

ANDAMAN AND NICOBAR ISLANDS  
INTEGRATED DEVELOPMENT CORPORATION LIMITED  
(ANIIDCO)  
(A Government Undertaking )

Sub: Filling up the post of **Manager ( Personnel & Administration )** in the Andaman & Nicobar Islands Integrated Development Corporation (ANIIDCO) on deputation basis – regarding.

1. One post of Manager (Personnel & Administration) Group 'B' is proposed to be filled up in the Andaman & Nicobar Islands Integrated Development Corporation (ANIIDCO) on deputation basis. The post carries a pay scale of Rs.9300-34800 with grade pay of Rs 4200/-.
2. According to the notified Recruitment Rules, the post of Manager ( Personnel & Administration ) is required to be filled up by transfer on deputation from amongst suitable officers of the Central or State Govt. or Central or State Government Undertakings:
  - (a) (i) Holding analogous posts in the grade of 6500-10500 ; or  
(ii) Officers with 5 years regular service in the grade of Rs.5500-9000 (Pre-Revised)
  - (b) Possessing any of the following qualifications with five years experience in Personnel & Administration
    - (i) Graduate with two years Post Graduation in Personnel /Human Resource.
    - (ii) MBA with Specialization in personnel/Human Resource
    - (iii) MSW

(The Departmental officers in the feeder category, who are in the direct line of promotion, will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. 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 not exceed 3 years)
3. The officer selected will have the option to draw his pay, grade pay plus deputation (duty) allowances or to have his pay fixed in the time scale of the pay attached to the post in accordance with the Ministry of Finance (Department of Expenditure) New Delhi's Notification No GSR 622 (E) dated 29/8/08 as amended from time to time.
4. It is requested that applications in the **prescribed proforma**, along with the complete and up to date confidential reports of the officers who could be spared in the event of their selection may be sent to this Corporation by **16<sup>th</sup> March, 2009.**
5. Applications received after the last date or without confidential reports or otherwise found incomplete, will not be considered. While forwarding the application, it may be verified and Certified that the particulars furnished by the officers are correct and that no disciplinary case is either pending or contemplated against the officer. The integrity of the officer may also be certified with latest vigilance clearance report.(It may also be made clear that the officer who volunteer for this post, will not be allowed to withdraw their names later on)

General Manager  
ANIIDCO

F.No.1-516/ANIIDCO/04-05

**FORM OF APPLICATION FOR THE POST OF MANAGER (Personnel & Administration)**

1. Name of the Applicant (in block letters):
2. Father's Name :
3. Date of Birth (in Christian era):
4. Address for communication:
5. Telephone Number (if any):
6. Educational Qualifications:
7. Date of Entry in Government Services:
8. Experience as per details of service:

Office/ Orgn.	Post held	From	To	Scale of pay	Nature of duties

9. Nature of present employment i.e. ad-hoc or temporary or quasi-permanent or permanent.
10. Present Basic Pay and date from which it is drawn, scale of pay to be indicated:
11. Please state whether working under  
(a) Central Government. (b) State Government.  
(c) A&N Administration (d) Autonomous Organizations.
12. Total emoluments per month now drawn.
13. Additional information, if any, which you would like to mention in support of your suitability for the post. (Enclose a separate sheet, if the space is insufficient)
14. Whether belongs to SC/ST
15. Remarks

Signature of the Candidate

Place & Date

Address:

Ph.No

---

**C E R T I F I C A T E**

(To be filled in by the authority forwarding the application)

Certified that the information given by the applicant above from Sl. No. 1 to Sl. No.15, has been verified from the official records and is true. It is also certified that neither any Vigilance Case/Departmental enquiry is pending against the applicant nor the same is contemplated. Photocopies of ACR's for the last 5(five) years are also enclosed. In the event of the Selection of above applicant this organization shall have no objection to relieve him for appointment on transfer on deputation.

Place:  
Date  
Encl: (As above)

Signature of HOI/HOD  
(Office Seal)

