

F.No. 2-100/Estt./Jail/2013/1352



ANDAMAN & NICOBAR ADMINISTRATION

तु व/कुड दक; कु;
OFFICE OF THE JAIL SUPERINTENDENT
फुड दकुडकु] DISTRICT JAIL
इरकुडकु] Prothrapur

इरकुडकु फुनुड 10 तुओडु 2014

To,

1. All Secretaries / Dy. Secretaries/ Asst. Secretaries, A & N Administration.
2. The Head of Office/ Departments, A & N Administration

Sub: Filling up of the post of Store Keeper on deputation basis – regarding:-

Sir,

I am directed to forward herewith a copy of Vacancy Notice with the request to circulate among the eligible staff attached to your office/department. The application duly along with the required documents of the eligible candidates kindly may be forwarded to the undersigned on or before 31.03.2014 positively.

Yours faithfully

तु व/कुड
Jail Superintendent
फुड दकुडकु
District Jail, P/pur.

VACANCY NOTICE

Applications are invited through proper channel from eligible LGC's of amalgamated clerical cadre working under the A & N Administration for filling up 1 (one) post of Store Keeper in the scale of Pay PB-I Rs.5200-20200 + Grade Pay Rs.1900/- in the establishment of A & N Prison Department, District Jail, Prothrapur, Port Blair on deputation basis. The details are mentioned below:-

1.	Name of Post	Store Keeper
2.	No. of Post	1 (one)
3.	Pay Scale	PB-I Rs.5200-20200 + Grade Pay Rs.1900/-
4.	Classification	General Civil Services Group 'C' Ministerial
5.	Mode of recruitment	On deputation from amongst the LGC's of A & N Amalgamated Clerical Cadre in the scale of Pay of PB-I Rs.5200-20200 + GP Rs.1900/- having 5 years of regular service in the grade under the A & N Administration with the knowledge of operating computer.
6.	<u>Duties and Responsibilities:</u> <ol style="list-style-type: none">1. In-charge of all stores that is, grain, provision, supplies, raw material, accessories, manufactured articles, inmates equipment, personnel equipment, dead stock and miscellaneous stores.2. He is responsible to maintain stock register, files etc of different store/ spare parts/ other store items of the dept.3. He should be vigilant and careful while receipt and issue of the store of correct specification specified in the authorized documents of stores.4. To issue the required items from stores to inmates as per the requirement with proper invoice.5. He should issue gate pass for the material/ store supplied.6. He should extent assistance in physical verification of stores at regular interval.7. He should have the knowledge of computer application.	

The applications in the enclosed proforma, of those officers who could be spared in the event of their selection, duly countersigned by the present employer, alongwith followings:-

- (a) Photocopies of ACRs for the last five years including 2012-2013, duly attested by a Gazetted Officer
- (b) Vigilance Clearance,
- (c) Integrity Certificate duly signed by the competent authority
- (d) A statement indicating the details of major minor penalties (if any), imposed on the officer during last 10 years and cadre clearance etc.

All the above mentioned documents/certificates may be forwarded to the office of The Jail Superintendent, A & N Prison Dept., District Jail, Prothrapur – 744 103 on or before **31.03.2014 by 1600 hrs.**

Continued....

Application of those officers against whom disciplinary / vigilance cases are pending or contemplated need not to be forwarded. Incomplete applications, advance copies of applications or applications received after the due date and the applications not accompanied by the above mentioned document will not be entertained in any circumstances.

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Jail Superintendent
ftyk dkjxkj
District Jail, P/pur
(F.No.2-100/Estt/Jail/2013)

Copy to:-

1. The Director, Doordarshan Kendra, Port Blair with the request to broadcast the above mentioned employment notice in "Dweep Darpan"
2. The All India Radio, Port Blair with the request to broadcast the above vacancy notice in "Pradeshik Samachar".
3. Notice Board.

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Jail Superintendent
ftyk dkjxkj
District Jail, P/pur

**APPLICATION FOR THE POST OF STORE KEEPER ON DEPUTATION BASIS IN
A & N PRISON DEPARTMENT, DISTRICT JAIL, PROTHRAPUR**

Affixed a
passport size
photograph

1.	Name of the Candidate (as recorded in 10 th Pass Certificate)	:	
2.	Father's Name	:	
3.	Permanent Address	:	
4.	Address for communication with phone no.	:	
5.	Educational Qualification	:	

<u>Sl No</u>	<u>Name of Exam Passed</u>	<u>University / Board</u>	<u>Main/ Elective Subject</u>	<u>Year of Passing</u>

DECLARATION

I hereby declare that all statements made in the application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being false or incorrect or ineligibility being detected before or after my selection, my candidature / appointment is liable to be cancelled.

I further declare that I fulfill all the conditions of eligibility regarding age limits, educational qualifications etc. prescribed for appointment to the post.

Date:

Place:

(Signature of the Applicant)

List of Enclosures:

1.

2.

3.