

Sub: Filling up of the post of Master (Home Trade) in the Port Management Board, Andaman and Nicobar Administration-Reg.

Sir,

I am to say that 02 posts of Master (Home Trade) in the scale of pay of Rs.10000-325-15200 (Group 'A' Gazetted) in the Port Management Board under the A&N Administration is proposed to be filled up from the eligible officers willing to serve under this Administration by deputation (including short term contract) from amongst the officers under the Central/State Government /UTs/ Public Sector Undertakings/Semi Government/Statutory /Autonomous Bodies:

- a) (i) Holding analogous posts on regular basis in the parent cadre/ department: OR  
(ii) With 5 years service in the grade rendered after appointment thereto on a regular basis in the scale of Rs. 8000-13500 or equivalent in the parent cadre/Department OR  
(iii) With 8 years service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs. 6500-10500 or equivalent in the parent cadre/department

AND .

- b) Possessing a Certificate of competency as Master (Home Trade) granted by Govt. of India.

Period of deputation (ISTC) including period of deputation (ISTC) 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 to exceed four years. The maximum age limit for appointment by deputation (ISTC) shall be not exceeding 56 years as on the closing date of the receipt of application.

**The terms and conditions of appointment are as follows:**

- 1) In addition to pay, the selected person will be entitled to DA admissible to Government Servants at the Central Govt. rates.
- 2) Special Compensatory Allowances as admissible under rules.
- 3) Rent free unfurnished accommodation subject to general review or House Rent Allowance in lieu thereof.
- 4) Free sea passage once in a year for the Govt. Servant and their family members while proceeding/returning from leave in accordance with the orders in force from time to time.
- 5) Leave Travel Concession as admissible under rules.
- 6) Deputation allowance as admissible under rules.
- 7) The 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 Government shall

ordinarily not exceed 3 years. The maximum age limit for appointment by transfer on deputation ( including short-term contract) shall be, not exceeding 56 years, as on closing date of receipt of applications.

- 8) He shall be governed by the relevant Rules and orders in force from time to time in respect of Government servants of their category serving under the Andaman and Nicobar Administration.

It is requested that the post may be circulated amongst the eligible officers as mentioned above working in the Department under your control and their applications alongwith their bio data in the enclosed curriculum vitae proforma obtained and who could be spared in the event of their selection may be forwarded to the Secretary(Shipping), Andaman and Nicobar Administration, Port Blair-744101 so as to be received latest by 31.10.2008 duly countersigned by the present employer alongwith upto date ACRs, Vigilance Clearance and Integrity Certificate.

Applications of those against whom disciplinary/vigilance cases are pending or contemplated need not be forwarded. The applications received after the date specified and not accompanied by the above documents will not be entertained.

Yours faithfully,

Encl: Curriculum Vitae  
Performa

(SANJEEV KHARWAR)  
Secretary (Shipping)

Copy forwarded to:-

1. The General Manager-Cum-Chief Editor, Employment News, East Block IV, Level-7, R.K. Puram, New Delhi, with the request to Publish above circular suitably in the Employment News.
2. The Director, IP&T, A&N Administration, Port Blair.
3. The Manager, Govt. Press, Port Blair with the request to publish the above circular suitably in the Daily Telegrams.
4. The Central (Surplus Staff) Cell, Department of P&T, Nirvachan Sadan, New Delhi.
5. The Director General (Resettlement), Ministry of Defence, West Block Sector V, R.K.Puram, New Delhi.
6. The Director, Publication Division, Govt. of India, Patiala House, Tikak Marg, New Delhi.
7. The Secretary, Union Public Service Commission, Dhoolpur House, Shahjahan Road, New Delhi.
8. The Chief Port Administrator, Port Management Board, Port Blair.
9. The Director of Shipping Services, A&N Islands, Port Blair.
10. The Assistant Secretary(Personnel), A&N Administration, Port Blair.
11. The Assistant Secretary (Vig) A&N, Administration, Port Blair .
12. The Pay & Account Officer, Port Blair.
13. Spare Copy-3

Secretary (Shipping)

ANNEXURE A

CURRICULUM VITAE PROFORMA

- 1. Name and Address  
(in Block Letters)
- 2. Date of Birth  
(in Christian era)
- 3. Date of retirement under  
Central/State Government  
Rules
- 4. Educational Qualifications
- 5. Whether Educational and  
other qualifications required  
for the post are satisfied. (If  
any qualification has been  
treated as equivalent to the  
one prescribed in the Rules,  
state the authority for the  
same)

Qualifications/  
Experience  
required

Qualifications/  
Experience  
possessed by  
the officer

Essential

- (1)
- (2)
- (3)
- (1)
- (2)

Desired

- 6. Please State clearly whether in  
the light of entries made by  
you above, you meet the  
requirement of the post

- 5 -
7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient

Office/ Institution	Post held	From	To	Scale of Pay and Basic Pay	Nature of duties (in detail)
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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-

a) The date of initial appointment

b) Period of appointment on deputation/contract

c) Name of the parent office/organization to which you belong.

10. Additional details about present employment

Please state whether working under (indicate the name of your employer against the relevant column)

a) Central Govt.

- b) State Govt.
- c) Autonomous Organisation
- d) Government Undertaking
- e) Universities
- f) Others

11. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade
12. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale
13. Total emoluments per month now drawn
14. Additional information, if any, which you would like to mention in support of your suitability for the post.  
 (This among other things may provide information with regard to  
 (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)  
 (Note: Enclose a separate sheet, if the space is insufficient).
15. Please state whether you are

7  
applying for deputation  
(ISTC). Absorption/Re-employment  
Basis. (Officers under  
Central/State Governments are only  
eligible for "Absorption".  
Candidates of non-Government  
Organisations are eligible only for  
Short Term Contract.)

16 Whether belongs to SC/ST

17. Remarks (The candidates may  
indicate information with regard to  
(i) Research publications and  
reports and special projects (ii)  
Awards/Scholarship/Official  
Appreciation (iii) Affiliation with  
the professional  
bodies/institutions/societies and  
(iv) any other information.  
(Note: Enclose a separate sheet if  
the space is insufficient)

I have carefully gone through the vacancy  
circular/advertisement and I am well aware that the Curriculum Vitae  
duly supported by documents submitted by me will also be assessed  
by the Selection Committee at the time of selection for the post.

Signature of the  
candidate  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_

Countersigned  
\_\_\_\_\_  
\_\_\_\_\_  
(Employer with Seal)