

**F.No.5-97/2009/Estt/PF/
उपायुक्त का कार्यालय
OFFICE OF THE DEPUTY COMMISSIONER
दक्षिण अण्डमान जिला
DISTRICT OF SOUTH ANDAMAN**

Port Blair dated 7th December, 2020

To,

**All Head of Department/Offices
Under Andaman & Nicobar Administration,
Port Blair**

Sub :- **Filling up the Post of Storekeeper on deputation basis – reg.**

Sir/Madam,

I am directed to forward herewith a copy of Vacancy Notice with the request to circulate among the eligible staff attached to your office/department. The application duly verified alongwith the required documents of the eligible candidates may kindly be forwarded to the undersigned on or before **15th February,2021** positively.

Encl : Application Format

Yours faithfully

Assistant Director (Admn)

Copy to :

1. The Assistant Secretary (Perl), A&N Administration, Secretariat for circulation amongst staffs posted in the Secretariat.
2. The Deputy Commissioner, Car Nicobar for circulation amongst staffs posted in Car Nicobar District.
3. The Deputy Commissioner, (N&M Andaman) for circulation amongst staffs posted in North & Middle Andaman District.
4. The Chief Editor, Govt Press, Port Blair with the request to publish the above mentioned employment notice in "Daily Telegram" for 03 (three) consecutive days.
5. The Director, Doordarshan Kendra, Port Blair with the request to broadcast the above mentioned employment notice in "Dweep Darpan".
6. The News Correspondent, All India Radio with the request to broadcast the above employment notice in the Pradeshik Samachar.
7. The Executive Officer, SOVTECH, Dollygunj with the request to upload the above vacancy notice in the official website of Andaman & Nicobar Administration.
8. Notice Board of District Office, South Andaman.

Assistant Director (Admn)

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VACANCY NOTICE

Application are invited through proper channel from eligible LGC's of amalgamated Clerical Cadre working under the A&N Administration for filling up 01 (One) post of Storekeeper on deputation basis in the Pay Level-4 of Rs.25500- 81100 (Pre-revised Rs.5200-20200 plus Grade Pay Rs.2400/-) in the Establishment of District Office, South Andaman on deputation basis.

The eligibility criteria for the post are as under;

1. Sr. Secondary School examination (XIIth Std) passed from recognized/Board/Institution.

For Deputation:

*Deputation from amongst LGCs of AC Cadre of A & N Administration in the Pay Level-2 of Rs.19900-63200 (Pre-revised PB-1 Rs.5200-20200 + GP Rs.1900) or any other equivalent grade post having **8 years** regular service in the respective grade and possessing the educational qualification and experience prescribed for direct recruitment.*

Desirable:

1. Five years experience in handling Stores.
2. Knowledge in computer application.
3. Knowledge in typing in English or Hindi.

Duties and Responsibilities:

1. He/She is the custodian of various stores received by him.
2. He/She should maintain stock register, files etc of different store/Spare Parts/other store items of respective department and keep the store properly.
3. He/She shall be vigilant and careful while receipt and issue of the store of correct specification specified in the authorized documents of stores.
4. Interaction and coordination with purchase section, if available, to maintain the minimum stock level.
5. He/She shall ensure codal formalities while taking stock and issue of stores.
6. He/She shall issue the required items from stores to other Circle/Branches as per the requirement with proper invoice.
7. He/She shall extend assistance in physical verification of stores at regular interval.
8. He/She shall prepare duty chart in respect of watch and ward staff and supervision of watch and ward staff.
9. He/She shall attend to such other work as may be assigned to him by the Section Officer or any higher authorities.
10. Any other duty assigned in public interest.

The application in the enclosed proforma of that official who could be spared in the event of selection, duly countersigned by the present employer, alongwith the following :-

1. Photocopies of ACRs for the last five years including 2017-2018, duly attested by the Gazette Officer.
2. Vigilance Clearance Certificate.
3. Integrity certificate duly signed by the Competent Authority.

*All the above mentioned documents/certificates may be forwarded to the Office of the District Office, South Andaman on or before **15.02.2021** by 16.00 hrs.*

Application of those official against whom disciplinary/vigilance cases are pending or contemplated need not be forwarded, incomplete applications, advance copy of applications or applications received after the due date and the applications not accompanied by the above mentioned document will not be entertained in any circumstances.

Those employees who had already forwarded their application in response to this advertisement published in the Daily Telegrams dt.08.12.2020 & 09.12.2020 need not again submit their application.

Assistant Director (Admn)

ANNEXURE-1

**APPLICATION FOR THE POST OF STOREKEEPER ON DEPUTATION BASIS IN THE
OFFICE OF DEPUTY COMMISSIONER, SOUTH ANDAMAN.**

Affixed a passport
size photograph

1. Name of the Applicant :
2. Designation :
3. Date of Birth :
4. Date of Initial Appointment :
5. Pay Level :
6. Educational Qualification :

7. Details of experience in Store handling :

S.No.	Name of Deptt/Office	Period		Nature of duties perform

8. Address for communication with Ph.No :

Signature of the Applicant
Designation

CERTIFICATE

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

1. Certified that the above mentioned particulars furnished by the applicant have been verified and found correct.
2. No Vigilance case is pending or contemplated against the applicant. There is nothing in the ACRs of the candidate which make him ineligible for consideration for appointment for the post applied for.
3. Copies of ACRs/APAR for the last five (05) years is enclosed.
4. The integrity of the officer is also certified.

Signature of Head of Department/Office