

VACANCY NOTICE

Applications are invited from the willing and eligible employees working under the Central / State /UT Govt. / Public Sector Undertakings and Autonomous Organizations for filling up of the post of Executive Officer in A&N Islands Khadi & V.I. Board on deputation (ISTC) plus promotion basis as per the eligibility indicated against the post as detailed below :

1.	Name of Post	Executive Officer Group 'B' (Non- Ministerial)
2.	Scale of Pay	Pay matrix Level -7 (₹ 44900-142400/-)
3.	No. of Vacancy	01 (one)
4.	Method of recruitment	<p><u>Deputation (ISTC) plus Promotion</u> Officers from the Central/State/Union Territories Govt./Autonomous organization/Public Sector under takings</p> <p>(a) (i) Holding analogous posts on regular basis in the parent cadre/Department OR (ii) With 5 years regular service in the grade rendered after appointment there to on a regular basis in the pay in Level -6 Rs. 35400-112400 in Pay Matrix. (And)</p> <p>(b) (i) Possessing Degree in Engineering in any discipline from a recognized university (OR) (ii) Master Degree in Science/Commerce from a recognized University.</p> <p>(Development Officer working in the KVIB in the Pay in Level -6 (₹ 35400 - 112400) with 5 years' service in the grade will also be considered along with the outsiders and in case, he is selected for appointment to the post, the same shall be deemed to have been filled by promotion).</p> <p>(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, deputations shall not be eligible for consideration for appointment on promotion.)</p> <p>(The period of deputation is 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 shall be not exceeding 56 years as on the closing date of the receipt of application.)</p>
5.	Duties & responsibilities	<p>a. The Executive Officer shall work under the general supervision and control of the Chairman and shall also comply with such directions as the Chairman or Secretary may give to him /her from time to time.</p> <p>b. The Executive Officer shall act as the Administrative Officer of the Board and shall exercise Administrative control over all employees of the Board subordinate to him. He shall have the administrative and financial powers as enjoyed by a Head of Office in the Administration in so far as exercise of such powers in consistent</p>

		<p>with the provisions of the Regulation and the Rules and Bye-Laws made there under;</p> <p>c. It shall be obligatory for the Executive Officer to attend all the meetings of the Board if he is available in the office, but shall not have the right to vote thereat. He shall also have the right to refer to the Board and Chairman any matter having administrative implication, which in his opinion ought to be brought to the notice of the Chairman or the Board;</p> <p>d. The Executive Officer shall have the authority to advise the Board that a particular decision of the Board or that of the Chairman being in conflict with the general administrative policy of the Administration as per his views, should be referred to the Administration for consideration, decision or clarification;</p> <p>e. The Executive Officer shall exercise such powers and perform such duties as the Board or the Chairman may, from time to time, delegate to him. He shall also assist the Chairman in day to day's working of the Board.</p> <p>f. Shall be responsible for planning, promotion, organization and implementation of KVI programme in A&N Islands</p> <p>g. Arrangement of Board meeting/participation in Zonal Review meeting/DCC/DLRC/UTLBC meetings.</p> <p>h. Shall be responsible for dealing all matters pertaining to public grievances and petitions.</p> <p>i. Shall be responsible for preparation of action plan for implementation of various KVI Programme in a systematic manner.</p> <p>j. Shall be responsible for timely submission of bi-weekly /monthly / Annual Progress report to KVIC/others.</p> <p>k. Shall perform such other duties as the Board or the Chairman may delegate to him/her from time to time.</p>
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The deputation period for the above mentioned post shall be initially for a period of one year which could be extended up to 3 years on the basis of the performance of the concerned incumbent.

The employees who are eligible and willing may submit their applications in the prescribed proforma annexed herewith, addressed to the Chairman, A&N Islands Khadi & V.I Board, Udyog Parisar, Middle Point, Port Blair – 744101 through proper channel along with (1) Vigilance clearance, (2) Integrity Certificate signed by the Head of the Department and (3) attested copies of ACRs/APARs for the preceding 05 years latest by 1600 hrs on 06-11-2023.

Applications for those employees against whom disciplinary / criminal cases are pending or being contemplated may not be forwarded.

Incomplete applications and those received after the due date indicated above shall not be entertained.


 04/10/2023
EXECUTIVE OFFICER [I/C]
A&NI KVIB, PORT BLAIR

PROFORMA

PART-A

1.	Name in block letter				
2.	Father's / Husband's name				
3.	Permanent address/ Mailing address along with Contact No.				
4.	Date of Birth				
5.	Educational qualification				
6.	Date of commencement of service				
7.	Post held and date from which the present post is held.				
8.	Pay Band & Grade Pay applicable to the present post				
9.	Present Pay & Grade Pay				
10.	Particulars of previous postings/assignments from the date of entry into service				
Sl. No	Post held	Period	Scale of pay	Whether Ad-hoc/ Regular.	Name of Employer & Department
11.	Duties performed / experience				
12.	Details of previous deputations /ex-cadre assignments.				
13.	Any other information.				

Signature of applicant

PART - B

(To be filled and signed by HOD/Office)

Certified that :-

1. The particulars furnished by the applicant have been verified from the service book of the official and found correct.
2. No disciplinary / criminal cases are pending or being contemplated against the official.
3. His / Her integrity is certified.
4. Certified copies of his / her ACRs/APARs for the preceding 05 years are enclosed.

Signature & Seal of the Head of Department / Office