

F.No.2-41/2020-PR
अंडमान तथा निकोबार प्रशासन
ANDAMAN AND NICOBAR ADMINISTRATION
सचिवालय
SECRETARIAT

Port Blair, dated the 17th August 2021

VACANCY NOTICE

The Andaman & Nicobar Administration invites application from the willing and eligible candidates to fill up the post of Assistant Planning Officer in the Zilla Parishad, South Andaman and Zilla Parishad, North & Middle on deputation basis having the following eligibility and experience initially for a period of one year in the first instance and likely to be extended up to 03 (three) years. The details are as under: -

Name of the post	ASSISTANT PLANNING OFFICER
No. of Posts	2 (Two) viz., [1 each for Zilla Parishad, South Andaman and Zilla Parishad, North & Middle Andaman.
Classification	Group 'B' (Non-Gazetted)
Scale of pay	Rs.5500-175-9000/Rs.9300-34800+Grade Pay Rs.4200 in PB-2(Pre-revised)/Level-6 in the Pay Matrix (Rs.35400-112400) (Revised).
Method of Recruitment and Eligibility Criteria	By Deputation: Officials of A & N Administration in the Amalgamated/Forest Clerical Cadre and Statistical Cadre: a) Holding the post in the Scale of pay of Rs. 5000-8000/Rs.9300-34800 + Grade Pay Rs. 4200 in PB-2 (Pre-revised)/Level-6 in the Pay Matrix Rs.(35400-112400) (Revised) on regular basis. (or) b) With five year regular service in the post in the scale of pay of Rs. 4500-7000/Rs.5200-20500 + GP Rs. 2800 in PB-1 (Pre-revised)/Level-5 in Pay Matrix Rs.(29200-92300) Revised or equivalent. And c) Having atleast two years experience in Planning and Budgeting works.

Application may be forwarded in the enclosed Proforma, duly signed by the candidate, through their parent cadre to the Secretary (RD/Panchayats), A&N Administration, Port Blair – 744101, along with certified copies of the ACRs for the last five years, Integrity Certificate and Vigilance Clearance.

Application in respect of the officers who are not eligible and the officers against whom disciplinary/vigilance case is pending or contemplated will not be considered.

The last date for the receipt of applications through proper channel shall be **20.09.2021.**

Assistant Secretary (RD/Panch)

(BIO-DATA PROFORMA)

1.	Name and address in block letters																															
2.	Designation																															
3.	Date of Birth (in Christian era)																															
4.	Date of retirement under Central/ State Government Rules																															
5.	Educational Qualification																															
6.	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)																															
Qualification/Experience required		Qualification/Experience possessed By the Officer																														
Essential (1)																																
(2)																																
(3)																																
7.	Please state clearly whether in the light of entry 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)																															
<table border="1"> <thead> <tr> <th>Office/Institution/ Organization</th> <th>Post held adhoc/regular</th> <th>From</th> <th>To</th> <th>Scale of pay and basic pay</th> <th>Nature of duties</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>			Office/Institution/ Organization	Post held adhoc/regular	From	To	Scale of pay and basic pay	Nature of duties																								
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Contd...2/-

9.	Nature of present employment, regular/adhoc	
10.	In case the present employment is held on Deputation/contract basis please state	
	(a) Date of initial appointment	
	(b) Period of appointment on deputation/contract	
	(c) Name of the present office/organization to which you belong	
11.	Additional details about the present employment please state whether working under	
	(a) Central Government	
	(b) State Government	
	(c) Autonomous Organization	
	(d) Government undertakings	
	(e) University	
12.	Are you in the revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised Scale	
13.	Present scale of pay	
14.	Present basic pay	
15.	Total emoluments per month now drawn (with details)	
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	
18.	Remarks	

Signature of Applicant

Certificate**(To be filled by the authority forwarding the application)**

1. Certified that the particulars furnished by the officer are correct.
2. No disciplinary/vigilance case is pending or contemplated against the applicant.

(Sign & Seal of the Head of Department)

Terms and Conditions

1. (i) The terms and conditions of deputation shall clearly lay down not only period of deputation as per the Recruitment Rules for the post or as approved by the competent authority but also the date of relieving of the deputationist no further orders for relieving the officer will be necessary;
 - (ii) The deputationist officer including those who are presently on deputation would be deemed to have been relieved on the date of expiry of the deputation period unless the competent authority has with requisite approvals , extended the period of deputation, in writing, prior to the date of its expiry. It will be the responsibility of the immediate superior officer ensure that the deputationist does not overstay. In cases, where officer are on deputation on the date of issue of these orders and the normal tenures are getting over in a period of six months , the concerned officers / organizations may be allowed an extension of not more than one month, on a case to case basis with the approval of the DOPT.
 - (iii) That in the event of the officer overstaying for any reason whatsoever, he is liable to disciplinary action and other adverse civil/service consequences which would include that the period of unauthorized overstay shall not count against service for the purpose of pension and any increment due during the period of unauthorized over pay shall be deferred, with cumulative effect, till the date on which the rejoins his parent cadre.
2. Written consent of the officer concerned shall be taken to the terms and conditions of deputation (inclusive of the conditions in para 1 ibid) before the deputation orders are issued. The contents of these instructions will be conveyed to all officers presently on deputation for information/ compliance.
 3. These instructions will apply to all deputationists including state government officers/all India services officers joining central government posts on deputation and to officers proceeding on deputation to state government/autonomous & statutory institutions/foreign bodies, etc.
 4. If the borrowing organizations would like a relaxation from these terms, they should obtain approval of DOPT to it, prior to the start of deputation.

Assistant Secretary (RD/Panch)