

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

Port Blair, dated 26th June, 2008

VACANCY CIRCULAR

It is proposed to fill up 02 (two) posts of Senior Technical Assistants in the pay scale of Rs.5500-175-9000, borne under the Administrative Reforms Wing of Secretariat, by transfer on deputation basis from amongst the officials of A & N Administration, who fulfill the eligibility criteria, as per details furnished below:-

Officers working under the A&N Admn with 03 years regular service in posts in the pay scale of Rs.5500-175-9000 or with 05 years regular service in the posts in the pay scale of Rs.4500-125-7000 or equivalent and possess a degree of a recognized university or equivalent and have successfully completed training in the Basic management Service Course of the Institute of Secretariat Training & Management or equivalent training from any other Institution OR possess at least one year experience in the application of Work Study Organization and Methods/ Analytical/Statistical Operations, Research Techniques etc.

The tenure of deputation including the period of deputation in other ex-cadre posts immediately preceding the present deputation/appointment in the same or any other Organization/Department shall ordinarily not to exceed 03 years.

The applications, in the Proforma (appended below) from eligible and willing employees along with Vigilance Clearance and attested copies of ACRs for the last 05 years should reach the Secretary (Personnel), A&N Administration, Port Blair through proper channel on or before 31.07.2008 positively.

The Government Servants, against whom disciplinary/criminal cases are pending or being contemplated are not eligible for appointment on deputation against the above vacancies.

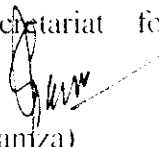
Incomplete applications or those received after the due date or received directly from the Govt servant shall not be entertained.

Secretary (Personnal)
A & N Administration.

Forwarded to the Manager, Government Press, Port Blair with the request to kindly publish the above Vacancy Notice in 'the Daily Telegrams' and forward a copy of the same to the undersigned for reference.

Copy also forwarded to:-

1. All Heads of Departments under the A&N Administration with the request to kindly circulate the above Vacancy Notice amongst eligible employees working under them and to forward applications, if any, received from eligible employees to the Administration before the last date prescribed in the Vacancy Notice.
2. All Sections in the Secretariat
3. The Assistant Secretary (AR & Trg), Secretariat for information.


(V Hamza)
Assistant Secretary (Perl)

PROFORMA

1. Post applied for
2. Name
3. Father/husband's Name
4. Date of Birth
5. Educational qualifications
6. Technical Qualifications
7. Post held with Scale of pay
8. Date of appointment to the present grade
9. Details of Training undergone
10. Experience
11. Any other information.

Signature of the candidate

Date :

CERTIFICATE

Certified that the particulars furnished by the applicant have been verified from the Service Book and other records of the official concerned and found to be correct.

Seal & Signature of Head of Office.