

F.No.49-110/2016-PW
अण्डमान तथा निकोबार प्रशासन
ANDAMAN AND NICOBAR ADMINISTRATION
सचिवालय/SECRETARIAT

Port Blair, dated 18th December, 2017

CIRCULAR

Sub:- Filling up of one post of “**Protocol Officer**” in the Pre-Revised Pay Band-2 Rs. 9300-34800 + Grade Pay of Rs. 4800/- (Pay Level-8 of CCS (RP) Rules, 2016) in the General Administration of Secretariat Establishment of Andaman & Nicobar Administration **on deputation including short term contract/absorption basis.**

It is proposed to fill up one post of **Protocol Officer** (General Central Services Group ‘B’ Gazetted, Non-Ministerial) in Pre-revised PB-2 Rs.9300-34800 + Grade Pay of Rs. 4800/- (Pay Level-8 of CCS (RP) Rules, 2016) in the General Administration of Secretariat Establishment of Andaman & Nicobar Administration on **deputation including short term contract/absorption basis.**

1. Eligibility Conditions:-

Officers under the Central Government or State Governments or Union Territories or Public Sector Undertakings or recognized research Institutions or Universities or Semi Government or Statutory or Autonomous organizations.

A (i) Holding analogous posts on regular basis in the parent cadre/department; **Or**

(ii) With two years service in the grade rendered after appointment thereto on regular basis in the Pre-revised pay band-2 Rs. 9300-34800 plus Grade Pay of Rs. 4600 (Pay Level-7 of CCS (RP) Rules, 2016) or equivalent in the parent cadre/department;

Or

(iii) With six years service in the grade rendered after appointment thereto on regular basis in the pre-revised pay band-2 Rs. 9300-34800 plus grade pay of Rs.4200 (Pay Level-6 of CCS (RP) Rules, 2016) or equivalent in the parent cadre/department; **And**

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B. Possessing the following educational qualification and experience.

- (i) Bachelor's Degree from a recognized University plus
- (ii) Three years experience in protocol duties in any Government set up (Central/State/UTs)

Regulation of pay and other terms of deputation:-

1. Period of Deputation:- One year in the first instance. 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 Government shall ordinarily not to exceed three years.

NOTE 1:- Officers of only Central/State Governments/UTs Shall be eligible for consideration for appointment on absorption basis.

NOTE 2:- For purposes of appointment on deputation basis, the service rendered on a regular basis by an officer prior to the 1st January, 2006 or the date from which the revised pay structure based on the sixth CPC recommendations has been extended shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on recommendations of the commission except where there has been merger of more than one pre-revised scale into one grade with a common grade pay or pay scale, and where these benefit will extend only for the post(s) for which that grade pay/ pay scale is the normal replacement grade without any up-gradation.

- 2. Age Limit:-** The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of applications.
- 3. Pay:-** During the period of deputation he/she will have the option either to get his/her pay fixed in the deputation post under the normal rules or to draw pay of the post held by him/her in his/her parent department plus deputation (Duty) allowance in accordance with and subject to the conditions, as modified from time to time and such other general or special orders issued by the Ministry of Personnel, Public Grievances and Pension (Department of Personnel & Training), New Delhi.
- 4. Dearness Allowance:-** He/she will be entitled to dearness allowance at Central Government rates.
- 5. Local Allowance:-** He/she will be entitled to Special Compensatory Allowance/ISDA as admissible to the Govt. Servants of his/her category serving under the Andaman and Nicobar Administration.

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- 6. Children Education Allowance:-** During the period of deputation he/she will be eligible to claim the Children's Education Allowance from the borrowing department as laid down in DOPT's OM No. 12011/03/2008-Estt.(Allowance) dated 02.09.2008 as amended/clarified from time to time.
- 7. Joining Time Pay and Transfer TA:-** He/she will be entitled to TA and Joining time both on joining the post on deputation and on reversion there from this Administration under the rules of the borrowing department to which he/she is deputed. The expenditure on this account will be borne by the borrowing department.
- 8. TA for journey on duty during the period of deputation:-** This will be regulated in accordance with the Central Govt. rate.
- 9. Provident Fund Benefits:-** During the period of deputation he/she shall continue to subscribe to the Provident Fund to which they are subscribing before they are placed on deputation in accordance with the rules of such fund.
- 10. Extraordinary Pension Gratuity:-** He/she will be regulated in accordance with the Govt. of India, Ministry of Finance (department of Expenditure) OM No. 19(23)-EV(A)/64 dated 02.08.1965 as amended from time to time.
- 11. Leave Travel Concession:-** He/she will be entitled to leave travel concession as admissible under the Central Govt. Rules from time to time and the cost there of shall be borne by the borrowing department.
- 12. Residential Accommodation:-** Rent free unfurnished residential accommodation or House Rent Allowance in lieu thereof subject to review by the Govt. of India from time to time.

In respect of the service matters not specified above he/she will be governed by the rules, regulation order etc. on the subject as are applicable from time to time to the Govt. Servant of his category serving under the Andaman and Nicobar Administration. The terms and condition mentioned above are subject to general review.

- II.** Application alongwith Bio-data (in duplicate) in the prescribed proforma **(Annexure -I)** of the eligible candidates whose services can be spared immediately on selection, together with the certificate from the Forwarding Authority (in proforma **Annexure-II)** alongwith the following documents:-

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1. Integrity certificate.
 2. List of major/minor penalties imposed if any, on the official during the last 10 years (if no penalty has been imposed a “Nil” certificate should be enclosed).
 3. Vigilance clearance certificate.
 4. Attested photocopies of the ACRs/APARs for the last five years (Attested on each page) may be forwarded to the Secretary (Personnel), A&N Administration, Secretariat, Port Blair, A&N Islands **within 30 days of publication** of this advertisement in the Employment News/Rozgar Samachar. Application not forwarded through proper channel or those received without the requisite certificates and necessary documents will not be entertained.
- III.** The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

Secretary (Personnel)

Copy with copies of enclosure for circulation to:-

1. All Ministries/Departments of Govt. of India with the request to circulate the vacancy amongst other attached to subordinate offices.
2. The Chief Secretaries of all States and Union Territories.
3. The Secretary, UPSC, Dholpur House, Shahjahan Raod, New Delhi.
4. The Secretary to Govt. of India, Ministry of Home Affairs, New Delhi.
5. All HoDs/Offices under A & N Administration.
6. The OSD, Department of Information & Technology, Port Blair with the request to upload the above Circular in the Website www.andaman.gov.in for wide publicity.
7. All Sections in Secretariat.
8. The Employment Officer, Employment Exchange, Port Blair for information.

Secretary (Personnel)

Annexure-I

**APPLICATION FOR THE POST OF PROTOCOL OFFICER ON
DEPUTATION INCLUDING SHORT TERM CONTRACT/ABSORPTION
BASIS IN THE GENERAL ADMINISTRATION OF SECRETARIAT
ESTABLISHMENT OF ANDAMAN & NICOBAR ADMINISTRATION**

BIO-DATA PROFORMA

1.	Name and Address in BLOCK letters		
2.	Office Address (with Tel. No.)		
3.	Residential Address (with Tel. No.)		
4.	Fax No.		
5.	Mobile No.		
6.	Email ID		
7.	Date of Birth (in Christian Era)		
8.	Date of Retirement under central Govt./ State Govt./Union Territories/ PSU /Recognized research Institution/University/Semi-Government/ Statuary organization/Autonomous bodies under the rules applicable to the candidates.		
9.	Educational and other qualifications and training, if any.		
10.	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)		
		Qualifications/ experience required	Qualifications/ experience possessed by the Officer
	Essenti al		

	Desired			
11.	Please state clearly whether in the light of entries made by you above, you meet the requirement of the post			

12. Details of service, in chronological order (starting from entry in service other than private service). Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/ instn./ orgn.	Post held	Period of Service		Scale of pay	Basic Pay	Nature of duties
		From	To			

13	Name of the present employment, i.e. regular/adhoc/temporary or permanent	
14.	In case the present employment is held on deputation/ contact basis, please state. a. The date of initial appointment b. Period of appointment on deputation/contact. c. Name of parent office/organization to which you belong	
15.	Additional details about present employment please state whether working under- <i>Central Govt./ State Govt./ Union Territory/ Public Sector Undertaking/Recognized research Institution/University/ Semi- Government/ Statuary organization/ Autonomous body</i>	
16.	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.	
17.	Total emoluments per month now drawn.	

18.	Additional information, if any, which you like to mention in support of your suitability for the post (enclose a separate sheet if the space is insufficient).	
19.	Whether belonging to SC/ST/OBC	
20.	Remarks.	

SIGNATURE OF CANDIDATE
Full Office Address

Annexure-II

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

1. Certified that the particulars furnished by Shri/Smti/Ms are correct and he/she possess educational qualifications and experience mentioned in the vacancy circular.

2. Also certified that :-
 - (i) There is no vigilance case pending/contemplated against him/her.
 - (ii) His/her integrity is beyond doubt.
 - (iii) His/her complete CR dossier/ACRs/APARs for the last five years duly attested (on each page) are enclosed herewith.
 - (iv) No major/minor penalties have been imposed on him/her during the last 10 years.
 - (v) List of major/minor penalties imposed on him/her during the last 10 years is enclosed herewith.