



भारत सरकार Government of India
 पोत, पोत परिवहन और जलमार्ग संजाल
 मुख्य अभियंता एवं प्रशासक कार्यालय Office of the Chief Engineer & Administrator
 अंडमान लक्षद्वीप बंदरगाह संकर्म Andaman Lakshadweep Harbour Works
 श्री विजयपुरम-744101 Sri Vijaya Puram-744101

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VACANCY CIRCULAR

Sub:- Filling up of one post of Stenographer Gr.-I in Level-6 as per 7th CPC (pre-revised pay scale of PB-II Rs. 9300-34800 + GP Rs. 4200 as per 6th CPC) on deputation basis (including short term contract), in Andaman Lakshadweep Harbour Works (ALHW), Ministry of Ports, Shipping & Waterways.

Sir/Madam

It is proposed to fill up one post of Stenographer Gr.-I in the Andaman Lakshadweep Harbour Works, Sri Vijayapuram, Andaman & Nicobar Islands in Level-6 as per 7th CPC (pre-revised pay scale of PB-II Rs. 9300-34800 + GP Rs. 4200 as per 6th CPC) on deputation basis, (functioning as a Sub-ordinate Organisation under the Ministry of Port Shipping & Waterways). The period of deputation shall be three years and can be extended/curtailed as per requirement. The place of posting will be in Andaman & Nicobar and Lakshadweep Islands. Apart from the salary, the post also carries the perquisites such as dedicated accommodation, transport, medical reimbursements, LTC etc. as per Govt. of India rules and regulations. The eligibility conditions, qualifications, experience required for the post and other details are given in Annexure – I.

2. The pay and other terms and conditions of deputation will be regulated in accordance with DoP&T O.M. No. 6/8/2009-Estt (Pay-II) dated 17.06.2010 as amended from time to time. The Cadre Controlling Authorities are requested to forward applications (in duplicate) of the eligible and willing candidates including those officers of autonomous and statutory bodies whose services can be spared in the event of their selection through proper channel to O/o the Chief Engineer & Administrator, Andaman Lakshadweep Harbour Works under Ministry of Ports, Shipping & Waterways, Sri Vijaya Puram – 744101, within 60 days from the date of publication of advertisement in Employment News/Rozgaar Samachar. The application form/proforma is mentioned at Annexure – II and the certificate by the employer's Cadre Controlling Authorities/Head of the Department is mentioned at Annexure - III .

List of Documents to be sent along-with applications:

- Up-to-date ACRs/APARs dossier of the applicant or clear photocopies of the ACRs/APARs for the last five (05) years duly attested (on each page) by an officer not below the rank of Under Secretary.
- Vigilance clearance.
- Integrity Certificate
- A statement showing major or minor penalties, if any imposed on the official during the last ten years.
- A certificate by Controlling Authorities/Head of the Department to the effect that the particulars furnished by the candidate have been verified and found correct as per service records.

3. Applications received after the closing date or without any of the aforesaid documents or otherwise found incomplete or not in the prescribed proforma are liable to be rejected. Officials who apply for the post will not be allowed to withdrawn their candidature subsequently.
4. The detailed advertisement along with all the proforma mentioned above are enclosed. This vacancy circular is placed on website: <http://www.and.alhw.gov.in>.
5. All the Ministries/Departments are requested to circulate the vacancy in their attached/subordinate offices/educational and other institutions.

Yours faithfully,

Digitally signed by

Sakthi Kumar R

Date: 26-12-2025

16:05:14

Administrative Officer (ALHW)

Ph. No. 03192 232862

Copy to :

1. All Ministries/Department of Government of India
2. Chief Secretaries of all State Government/Administrator of UTs
3. All Major and Non- Major Port Trust.
4. The Secretary, UPSC, Dholpur House, Shahajahan Road, New Delhi- 110069
5. DG, Directorate General of Shipping, Jahaz Bhawan, Walchand H . Marg, Mumbai- 400001.
6. DG, Directorate General of Light House & Lightships, Noida, UP

ANNEXURE-I**Qualification, experience and other details required for the post of Stenographer Gr-I in the Andaman Lakshadweep Harbour Works**

1	Name of post	Stenographer Gr.-I
2	Number of post	1 (One)
3	Classification of post	General Central Service Group 'B' Non-Gazetted, Ministerial
4	Scale of Pay	Level- 6 (Pre-revised pay band PB-II Rs. 9300-34800 + GP Rs. 4200 of 6 th CPC)
5	Place of posting	Andaman & Nicobar and Lakshadweep Islands
6	Period of deputation	Three years
7	Duties and Responsibilities	<p><u>Roles, Responsibilities and Duties of a Stenographer:</u></p> <ul style="list-style-type: none"> ➤ Providing stenographic assistance to senior officers by taking dictation in English/Hindi and transcribing accurately ➤ Typing and preparation of official and confidential correspondence, notes, minutes, reports and orders. ➤ Handling, processing and safe custody of confidential records including APARs and vigilance-related documents, ensuring strict confidentiality. ➤ Assisting in meetings and providing secretarial and administrative support. ➤ Maintaining files, records and correspondence and performing any other duties assigned by the Competent Authority.
		<p>Officers under the Central Governments:</p> <p>(a) (i)Holding analogous posts on regular basis or (ii)With 5 years regular service in the revised pay scale Level-5 as per pay matrix of 7th CPC or equivalent; and</p> <p>(b) Possessing a speed of 100 w.p.m in stenography (English/Hindi)</p> <p>The Departmental Officer in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment or deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. Period of deputation including period of deputation in another ex-cadre post held immediately proceeding this appointment in the same or some other Organisation/department of the Central Government shall ordinarily not exceed three years.</p> <p>c) The maximum age limit for appointment by deputation shall be not exceeding fifty six years as on the closing date of receipt of applications.</p>

Application in the proforma mentioned in Annexure – II & Annexure- III along with the required documents as specified in the circular may be forwarded through proper channel to the O/o the Chief Engineer & Administrator, Andaman Lakshadweep Harbour Works under Ministry or Ports, Shipping & Waterways, Sri Vijaya Puram – 744101 so as to reach this office within 60 days from the date of publication of advertisement in the Employment News/Rozgaar Samachar, leading daily local and national Newspapers in and around Andaman & Nicobar Islands (Chennai, Kolkata, Visakhapatnam, Kochi etc).

Annexure- II

BIO-DATA/CURRICULUMVITAE PROFORMA

1.	Name and Address (in Block Letters)		
2.	Date of Birth (in Christian era)		
3.	(i) Date of entry into service		
	(ii)Date of retirement		
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		Qualifications/experience possessed by the officer
	Essential		Essential
	A)Qualification		A)Qualification
	B)Experience		B)Experience
	Desirable		Desirable
	A)Qualification		A)Qualification
	B)Experience		B)Experience
5.1	Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/ Office at the time of issue of Circular and issue of Advertisement in the Employment News. In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate.		
5.2			
6	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.		
6.1	Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.		
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 on regular basis	From To *Pay Band And Grade Pay/ Pay Scale of Nature of Duties (in detail) highlighting experience required for The post applied for

				the post held on regular basis.	
*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 under ACP/MACP Scheme		From	To
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-				
	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 alongwith Cadre Clearance, Vigilance Clearance and Integrity certificate. 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/organization.				
9.2					
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		
	Basis Pay in the PB	Grade Pay	Total emoluments
15	In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.		
	Basis pay with Scale of Pay and rate of increment	Dearness Pay/ interim relief/ other Allowances etc.,(with break-up details)	Total emoluments
16A	Additional information , if any, relevant to the post you applied for in support of your suitability for the post. (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)		
16B	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		

	<p>achieved official recognition</p> <p>v. Any research/innovative measure involving official recognition(vi) any other information.</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>	
17.	<p>Please state whether you are applying for deputation (STC)/Absorption/Re-employment Basis.</p> <p>#(Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government organizations are eligible only for Short Term Contract.)</p> <p># (The option of 'STC'/'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or" Absorption "or "Re-employment").</p>	
18.	<p>Whether belongs to SC/ST</p>	

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.

Date-----

(Signature of the candidate)
Address -----

Annexure - III

Certification by the Employer/ Cadre Controlling Authority

It is to certify that the information details provided in the above application by Shri/Smt..... 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. *It is 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)
- v. Further it is certified that the particulars furnished by the candidate have been verified and found correct as per service records.

Countersigned

(Employer/Cadre controlling Authority with Seal)