

स./F.No.DM/VP/53-5/2018/697

आपदा प्रबंधन निदेशालय

**DIRECTORATE OF DISASTER MANAGEMENT**

**अ.तथा.नि.प्रशासन / A & N Administration**

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पोर्ट ब्लेयर / Port Blair, दिनांक / dated 06<sup>th</sup> Dec, 2021

**VACANCY NOTIFICATION**

The Directorate of Disaster Management proposes to fill up 01 (one) post of “Godown In-charge” in the Directorate of Disaster Management, Andaman and Nicobar Administration, Port Blair on (Deputation) in Level-6 of the Pay Matrix (Rs. 9300-34800/-) GP-Rs. 4200/-. Application shall reach to the Director of Disaster Management, A&N Administration, 2<sup>nd</sup> Floor, Anti-Corruption Building, Link Road, Goalghar, Port Blair, 744101 within **30 days from the date of publication of this advertisement in the Daily Telegrams**. Eligible candidates can download the application format from the website of [www.andaman.nic.in](http://www.andaman.nic.in) or obtain the same from the Assistant Director (Admn.), Directorate of Disaster Management, A&N Administration, 2<sup>nd</sup> Floor Anti-Corruption Building, Link Road, Goalghar, Port Blair, 744101 on any working day/time.

**Sd/-**  
**Assistant Director (Admn.)**

F.No.DM/VP/53-5/2018/697  
DIRECTORATE OF DISASTER MANAGEMENT  
अण्डमान तथा निकोबार प्रशासन  
ANDAMAN & NICOBAR ADMINISTRATION

पोर्ट ब्लेयर, दिनांक 06th दिसंबर, 2021

**रिक्ति अधिसूचना**

आपदा प्रबंधन निदेशालय अण्डमान तथा निकोबार प्रशासन पोर्ट ब्लेयर द्वारा वेतन मैट्रिक्स के स्तर-6 (रु. 9300-34800) ग्रेड वेतन 4200 में "गोदाम प्रभारी" के 01 (एक) पद को प्रतिनियुक्ति के आधार पर भरे जाने का प्रस्ताव है। "द डेली टेलीग्राम" में यह विज्ञापन के प्रकाशन होने के 30 दिनों के भीतर निदेशक, आपदा प्रबंधन निदेशालय, अ. तथा नि. प्रशासन, दूसरी तल, भ्रष्टाचार निरोध भवन, लिंक रोड, गोलघर, पोर्ट ब्लेयर के पास आवेदन जमा करना होगा। योग्य उम्मीदवार प्रशासन के वेबसाइट [www.andaman.nic.in](http://www.andaman.nic.in) से भी आवेदन डाउनलोड कर सकते हैं या सहायक निदेशक (प्रशासन), आपदा प्रबंधन निदेशालय, अण्डमान तथा निकोबार प्रशासन, दूसरी तल, भ्रष्टाचार निरोध भवन, लिंक रोड, गोलघर, पोर्ट ब्लेयर, 744101 से भी किसी भी कार्यदिवस में कार्यालय समय के दौरान भी प्राप्त कर सकते हैं।

Sd/-  
सहायक निदेशक (प्रशासन)

स. / F.No.DM/VP/53-5/2018  
आपदा प्रबंधन निदेशालय  
**DIRECTORATE OF DISASTER MANAGEMENT**  
**अ.तथा.नि.प्रशासन / A & N Administration**

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पोर्ट ब्लेयर / Port Blair, दिनांक / dated Dec, 2021

**CIRCULAR**

**Sub: - Filling up of 01 (one) post of “Godown Incharge” in Level-6 of the Pay Matrix (Rs. 9300-34800/-) GP-4200/- on Deputation.**

It is proposed to fill up one post of “**Godown Incharge**” in the **Directorate of Disaster Management, Andaman & Nicobar Administration, Port Blair** (General Central Services Group ‘B’ Non-Gazetted) in Level-6 of the Pay Matrix (Rs. 9300-34800/-) GP- 4200/- on Deputation.

**Eligibility Conditions:-**

**Deputation**

1. Officers of Central/State/UTs Govt:

(a) (i) Holding analogous posts on regular basis in the parent cadre/department

OR

(ii) with 6 years’ service in the grade rendered after appointment thereto on a regular basis in the scale of pay in PB-1 Rs. 5200-20200 with Grade pay of Pay of Rs. 2800 in the parent cadre department.

OR

(iii) with 10 years regular service in the grade rendered after appointment thereto on a regular basis in the scale of pay in PB-1 Rs. 5200-20200 with Grade pay of Rs. 2400 in the Parent Cadre/department.

(AND)

(b) Possessing the following education qualification and experience:-

1. Senior Secondary Examination (XII) Std Passed from a recognized Board/Institution.
2. 03 years experience in dealing with procurement/maintenance of store and other works relating to supply of stores equipments.

(The departmental candidates in the feeder category who are in the direct line of promotion will not be eligible for considering appointment on deputation. Similarly, deputationist shall not be eligible for consideration for appointment).

(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 central Govt. shall ordinarily not exceed 3 years. The maximum age for limit for appointment by deputation shall be not exceeding 56 years as on closing date of the receipt of the application).

**AND**

(B) Possessing Education qualification and experience prescribed for direct recruitment under Col. 7

**Essential:**

- (i) Bachelor's degree in Management Studies/Business Administration
- (ii) Computer Skill/Diploma in Computer/Tally

**Desirable**

- (i) Masters Degree in Business Administration/Management
- (ii) 02 years experience in Inventory Management.

(The departmental candidates in the feeder category who are in the direct line of promotion will not be eligible for considering appointment on deputation. Similarly, deputationist shall not be eligible for consideration for appointment).

(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 central Govt. shall ordinarily not exceed 3 years. The maximum age for limit for appointment by deputation shall be not exceeding 56 years as on closing date of the receipt of the application).

**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.
- 2. Age-limit:-**The maximum age limit for appointment by transfer on 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) allowances 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. Servant of his category serving under the Andaman and Nicobar Administration.
- 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 GPF 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. F.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. Place of Duty:-** The selected officer has to function as Godown Incharge, whose office is presently functioning in the Directorate of Disaster Management, A&N Administration, Port Blair.

In respect of the services/matters not specified above, he/she will be governed by the rules, regulation orders 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**) and the following documents :-

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 for the last five years (attested on each page by an officer not below the rank of the Gazetted Officer.

Applications may be forwarded to the Director, Directorate of Disaster Management, 2<sup>nd</sup> floor Anti Corruption Building, Link Road, Goalghar A&N Administration, , Port Blair, 744101 within 30 days from the date of publication of this advertisement in the local newspaper. Applications not forwarded through proper channel or those received without the requisite certificates and documents will not be entertained.

**III.** The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

**Assistant Director (DM) (Admn.)**

**Annexure-I**

**APPLICATION FOR THE POST OF “GODOWN INCHARGE IN THE DIRECTORATE OF DISASTER MANAGEMENT, PORT BLAIR, A&N ISLANDS” ON DEPUTATION.**

**BIO-DATA PROFORMA**

1.	Name and address in BLOCK Letters			
2.	Office Address (with Tel. No.)			
3.	Residential Address (with Tel.No.)			
4.	Fax Number			
5.	Mobile No			
6.	Email ID			
7.	Date of Birth (in Christian Era)			
8.	Date of retirement under Central Govt./State Govt./Union Territories under the Rules applicable to the candidates.			
9.	Educational & other qualification and training if any.			
10.	Whether educational and other qualification 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	
	Essential			
	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 in sufficient.

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	
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14.	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 parent office/Organization to which you belong.	
15.	Additional details about present employment please state whether working under a. Central Govt. b. State Govt. c. Union Territory	
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..... are correct and he/she possess educational qualifications and experience motioned 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 for the last five years duly attested (on each page) by an officer of the rank of an Under Secretary to the GOI 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

Place :-

Date :-

**Signature**  
**Name and designation**  
**Office Seal**