

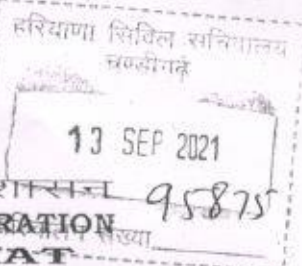


F.No. 4-10/2021-R&E Cell

अण्डमान तथा निकोबार प्रशासन

ANDAMAN AND NICOBAR ADMINISTRATION

सचिवालय / SECRETARIAT



Port Blair, Dated 25th August, 2021.

VACANCY CIRCULAR ON DEPUTATION BASIS

Applications are invited in the prescribed proforma from eligible Officers of Central/State Governments/UT Administrations/Autonomous Bodies/Public Sector Undertakings for filling up of **Junior Analyst on Deputation** (Including Short Term Contract) in the Administrative Reforms Wing under Andaman and Nicobar Administration, Secretariat, Port Blair. Details of the posts are furnished below:-

Sl. No.	Name of Post and Classification	No. of post	Level in the Pay Matrix	Eligibility
1	2	3	4	5
01.	Junior Analyst (Group 'B' Gazetted)	01 (one)	Level-7 (Rs. 44900-142400)	(A) (i) Holding analogous posts on regular basis in the parent cadre/department; (ii) With 5 years service in the grade rendered after appointment thereto on a regular basis in the Level-6 of (Rs.35400-112400) of the Pay Matrix in the parent cadre/department; AND (B) Possessing the following educational qualifications and experience:- (i) Degree from a recognized University. (ii) (A) Successfully completed the advance Management Service Course of the Institute of Secretariat Training & Management or Defence Institute of work study or equivalent training from any other recognized Institution. OR (B) Have atleast two years experience in the application of Work Study/ Organization Method/ Analytical/ Statistical/ Operation Research and other Management Research Techniques. OR

Services-II Branch
File No. 95875
15.9.2021

AS 22/9/21

1	2	3	4	5
				(C) Have successfully completed the basic Management Service Course of Institute of Secretariat Training & Management or equivalent training from any other recognized Institution and have one year experience in the application of work study/ organization and Method/ Analytical/Statistical/operations Research and other Management Research Techniques.

Note: - For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1.1.2016/ the date from which the revised pay structure based on the 7th CPC recommendation has been extended shall be deemed to be service rendered in the corresponding Level in the Pay Matrix extended based on the recommendation of the commission.

The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization /department of the Central Govt. shall ordinarily not to exceed 3 years. The maximum age limit for appointment on deputation (ISTC) shall be not exceeding 56 years as on the closing date of the receipt of application.

The pay of Officers, selected for appointment on deputation basis will be regulated in terms of the Department of Personnel & Training's orders contained in their OM No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010 and amended time to time.

It is requested that the applications for the posts in the enclosed proforma (Annexure - I & II), along-with complete and up to date ACR/ APARs of the last five years, photostat copies duly attested by Gazetted Officer on each page of the eligible and willing Officers, who can be spared in the event of their selection, may please be sent to the undersigned within 60 days from the date of publication of the circular in the 'Employment News'.

The application in the prescribed proforma (Annexure) must be reached along with all documents in the following address:-

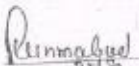
The Assistant Secretary (Rectt. & Exam),
 Andaman and Nicobar Administration,
 Secretariat, Port Blair - 744101,
 Phone No. 03192 - 236637/239045,
 e-mail: personnelwing@gmail.com

The Candidates applying for the post will not be allowed to withdraw their names later. Applications without attested photocopies of the ACRs/APARs or otherwise found incomplete and received after the last date will not be considered.

While forwarding the applications, it may please be confirmed that no disciplinary/vigilance case is either pending or contemplated against the applicant. The application must be accompanied with the following documents:-

- (i) Photocopies of ACRs/APAR of last five years duly attested by Gazetted Officer.
- (ii) Certificate of Cadre Clearance.
- (iii) Certificate of Vigilance Clearance.
- (iv) Certificate of Integrity.
- (v) Certificate of Major/Minor penalties statement imposed during the last ten years.
- (vi) Certificates of Educational and Essential Qualifications for the post.

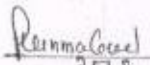
The circular and annexure are available on the website www.and.nic.in and www.andaman.gov.in of this Administration.


(Purnima Govind)

Assistant Secretary (Rectt. & Exam)

Copy forwarded to the following with the request that a wide publicity may be given to the vacancy circular in A & N Administration to the attached Subordinate/ Autonomous Organizations/Public Sector undertakings and the applications of the eligible candidates may be forwarded to this Administration within the stipulated time:-

1. All Ministries/Departments of Government of India.
- ✓ 2. The Chief Secretary to all State Governments/UTs.
3. The Secretary, UPSC, Dholpur House, Shajahan Road, New Delhi - 110069.
4. The General Manager-cum-Chief Editor, Employment News, East Block IV, R.K.Puram, New Delhi-110066 with the request to publish the same in the Employment News positively and to forward a copy of the same along with the bill for further necessary action.


Assistant Secretary (Rectt. & Exam)

APPLICATION FOR THE POST OF JUNIOR ANALYST ON DEPUTATION BASIS IN THE ADMINISTRATIVE REFORMS WING, SECRETARIAT UNDER ANDAMAN AND NICOBAR ADMINISTRATION.

		Paste here a self signed passport sized photograph
Specimen Signature	Left Thumb impression	

1.	Name and Address (in Block Letters)					
2.	Date of Birth in Christian era					
3.	Date of Retirement under Central/State Government Rules					
4.	Educational Qualifications					
5.	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 Qualifications/Experience required			Qualifications/Experience possessed by the Officer / Official		
6.	Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.					
7.	Details of Employment, in chronological order, Enclosed a separate sheet, duly authenticated your signature, if the space below is insufficient					
	Office/Institute/ Organization	Post held	From	To	Pay Structure	Nature of duties in detail
8.	Nature of present employment, i.e., adhoc or temporary or permanent					
9.	Name & complete address of present Office / Organization					
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.	Date of return from the last ex-cadre post, if any	
12.	Additional details about present employment:	
	Please state whether working under:-	
(a)	Central Government	
(b)	State Government	
(c)	Autonomous Organization	
(d)	Government Undertaking	
13.	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:	
14.	(i) Whether the present pay scale is acquired under MACP Scheme?	
	(ii) If yes, please mention the regular pay scale of the present post held	
15.	Total emoluments per month now drawn	
16.	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.	
17.	Whether belong to SC/ST/OBC	
18.	Remarks	

I hereby carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Place :

Date :

(Signature of the applicant)

Address.....

Mobile No.....

e.mail Address.....

Signature

Name and Department with Office Seal

Phone No.....

Fax No.....

e.mail Address.....

CERTIFICATE TO BE FURNISHED BY EMPLOYER/HEAD OF
OFFICE/FORWARDING AUTHORITY

No.....

Date.....

CERTIFICATE

1. Certified that the particulars furnished by Mr/Ms..... are correct and he/she possesses educational qualifications and experience mentioned in the vacancy circular.
2. Certified that no disciplinary/vigilance/departmental case is either pending or being contemplated against Mr/Ms..... and he/she is clear from the vigilance angle.
3. Certified that copies of last 5 years ACRs/APAR in respect of Mr/Ms..... duly certified by Gazetted Officer are attached.
4. Certified that the integrity of Mr/Ms..... is beyond doubt.
5. Certified that no major or minor penalties has been imposed on Mr/Ms..... during last 10 (ten) years.
6. Certified that the Ministry/Department/Office/ Organization shall have no objection to relieve Mr/Ms..... under Andaman and Nicobar Administration in the event of the selection for the post of JUNIOR ANALYST on deputation basis.

Signature

Name and Department with Office Seal

Phone No.....

Fax No.....

e.mail Address.....