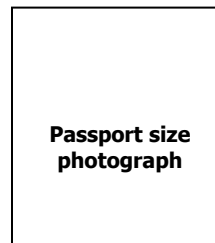


FORM OF APPLICATION



1. Name of the Applicant (in block letters) :
2. Father's Name :
3. Date of Birth (in Christian era) :
4. Address for communication :
5. Telephone Number (if any) :
6. Educational Qualifications :
7. Details of Employment in chronological order :
(Enclose a separate sheet duly authenticated/signed by you, if the space provided below is insufficient)

Office/ Orgn.	Post held	From	To	Scale of pay (Revised & Pre-revised)	Nature of duties

8. Nature of present employment i.e. ad-hoc or temporary or quasi-permanent or permanent.
9. In case the present employment is held on deputation/Contract basis please state-
 - i. The date of initial appointment.
 - ii. Period of appointment on deputation/ contract.
 - iii. Name of the parent office/organization to which you belong.
10. Additional details about present employment please state whether working under
(a) Central Government. (b) State Government. (c) A&N Administration
(d) Autonomous Organizations. (e) Government Undertakings. (f) Universities.
11. Total emoluments per month now drawn.
12. 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)
13. Whether belongs to SC/ST
14. Remarks

Place & Date

Signature of the Candidate
Address

CERTIFICATE

- i) The information given by the applicant above from Sl. No. 1 to 14 have been verified from the official records and found true.
- ii) It is also certified that neither any Vigilance Case/Departmental Enquiry is pending against the applicant nor the same is contemplated.
- iii) There is no doubt about the integrity of the candidate.
- iv) Photo copies of ACR's for the last..... (Number of years) years are also enclosed.
- v) In the event of the Selection of above applicant this organization shall have No Objection to relieve him for appointment on transfer on deputation.

Place:
Date

Signature of HOI/HOD

(Office Seal)

ANDAMAN AND NICOBAR ISLANDS
INTEGRATED DEVELOPMENT CORPORATION LIMITED
(ANIIDCO)

VACANCY NOTICE

It is proposed to fill up one post of **Junior Hindi Translator-cum-Typist** in the pay band of Rs. 9300-34800 with grade pay of Rs.4200/- in ANIIDCO, Port Blair by deputation on usual terms and conditions from amongst the eligible officers of Central, UT or State Government/Central, UT or State Public sector undertakings, holding analogous posts on regular basis having following educational qualifications:

Educational qualification:

Essential:

- i) Bachelor's Degree of a recognized University with Hindi and English as compulsory/elective subject or either of the two as medium of examination and the other as a compulsory/elective subjects.
- ii) Should be able to type 30 words per minutes in Hindi.

Desirable:

Recognized Diploma/certificate course in Translation from Hindi to English and Vice-versa or two years experience of Translation work from Hindi to English and Vice-versa in Central/ State Govt. Offices including Govt. of India undertakings.

The appointment of the selected officials will be made initially for a period of one year which may be extended upto maximum of 3 years. The period of deputation including 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 exceed 3 years. Services shall be governed by the relevant rules and orders in force from time to time in respect of the Govt. servants of their category serving under ANIIDCO.

Applications along with Bio-data may be forwarded in the prescribed Proforma addressed to the General Manager, ANIIDCO, Post Box No. 180, Port Blair-744101 to reach on or before **30/09/10** in a sealed envelope superscripting "Application for the post of Junior Hindi Translator-cum-Typist" duly countersigned by the present employer along with photocopies of last five years ACR's, Vigilance Clearance and Integrity Certificates. Applications of those officers against whom disciplinary/Vigilance cases are pending or contemplated need not be forwarded. Applications received directly or after due date from the employers shall not be entertained. Application format can be downloaded from our website www.and.nic.in

General Manager
ANIIDCO

