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CENTRAL INSTITUTE
Date: 22/02/08
Ref: 702
GOVT. OF INDIA, P. BLAIR-744101

No.42-596/2004-TR
ANDAMAN AND NICOBAR ADMINISTRATION
Secretariat

Port Blair, dated the 7th February, 2008.

To

1. The Secretary to Government of India, Ministry of Shipping, Road Transport & Highways (Department of Road Transport & Highways), New Delhi.
2. The Secretary to Government of India, Ministry of Personnel, Public Grievances & Pension (Department of Personnel & Training), New Delhi.
3. The Secretary to Government of India, Ministry of Home Affairs, New Delhi.
4. All other Ministries of Government of India & Central Government Department.
5. Chief Secretaries of all State Government/UT Administration (except A&N Administration).
6. The Chairman & Managing Directors of all Public Sector Undertakings/Semi Government Organizations.
7. The Bureau of Public Enterprises, New Delhi.
8. All Heads of Department/Office under A&N Administration.
9. All Central Government Offices stationed in A&N Islands.

Sub: Filling up of the post of Executive Engineer (Mechanical) in the Motor Transport Department.

Sir,

I am directed to say that one Group 'A' Gazetted post of Executive Engineer (Mechanical) in the scale of pay of Rs. 10000-325-15200 in the Directorate of Transport under the A&N Administration is proposed to be filled up on deputation (including short term contract) from amongst the eligible officers of Central/State Governments/UT Administrations/Autonomous Organizations/Public Sector Undertakings:

- (a)(i) Holding analogous post on a regular basis in the parent cadre/department; or
- (ii) With five years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs. 8000-13500 or equivalent in the parent cadre/department; or
- (iii) With eight years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs. 6500-10500 or equivalent in the parent cadre/department; and
- (b) Possessing the following educational qualifications and experience:
 - (i) Degree in Mechanical/Automobile Engineering from a recognized University or Institution.
 - (ii) Five years' professional experience preferably in Automobile/Transport Sector.

Period of deputation (ISTC) including period of deputation (ISTC) 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 four years. The maximum age limit for appointment on deputation (ISTC) shall be not exceeding 56 years as on the closing date of the receipt of applications.

The candidates from Central/State Governments/UT Administrations/Public Sector Undertakings/Autonomous Organizations should clearly indicate whether the scale of pay held by them is on Central DA pattern or the Industrial DA pattern.

The terms and conditions of appointment are as under:

- (a) In addition to pay, the selected officer will be entitled to Dearness Allowance admissible to Government servants of his category.
- (b) Special Compensatory Allowance as admissible under the rules.
- (c) Rent free unfurnished accommodation subject to general review from time to time or House Rent Allowance in lieu thereof.
- (d) Free Sea Passage once in a year for self and family members while proceeding/returning from leave in accordance with the orders in force from time to time.
- (e) Leave Travel Concession as admissible under the rules.
- (f) Deputation allowance as admissible under the Rules.
- (g) Tenure - maximum four years. (Period of deputation (ISTC) 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 Government shall ordinarily not to exceed four years).
- (h) In respect of matters not specified above, he shall be governed by the rules and orders in force from time to time in respect of the Government servants and their category serving under the A&N Administration.

The duties and responsibilities attached to the post are as under:

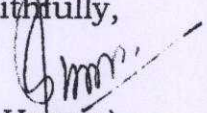
- (a) He will be the incharge of Central Workshop and Central Stores of Transport Department.
- (b) He will be directly responsible for procurement of spare parts, machineries and stores required for repair and maintenance of vehicles of the Department.
- (c) He will be responsible for timely repair, maintenance and upkeepment of vehicles of the department.
- (d) He will be responsible for proper deployment of technical staff under his control at the workshop of various Units of the department.
- (e) He will be responsible for proper maintenance of accounts/records relating to procurement and issue of spare parts, machineries and stores.

- (f) Any other works as may be entrusted to him by his superior from time to time.

It is requested that the post may be circulated amongst the eligible Officers working in the Department under your control and the applications, alongwith the Curriculum Vitae (CV) in the enclosed proforma, of those Officers who could be spared in the event of their selection, duly countersigned by the present employer, forwarded to the Secretary (Transport), A&N Administration, Port Blair - 744 101 alongwith upto date ACRs, Vigilance Clearance and Integrity Certificate etc. within 60 days from the date of publication in the Employment News. Applications of those officers against whom disciplinary/vigilance cases are pending or contemplated need not be forwarded. The applications received after the date specified and not accompanied by the above documents will not be entertained.

The Curriculum Vitae (CV) duly supported by documents will be assessed by the Selection Committee while selecting candidates for appointment to the post on deputation (ISTC).

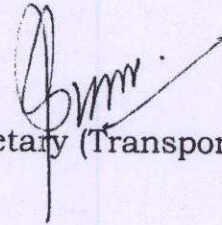
Yours faithfully,


(V. Hamza)

Assistant Secretary (Transport)

Copy to:

1. The General Manager-cum-Chief Editor, Employment News, East Block IV, Level-7, R.K. Puram, New Delhi - 110 016 with the request to publish the vacancy notice in the next edition of Employment News and forward a copy of the same to the Administration. The bill, in duplicate, towards the advertisement charges may be raised on the Secretary (Transport), A&N Administration, Port Blair - 744 101 for arranging payment.
2. The Secretary, Union Public Service Commissioner, Dholpur House, Shahjahan Road, New Delhi for information.
3. The Officer-in-Charge (I&P), Directorate of Information, Publicity & Tourism, Port Blair with the request that the vacancy Notice may please be published in the Daily Telegrams for two consecutive days.
4. The Director of Transport, A&N Islands, Port Blair.


Assistant Secretary (Transport)

CURRICULAM VITAE PROFORMA

1. Name and Address
(in Block Letters)
 2. Date of Birth
(in Christian era)
 3. Date of retirement under
Central/State Government
Rules
 4. Educational Qualifications
 5. Whether Educational and
other qualifications
required for the post are
satisfied. (If any
qualification has been
treated as equivalent to
one prescribed in the
Rules, state the authority
for the same)
- | | Qualifications/
Experience
required | Qualifications/
Experience
possessed by the
officer |
|-----------|---|--|
| Essential | (1)
(2)
(3) | |
| Desired | (1)
(2) | |
6. Please state clearly
whether in the light of
entries made by you above,
you meet the requirement
of the post
 7. Details of Employment, in chronological order. Enclose a separate
sheet duly authenticated by your signature, if the space below is
insufficient.
- | Office/
Institution | Post held | From | To | Scale of pay
and
Basic pay | Nature
of
duties
details | of
(in |
|------------------------|-----------|------|----|----------------------------------|-----------------------------------|-----------|
|------------------------|-----------|------|----|----------------------------------|-----------------------------------|-----------|

8. Naure of present employment i.e. Ad-hoc or Temporay or Quasi-Permanent or Permanent
9. 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
10. Additional details about present employment
Please state whether working under (indicate the name of your employer against the relevant coloumn)
 - a) Central Government
 - b) State Government
 - c) Autonomous Organization
 - d) Government Undertaking
 - e) Universities
 - f) Others
11. Please state whether you are working in the same Department are in the feeder grade or feeder to feeder grade
12. 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
13. Total emoluments per month now drawn
14. Additional information, if any, which you would like to mention in support of your suitability for the post.
(This among other things may provide information with regard to (i) additional academic qualifications (ii) professional tranining and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement).

15. Please state whether you are applying for deputation (ISTC)/ Absorption/ Re-employment basis. (Officers under Central/ State Governments are only eligible for "Absorbtion". Candidates of non-Government Organizations are eligible only for Short Term Contract.)
16. Whether belongs to SC/ST
17. Remarks (The candidates may indicate information with regard to (i) Research publications and reports and special projects (ii) Award/Scholarship/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and (iv) any other information. (Note: Enclose a separate sheet if the space is insufficient)

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Date:

Signature of the Candidate

Address.....

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Contersigned

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(Employer with Seal)