manager

- a. No. of posts : 03(three)
- b. Educational Qualification & other criteria :
Degree in Science with any of the following experience in AIT cadre of A&N Administration:-
4 years regular Govt. Service in the Pay Band of PB-2 Rs 9300-34800 with GP Rs 4200 and experience in requisite field

OR

6 years regular Govt. Service in the Pay Band of PB-1 Rs 5200-20200 with GP Rs 2800 and experience in requisite field

OR

8 years regular Govt. Service in the Pay Band of PB-1 Rs 5200-20200 with GP Rs 2400 and experience in requisite field

- c. Period of deputation : One year extendable to a period of 3 years.
- d. Scale of pay : PB-2 with GP Rs. 4600/-
- e. Duties & Responsibilities
 - Managing of various software/hardware related initiatives.
 - Assisting in all functions of NeGP Projects.
 - Implementation of core projects and mission mode projects.
 - Other works assigned by the superiors.

Note:

The interested eligible candidates may submit their filled in application form with copies of their testimonials in the prescribed proforma along with two recent passport size color photographs (One to be affixed in the Application form and others to be enclosed), attested copies of the certificates with respect to date of birth, educational qualification, experience through the concerned HOD. The HOD/HOO willing to spare the services of the applicant may forward the application form alongwith Part-B of the proposal duly signed by HOD/HOO and copies of ACR of last 5 years to the Member Secretary, SOVTECH, BRAIT Campus, Pahargaon, Port Blair-744103 so as to reach latest by 31st May, 2012 at 1700 hrs. The applications received after the due date shall not be entertained/considered.

Member Secretary, SOVTECH
A & N Islands

Application Form for Deputation Posts
(SOVTECH, A&N Islands, Port Blair)

Affix Attested
Passport size
Color
photograph

PART – A

1	Name of the Post Applied for			
2	Name in Block Letters			
3	Father's/Husband's Name			
4	Gender (Male/Female)			
5	Date of Birth	DD	MM	YYYY
6	Age as on 31/05/2012	Years	Month	Days
7	Marital Status			
8	Post presently held under Amalgamated Information Technology Cadre of the A & N Administration			
9	Present Scale of Pay & Basic Pay/Pay Band, Pay in the Pay Band and Grade Pay			
10	Post presently held on Regular/Adhoc/Deputation Basis			
11	Postal Address for Correspondence	Address		
		Pin No.		
12	Contact No	Off.	STD Code	Ph No.
		Res.		
		Mobile		

13	Email Id						
14	Educational Qualification (From XII standard onwards)						
	Examination Passed	Year of Passing	Name of the Board/College/ University	Duration of Study	Subjects/ Specialization	Aggregate %age of Marks/ Grade	Class/ Division
15	Experience in Government Service including experience in the present post (till date)						
	Name of the Department/ Organizations	Designation	Regular/ Deputation / Contract/ Adhoc/	Nature of Duties	Period (Start-to-End)	Scale of Pay & Basic Pay/Pay Band, Pay in the Pay Band & Grade Pay	Major Achievements during the period
16	Brief description of your experience in handling major IT projects, if any						
17	Enclosures (Please (✓) mark your enclosures)						
	<input type="checkbox"/> Proof of Date of Birth <input type="checkbox"/> Proof of Educational Qualifications <input type="checkbox"/> Declaration of the Applicant not to withdraw his/her candidature in the event of selection to the post.						
18	Additional information, if any, which you would like to mention in support of your suitability for the post.						

Declaration

I hereby declare that I fulfill the eligibility conditions as per the advertisement and that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility conditions according to the requirements mentioned in the advertisement, my candidature/appointment is liable to be cancelled/terminated. In the event of my selection, I undertake not to withdraw my candidature subsequently.

Date:

Place:

Name and Signature of the Candidate

PART-B

(To be filled and signed by HOD/Office)

Certified that :-

1. The particulars furnished by the applicant have been verified from the service book of the official and found correct.
2. No disciplinary / criminal cases are pending or being contemplated against the official.
3. His / Her integrity is certified.
4. Certified copies of his / her ACR's for the preceding 05 years are enclosed.
5. In case of selection of the candidate he/she will be relieved immediately.

Date:

Place:

Signature & seal of the Forwarding Authority