

No.49-87/2003-PW(PF)
Andaman and Nicobar Administration

सचिवालय / SECRETARIAT

Port Blair, dated the 28th May, 2007

To

All Heads of Departments/Offices

A & N Administration (including Offices at Chennai, Kolkata & New Delhi)

PORT BLAIR

Sub:- Filling up the posts of Senior Technical Assistant & Junior Technical Assistant in the Administrative Reforms Wing of Secretariat – Regarding

Sir,

It is proposed to fill up 02 posts of Senior Technical Assistants and one post of Junior Technical Assistant in the Administrative Reforms Wing of Secretariat **by transfer on deputation basis** from amongst the eligible officers of A & N Administration, who fulfill the eligibility criteria, as detailed below:-

Sl. No	Name of post	Scale of pay	Eligibility criteria prescribed in the notified RR.	Remarks
01	Senior Technical Assistant	Rs.5500 -175- 9000	Officers working under the A&N Admn with 03 years regular service in posts in the pay scale of Rs.5500-175-9000 or with 05 years regular service in the posts in the pay scale of Rs.4500-125-7000 or equivalent and possess a degree of a recognized university or equivalent and have successfully completed training the Basic management Service Course of the Institute of Secretariat Training & Management or equivalent training from any other Institution OR possess at least one year experience in the application of Work Study Organization and Methods/Analytical/Statistical Operations, Research Techniques etc.	
02	Junior Technical Assistant	Rs.4500 -125- 7000	Officers of A & Administration: (a) (i) Holding analogous post on regular basis ; OR (ii) with 03 years regular service in the post in the pay scale of Rs.4000-6000; OR (iii) with 12 years regular service in the posts in the pay scale of Rs.3050-4590; AND (b) (i) Possessing degree from a recognized university; OR (ii) having successfully completed training in Basic Work Study/Basic Management Studies Course conducted by the Institute of Secretariat Training & Management/Secretariat Training School ; OR (iii) Having at least 01 year experience in work study Organization/Unit.	

The tenure of deputation including the period of deputation in other ex-cadre posts immediately preceding this appointment in the same or some other Organization/Department shall ordinarily not to exceed 03 years.

I am therefore, directed to request the above vacancies may kindly be circulated amongst the eligible staff working under your control and applications/bio-data in respect of eligible and willing officials may be forwarded to this Administration by 29th June, 2007.

It may please be ensured that applications/particulars in respects of officials against whom disciplinary/vigilance cases is pending or being contemplated are not forwarded/recommended.

Yours faithfully,


(Hari Kishen)

Assistant Secretary (Perl)

Copy forwarded to:-

1. The Assistant Secretary (AR & TRG), Secretariat, for information with reference to his u.o. Note No:4-334/2006-AR dated 03.05.2007
2. All Sections in the Secretariat.


Assistant Secretary (Perl)