

भारत सरकार/Government of India
पोत परिवहन मंत्रालय / Ministry of Shipping
मुख्य अभियंता एवं प्रशासक कार्यालय
Office of the Chief Engineer & Administrator
अंडमान लक्षद्वीप बंदरगाह निर्माण कार्य
Andaman Lakshadweep Harbour Works
डाक पेटी संख्या. 161/Post Box No. 161
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पोर्ट ब्लेयर/ Port Blair -744101

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No: ALHW/ADM/1(1)/2009

1494

Date : 08/09.2020

CIRCULAR

Sub:- Filling up of one post of "ADMINISTRATIVE OFFICER" in the Andaman Lakshadweep Harbour Works (ALHW), Ministry of Shipping, on deputation basis – reg.

One post of "Administrative Officer" in the Andaman Lakshadweep Harbour Works, Port Blair, Andaman & Nicobar Islands (Sub-ordinate Organisation under the Ministry of Shipping) is proposed to be filled up by transfer on deputation/transfer (including short-term contract). The period of deputation shall not ordinarily exceed 3 years (including the period of deputation in another ex-cadre post held immediately preceding the appointment in the same or some other Organisation/Department of the Central Government). The post is a General Central Service "Group A" Gazetted (Ministerial) in the Level-11 of Pay Matrix (Pre-revised pay band PB-3 ₹ 15600-39100 + GP ₹ 6600). Place of posting of the selected candidates will be at Port Blair. For further details please visit link : andssw1.and.nic.in/alhw



(SK Rai)

Encl : Annexure –I, II & III

ADMINISTRATIVE OFFICER (ALHW)

Ph. No. 03192 232862

ANNEXURE-I

1. Name of post : Administrative Officer
2. Level : Level- 11
3. Classification of post : General Central Service Group 'A' Gazetted
4. Place of posting : Andaman & Nicobar & Lakshadweep Islands.
5. Eligibility : as detailed below.

Transfer on deputation (including short-term contract)/transfer :

Officers under the Central/State Government Union Territories/Autonomous bodies/Statutory Organizations and Major Port Trusts etc.;

- (a) (i) Holding analogous posts on regular basis or
- (ii) With 5 years regular service in posts in the Level- 10 of Pay matrix (pay band of ₹15600-39100 + GP ₹5400) or equivalent or
- (iii) With 8 years regular service in the posts in the Level-7 of Pay matrix (Pre-revised pay band of ₹ 9300-34800 + GP ₹ 4600) or equivalent and possessing qualifications and experience as given below: -

ESSENTIAL: -

- (i) Degree of a recognized University or Equivalent.
- (ii) 7 years experience of Administration, Accounts, Establishment and Vigilance/Disciplinary matters in a supervisory capacity in a Government Office or Public body or a Commercial Organisation are eligible for the post.

NOTE : *It is requested that the name of willing and eligible officers under your control including those officers of autonomous and statutory bodies may be forwarded to the address given below together with their copies of APAR dossiers for the last 5 years duly attested (on each page) alongwith two copies of their Bio-data duly signed in the enclosed proforma (Annexure -II) by an officer not below the rank of Under Secretary. Incomplete applications as well as those received otherwise through proper channel will not be considered. The age limit for candidates is 56 years as on last date for receipt of application. The applications/CV not accompanied by supporting certificates/documents in support of Qualification and Experience claimed by the candidates would not be processed for determining the eligibility of the candidates for the selection. Point given in Annexure -III should be noted to while forwarding the application.*

ADDRESS

The Chief Engineer & Administrator,
Andaman Lakshadweep Harbour Works,
Post Box No.161, Port Blair – 744 101,
Andaman & Nicobar Islands.

3. While forwarding the applications, the sponsoring authorities are required to give the following certificates.
 - (i) Vigilance Clearance
 - (ii) Integrity and
 - (iii) Major/Minor penalty imposed (in the last 10 years)
4. The last date for receipt of application is within 60 days from the next day after the date of publication.


(SK Rai)

ADMINISTRATIVE OFFICER (ALHW)
Ph. No. 03192 232862

BIO-DATA CURRICULUM VITAE PROFORMA

1.Name and Address

(in Block Letters)

2.Date of Birth (in Christian era)

ii) 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 the
one prescribed in the Rules, state the
authority for the same)

Qualifications/ Experience required as mentioned
in the advertisement/ vacancy circular

Essential

A) Qualification

B) Experience

Desirable

A) Qualification

B) Experience

Qualifications/
experience possessed
by the officer

Essential

A) Qualification

B) Experience

Desirable

A) Qualification

B) Experience

*Important: Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:

| | | | |
|--------------------|---|------|----|
| Office/Institution | Pay, Pay Band, and Grade Pay drawn ACP/ MACP Scheme | From | To |
|--------------------|---|------|----|

| | | | | | |
|--|---|---|---|---|--|
| <p>8.Nature of present employment i.e. Adhoc or Temporary or Quasi-Permanent or Permanent</p> <p>9.In case the present employment is held on deputation/contract basis, please state-</p> | | | | | |
| <table border="0" style="width: 100%;"> <tr> <td style="width: 25%; vertical-align: top;">a) The date of initial appointment</td> <td style="width: 25%; vertical-align: top;">b) Period of appointment on deputation/contract</td> <td style="width: 25%; vertical-align: top;">c) Name of the parent office/organization to which the applicant belongs.</td> <td style="width: 25%; vertical-align: top;">d) Name of the post and Pay of the post held in substantive capacity in the parent organisation</td> </tr> </table> | a) The date of initial appointment | b) Period of appointment on deputation/contract | c) Name of the parent office/organization to which the applicant belongs. | d) Name of the post and Pay of the post held in substantive capacity in the parent organisation | |
| a) The date of initial appointment | b) Period of appointment on deputation/contract | c) Name of the parent office/organization to which the applicant belongs. | d) Name of the post and Pay of the post held in substantive capacity in the parent organisation | | |

9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate. 9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organisation

10. If any post held-on Deputation in the past by the applicant, date of return from the last deputation and other details.

11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column)

a) Central Government

b) State Government

c) Autonomous Organization

d) Government Undertaking

e) Universities

f) Others

12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.

13. 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

14. Total emoluments per month now drawn

| Basic Pay in PB | Grade Pay | Total Emoluments |
|-----------------|-----------|------------------|
|-----------------|-----------|------------------|

15. In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed

| Basic Pay with Scale of Pay and rate of increment | Dearness Pay/interim relief /other Allowances etc. (with break-up details) | Total Emoluments |
|---|--|------------------|
|---|--|------------------|

16.A Additional information, if any, relevant to the post you applied for in support of your suitability for (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)(Note: Enclose a separate sheet, if the space is insufficient)

16.B Achievements : The candidates are requested to indicate information with regard to;

(i) Research publications and reports and special projects

(ii) Awards/Scholarships/Official Appreciation

(iii) Affiliation with the professional bodies/institutions/societies and;

(iv) Patents registered in own name or achieved for the organization

(v) Any research/ innovative measure involving official recognition vi) any other information.

(Note: Enclose a separate sheet if the space is insufficient)

17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis. # (Officers under Central/State Governments are only eligible for " Absorption" . Candidates of non-Government Organizations are eligible only for Short Term Contract)

(The option of 'STC' / 'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by " STC" or " Absorption" or Re-employment ").

18. Whether belongs to SC/ST

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Address _____

Date _____

Certification by the Employer/ Cadre Controlling Authority

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that;

i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt. _____

ii) His/ Her integrity is certified.

iii) His/ Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed..

iv) No major/ minor penalty has been imposed on him/ her during the last 10 years or a list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be)

Countersigned
(Employer/ Cadre Controlling Authority with Seal)

Annexure-III

Points to be noted by the Borrowing/ Parent Department/ Office to be highlighted in DOP&T circular for compliance by the Ministries/ Departments

1. Vigilance Clearance will not normally be granted for a period of 3 years after the currency of punishment, if a minor penalty has been imposed on an officer. In case of imposition of a major penalty, Vigilance Clearance will not normally be granted for a period of 5 years after the currency of punishment in terms of DOP&T O.M. No.11012/11/2007-Estt.(A) dated 14.12.2007.
2. While forwarding applications in respect of officers who are about to complete their 'cooling-off' period shortly the instructions of DOP&T as contained in O.M. No.2/1/2012-Estt.(Pay.11) dated 04.01.2013 may be strictly adhered to.
3. A copy of the Application format may be provided by the Borrowing Department in their website in a downloadable form as Word Document along with the advertisement.
4. In the case of a vacancy already existing at the time of issue of communication inviting nominations/ publication in the Employment News, the eligibility may be determined with reference to the last date prescribed for receipt of nominations in the concerned administrative Ministry/Department. In the case of an anticipated vacancy, the crucial date for determining eligibility should be the date on which the vacancy is expected to arise.
5. It shall be prominently mentioned in the vacancy circular/ advertisement that the applications/CV not accompanied by supporting certificates/ documents in support of Qualification and Experience claimed by the candidates would not be processed for determining the eligibility of the candidates for the selection.

6. Crucial date for determining the eligibility of the applicants will be counted after excluding the first date of publication of the vacancy/ post in the Employment News. i.e., For the vacancy published in the Employment News of 18-24 Jan. 2014, the crucial date will be counted from the 19th Jan. 2014 (excluding the first date of publication).

7. To facilitate determination of eligibility of the applicants working in Public Sector Undertakings/ Autonomous organizations not following the Central Government Scales, their equivalent scales of pay/posts may be confirmed by the borrowing Department. Where necessary, details in this regard may also be ascertained from the lending Department.