

EMPLOYMENT NOTICE

Society for Promotion of Vocational & Technical Education (SOVTECH), Dr.B.R. Ambedkar Institute of Technology Campus, Port Blair, A & N Islands proposes to fill the following posts purely on contract basis: -

S.No	Description	No. of Posts	Pay
1	Administrative Officer	01	₹ 32,500/- (Consolidated)
2	Account Assistant	01	₹ 18,000/- (Consolidated)

The above engagement is purely on contract basis in initially for a period of one year. The details of eligibility criteria and application format can be downloaded from the website www.and.nic.in.

The interested eligible candidate may submit their application forms in the prescribed proforma to the Member Secretary, SOVTECH, DBRAIT Campus, Pahargaon, Port Blair-744103, so as to reach latest by **30/06/2014 at 5.00 PM**. The application received after the due dates shall not be entertained / considered.

**Member Secretary
SOVTECH**

THE DETAIL OF POST, ELIGIBILITY CRITERIA AND ROLES AND RESPONSIBILITY ARE AS DETAILED BELOW: -

Particulars	No of Post	Eligibility Criteria	Roles and Responsibility
Administrative Officer	01	<p><u>Educational Qualifications:</u> Any Graduation with minimum 20 years of experience working in the Administrative setup of any Govt. organization/PSU. Preference will be given to retired Assistant Secretary/Assistant Director of A & N Administration.</p> <p><u>Age:</u> Not exceeding 62 years.</p>	To Carry out all the works pertaining to IT Section such as handling all establishment matters of IT Cadre (finalization of Seniority list, Transfer/Posting, award of ACP/MACP, grievance redressal etc), disposal of RTI applications and management of GIA and ACA from A & N Administration etc.
Accounts Assistant	01	<p><u>Educational Qualifications:</u> B.Com with 2 years experience in Accounts works in Govt. Department/PSU's/Local Bodies.</p> <p><u>Age:</u> Not exceeding 35 years</p>	<ul style="list-style-type: none"> • Assisting in all matter related to Accounting and budgeting • Generation of various plan reports • Maintaining expenditure details of the NeGP project • Preparation of UC's for all GIA and ACA received under various schemes • Assisting in annual audit accounts of the society

The interested candidates (including retired personnel) may submit their application forms along with copies of their testimonials in the prescribed proforma to the Member Secretary, SOVTECH, BRAIT Campus, Pahargaon, Port Blair-744103 so as to reach latest by 30/06/2014 at 5.00 PM. The application received after the due dates shall not be entertained / considered.

**Member Secretary
SOVTECH**

FORMAT FOR THE POST OF

Affix a recent
passport size
photograph duly
attested by the
candidate

1	Name of the candidate (<i>in block letter</i>)	
2	Father's / Husband's Name	
3	Category	
4	Date of birth	
5	Age (as on 30/06/2014)(Years)(Months) (Days)
6	Educational qualification	
7	Other qualification	
10	Experience	
11	Permanent address	
12	Address for communication / phone no. & mobile no. and email id.	

Note: Candidate should enclose the relevant copy of the certificate which are referred above.

I hereby declare that the information furnished above by me in this application are true and correct to the best of my knowledge and belief. I do understand that in the event of any information being found false or incorrect before or after the selection, my candidature is liable to be cancelled.

Place:
Date:

Signature of the candidate
Name & Address

To

**The Member Secretary
SOVTECH
Dr. B. R. Ambedkar Institute of Technology Campus
Pahargaon
Port Blair – 744103
Email ID: sovtech@and.nic.in**