

<u>FORMAT</u>		Passport size photograph
Application for the post of Manager (Personnel & Administration)		
1.	Name of candidate (in block letters)	
2.	Father/Husband's Name	
3.	Date of Birth (with documentary proof)	
4.	Age as on 10/08/2009	
5.	Educational qualifications (attested copy attached)	
6.	Details of work experience (attested copy attached)	
7.	Present Postal Address with Phone Number	
8.	Permanent Address	
9.	Category (General/ST/OBC)	
<p><u>DECLARATION</u></p> <p>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 the selection, my candidature is liable to cancelled.</p> <p style="text-align: right;">Name & Signature of Candidate</p>		

EMPLOYMENT NOTICE

Applications are invited from eligible candidates for appointment to the post of **Manager (Personnel & Administration)** who fulfills the requisite conditions mentioned below. The applicants may submit their application in the prescribed format along with attested copies of all certificates of testimonials and 2 passport size photographs to the General Manager, ANIIDCO Ltd., Vikas Bhawan, P. B. No. 180, Port Blair on or before **10th August, 2009**. The candidates should clearly mention "Application for the post of Manager (P & A)" on top of the application. Incomplete/unsigned applications or applications received after due date shall be summarily rejected. Persons already in employment in Government sector must have their applications forwarded through their employer, otherwise the same shall not be considered. Further, the Management has the right to shortlist the applications based on higher educational qualification or academic records or experience in the respective fields and reserves the right to withdraw/cancel the employment notice at any stage.

Name of Post: **Manager (Personnel & Administration)**

No. of Vacancy: 1 Regular

Scale of Pay: Rs.9300-34800 + Grade Pay Rs.4200/-

Age limit: Male: Maximum 25- 35 yrs.

Female: Maximum 25- 38 yrs

(Relaxable 5 years for S.T and 3 years for OBC. Note: The crucial date for determining the age limit shall be the closing date of receipt of application)

Educational Qualification & Experience:

Any of the following educational 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 application format may be downloaded from the website: www.and.nic.in

General Manager
ANIIDCO