



A/34/2023-ESTT-PBMC_AN

I/73869/2024



नगरपालिका परिषद का कार्यालय
OFFICE OF THE MUNICIPAL COUNCIL
पोर्ट ब्लेयर
PORT BLAIR

To

The Chief Editor,
Government Press
Port Blair

Sub: - Filling up of one post of Administrative Officer under PBMC on deputation basis under PBMC- reg

Sir,

I am directed to forward herewith a Vacancy Notice and application format for the post of Administrative Officer on deputation in the pay of Rs. 9300-34800+GP Rs. 4600 under the Port Blair Municipal council for publication to fill up the post on deputation basis for a period of two years.

The bills of the publication charges may be issued in favour of Secretary PBMC, Port Blair for making payment.

Signed by Santhi Jeevaraj

Date: 09-01-2024 18:02:37

Reason: Approved
Administrative Officer
Municipal Council

Copy forwarded to:-

1. The Director IP&T, A&N Administration with the request to public the above Press notice in the local dailies for two consecutive days.
2. The Chief Editor, The Daily Telegrams, Govt. press, Port Blair, with the request to public the above Press notice in the local dailies for two consecutive days.
3. The Chief Editor, "The Andaman Express" Port Blair, with the request to public the above Press notice in the local dailies for two consecutive days.
4. The Editor, "The Aspect" Port Blair, with the request to public the above Press notice in the local dailies for two consecutive days.
5. The Nodal Officer (IT), PBMC for information.

Copy to:-

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1. PA for kind information of Chairperson, PBMC.
2. PA for kind information of Secretary, PBMC.

VACANCY NOTICE

Application are invited through proper channel from eligible candidates for filling up of one (01) post of Administrative Officer in the PB-2 Rs. 9300-34800+GP Rs. 4600 in the establishment of Port Blair Municipal Council on deputation basis for a period of 2 years. As per RR the criteria is as under:-

Deputation: From Amongst Officers of the A&N Administration/ Central Govt. Dept. Functioning in UT of A&N Islands.

- a. Holding analogous post on regular basis in the parent cadre/ department.
- b. With three years service after appointment thereto on a regular basis in the scale of pay of Rs. 9300-34800 + GP Rs. 4200 or equivalent in the /department.

(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 to exceed three years.)

The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.

Eligible officers may submit the application through proper channel along with last five (05) years APAR Dossier, Vigilance Clearance Certificate and Integrity Certificate to the Secretary Municipal Council, Port Blair. The application complete in all respects shall be submitted duly countersigned on the above address latest by 02/02/2024.

The Head of Department/ Office may kindly ensure that the applications officials against whom disciplinary proceedings are pending or being contemplated is not forwarded/ recommended.

Application received after the due date and incomplete shall not be entertained.

A/34/2023-ESTT-PBMC_AN

I/73864/2024

Signed by Santhi Jeevaraj

Date: 09-01-2024 17:52:59

Reason: Approved

**Administrative Officer
Municipal Council**

**PROFORMA FORM OF APPLICATION FOR THE POST OF
ADMINISTRATIVE OFFICER**

1. Name of the Applicant (in Block letters).
2. Father/ Husband Name
3. Date of birth (in Christian era)
4. Address for Communication with Telephone /Cell No.
5. Education Qualifications
6. Date of Entry in Govt. Service
7. Experience as per details of Service

Dept.	Post held	From	To	Scale of pay	Nature of duty

8. Scale of pay and present Basic Pay +Grade Pay
9. Please state whether working under
10. Central Government
11. State Government
12. A&N Administration
13. Others (specify)
14. Additional information if any, which you would like to mention In support of your suitability for the post (add separate sheet if necessary.)
15. Remarks

Signature of the Candidate

Place:

Date:

"The information given by the applicant as above has been verified from the official's record and it is found correct. It is also certify that the neither any vigilance case/ departmental enquiry is pending against the applicant nor the same is contemplated. Photocopies of APAR for the last five years are also enclosed. In the events of the selection of above applicant these Organization shall have no objection to relive him for appointment on transfer on deputation basis to the PBMC".

Signature of HOD/HOI
(Office Seal)

Place:

Date:

Encl: