

**No. 1-911/TW-2008/
Andaman & Nicobar Administration,
Secretariat**

Port Blair dated the March, 2009

To

1. All the Chief Secretaries of States/UTs.
2. All the Commissioner-cum-Secretaries/Secretaries/Special Secretaries, Andaman & Nicobar Administration
3. All the Head of Departments of Andaman and Nicobar Administration.
4. All the Central Government Ministries/Departments.

Sub:- Filling up of one Group B Gazetted post of Project Officer ITDP, Car Nicobar in the scale of pay of Rs. 9800-34800 with Grade Pay 4200 in the Dte. of Tribal Welfare, Andaman & Nicobar Administration on Promotion/ Transfer on deputation basis - reg.

Sir/Madam,

I am to say that one Group B Gazetted post of Project Officer ITDP, Car Nicobar in the scale of pay of Rs. 9300-34800 with Grade Pay 4200 in the Directorate of Tribal Welfare, Andaman & Nicobar Administration proposed to be filled up on Promotion/Transfer on deputation basis from amongst the Officers working under Central Government/State Governments/ UT Administration.

It is requested that the enclosed vacancy circular may be circulated amongst the eligible officers working under your control and the applications of the candidates duly signed in the proforma given in the vacancy circular at Annexure - I (**in duplicate**), who are eligible and willing to be considered for the posts and who can be spared immediately, may kindly be forwarded duly verified from the service records and certified by the Head of Office/Department along with the required documents/information/ACR dossier in respect of the candidates to the Secretary (Tribal Welfare), Andaman and Nicobar Administration, Port Blair 744101 within 60 (sixty) days from the date of publication of this advertisement in the Employment News.

Yours faithfully,

Encl: As above

(S.K.P. Sodhi)
Secretary (TW)

Copy alongwith enclosure forwarded to:

1. The Under Secretary, Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi, 110 069 with reference to his letter No. F. 3/12 (7)/2007 -ADT-1 dated 11th March 2008 for information.
2. The General Manager-cum-Chief Editor, Employment News, East Block-IV, Level-5 R.K. Puram, New Delhi 110066 along with soft copy with the request to advertise the vacancy circular in the next issue. A copy of such issue may be forwarded along with bill in duplicate towards advertisement charges to this Administration for making payment.
3. The Officer-in-charge (Information & Publicity), Dte. of IP&T, Port Blair along with Hindi version of vacancy circular with soft copy with the request to advertise in the news papers.
4. The Chief Editor, The Daily Telegrams, Port Blair along with Hindi version of vacancy circular with soft copy with the request to publish it in the Daily Telegrams and Dweep Samachar.
5. The Station Director,, AIR Port Blair along with Hindi Version of vacancy circular with the request to broadcast in the Rozgar Samachar.
6. The News Editor, Doordarshan Kendra, Port Blair
7. The News Editor, All India Radio,, Port Blair
8. The State Informatics Officer, National Informatics Centre, Port Blair alongwith soft copy with the request to update the website
9. The Employment Officer, Employment Exchange, Port Blair.

Secretary TW)

Annexure-I

**APPLICATION FOR THE POST OF PROJECT OFFICER, ITDP, CAR NICOBAR IN THE DIRECTORATRE OF TRIBAL WELFARE, PORT BLAIR
(To be submitted in duplicate)**

1. Name of the Applicant (IN BLOCK LETTERS)
2. Father's/ Husband's Name
3. Date of Birth (In Christian Era)
4. Date of Retirement under Central/State Govt. rules
5. Address for communication
6. Educational Qualifications

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).

Essential (a) (i)	Qualifications/Experience required for the post	Qualifications/ Experience possessed by the candidate
(ii)		
(iii)		
(iv)		
(b)(i)		
(ii)		
Desirable		

7. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post
8. Details of Employment, in chronological order.

Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient:

Office/Institution /Organization	Post held	From	To	Scale of pay and present basic pay	Nature of duties

9. Nature of present employment i.e ad-hoc or temporary or permanent:
10. 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
11. Additional details about present employment. Please state whether working under :
 - a) Central Government
 - b) State Government
 - c) UT Administration
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. Present total emoluments per month
14. Whether belongs to SC/ST/OBC.
15. 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.
16. Remarks:

Signature of the candidate
Address

Place:
Date:

Certificate to be given by the Head of Office/Department of the Candidate:

1. It is certified that the particulars furnished by the candidate from S.No. 1 to 16 have been verified from the Office records and true:
2. It is certified that no disciplinary case is either pending or contemplated against the applicant and he/She is clear from vigilance angle:
3. It is certified that the integrity of the applicant is beyond doubt
4. It is also certified that no major or minor penalties were imposed upon the candidate during the last 10 years.
5. It is certified that the attested copies of ACRs of the candidate for the last five years are also enclosed.
6. It is certified that in case the candidate so recommended is selected, he/she will be relieved to join the new post immediately or within maximum period of thirty days.

Signature of the office/Department
(Official Seal)

Place:

Date: