

F. No. 1-376/EO/2021-TW/ 440  
अण्डमान तथा निकोबार प्रशासन  
ANDAMAN AND NICOBAR ADMINISTRATION  
जनजाति कल्याण निदेशालय  
DIRECTORATE OF TRIBAL WEL FARE  
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13 Sept  
Port Blair dated the 13 August, 2022

To

- 1) All Principal Secretaries/Commissioner-cum-Secretaries/ Secretaries, Andaman and Nicobar Administration
- 2) All Heads of Department of Andaman and Nicobar Administration

**Sub: - Filling up of 01 (one) post of "Extension Officer" in Level-5 of the Pay Matrix (Rs. 29200-92300/-) by Deputation/Absorption.**

Sir/ Madam,

Please find enclosed herewith a vacancy notification alongwith its annexures for filling up of 01 (one) one post of "Extension Officer" in the Directorate of Tribal Welfare, Secretariat Complex, A&N Islands, Port Blair" (General Central Services Group 'C' Non Gazetted) in Level-5 of the Pay Matrix (Rs. 29200-92300/-) to be filled up by Deputation/Absorption.

It is requested that the enclosed vacancy notification alongwith its Annexure-I & II may be circulated amongst the eligible officers working under your control. The application of the eligible and willing candidate may kindly be forwarded in duly signed Proforma given in the vacancy circular and Annexure-I & II (in duplicate) after being duly verified from the service records and certified by the Head of Office/Department alongwith the required documents/ information to the Director of Tribal Welfare, A&N Administration, Secretariat complex, Port Blair, 744101 within 30 days from the date of publication of this advertisement in the Daily Telegrams.

Yours faithfully

Encl: As above

  
Assistant Director (Admn)

Copy to: -

1. The PS to Secretary (TW), A&N Administration, Port Blair
2. The Employment Officer, Employment Exchange, Port Blair for information and necessary action.
3. The OSD, IT Department, Port Blair with the request to make necessary arrangement to upload the same in the official website of A&N Administration <https://www.andaman.gov.in/>
- ✓ 4. The Computer Assistant Gr-A, DTW, Port Blair with the direction to make arrangement to upload the enclosed vacancy notification in the official website <https://www.andaman.gov.in/>

  
Assistant Director (Admn)

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ANDAMAN AND NICOBAR ADMINISTRATION  
जनजाति कल्याण निदेशालय  
DIRECTORATE OF TRIBAL WELFARE  
\*\*\*\*\*

Port Blair dated the 15<sup>th</sup> Sept  
August, 2022

**CIRCULAR**

**Sub: - Filling up of 01 (one) post of "Extension Officer" in Level-5 of the Pay Matrix (Rs. 29200-92300/-) by Deputation/Absorption.**

The Directorate of Tribal Welfare proposed to fill up one post of "Extension Officer" in the Directorate of Tribal Welfare, Secretariat Complex, A&N Islands, Port Blair" (General Central Services Group 'C' Non Gazetted) in Level-5 of the Pay Matrix (Rs. 29200-92300/-) through Deputation/Absorption failing which by direct recruitment.

**Eligibility Conditions:-**

**A) Deputation/Absorption failing which by direct recruitment Officers under the Central/State Govts./ Union Territories.**

- (a) (i) Holding analogous posts on regular basis in the parent cadre / department; or  
(ii) With 5 (Five) years service in the grade rendered after appointment thereto on regular basis in Level-4 (Rs. 25500-81100/-) of the Pay Matrix or equivalent; or

- (iii) With 13 (Thirteen) years service in the grade rendered after appointment thereto on regular basis in Level-2 (Rs. 19900-63200/-) or equivalent in the parent cadre/ department; and

- (b) Possessing the educational qualification and experience prescribed for direct Recruitment in Col.7

**B) Essential:**

**Bachelor Degree from a recognized University.**

**Desirable**

- i) Master Degree in Anthropology/ Sociology/ Social Work; OR  
ii) Two years experience in the line

**Regulation of pay and other terms of deputation :-**

1. Period of Deputation:- One year in the first instance. The period of deputation including the 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 three years.
2. Age-limit:-The maximum age limit for appointment by transfer on deputation shall not exceed 56 years as on the closing date of receipt of applications.
3. Pay:-During the period of deputation he/she will have the option either to get his/her pay fixed in the deputation post under the normal rules or to draw pay of the post held by him/her in his/her parent department plus deputation (duty) allowances in accordance with and subject to the conditions, as modified from time to time and such other general or special orders issued by the Ministry of Personnel, Public Grievances and Pension (Department of Personnel & training), New Delhi.
4. Dearness Allowance:- He/she will be entitled to dearness allowance at Central Government rates.
5. Local Allowance: - He/she will be entitled to Special Compensatory Allowance/ISDA as admissible to the Govt. Servant of his category serving under the Andaman and Nicobar Administration.



6. Children Education Allowance: - During the period of deputation he/she will be eligible to claim the Children's Education Allowance from the borrowing department as laid down in DOPT's OM No.12011/03/2008-Estt.(Allowance) dated 02.09.2008 as amended /clarified from time to time.
7. Joining Time Pay and Transfer TA:- He/she will be entitled to TA and Joining time both on joining the post on deputation and on reversion there from this Administration under the rules of the borrowing department to which he/she is deputed . The expenditure on this account will be borne by the borrowing department.
8. TA for journey on duty during the period of deputation:- This will be regulated in accordance with the Central Govt. rate.
9. Provident Fund Benefits:- During the period of deputation he/she shall continue to subscribe to the GPF to which they are subscribing before they are placed on deputation in accordance with the rules of such fund.
10. Extraordinary Pension Gratuity :- He/she will be regulated in accordance with the Govt. of India, Ministry of Finance(Department of Expenditure) OM No. F.19(23)-EV(A)/64 dated 02.08.1965 as amended from time to time.
11. Leave Travel Concession:- He/she will be entitled to leave travel concession as admissible under the Central Govt. Rules from time to time and the cost there of shall be borne by the borrowing department.
12. Place of Duty:- The selected officer has to function as Extension Officer, whose office is presently functioning in the Directorate of Tribal Welfare, Secretariat Complex, A&N Islands, Port Blair . The job requires to formulate, implement, evaluate and monitor the Tribal Sub Plan in respect of whole of the Union Territory, Plans/ Scheme/ Programmes/ Research Projects, Tribal Policies on PVTGs, research project under Centrally Sponsored/ Central Sector Scheme.

In respect of the services/matters not specified above, he/she will be governed by the rules, regulation orders etc. on the subject as are applicable from time to time to the Govt. Servant of his category serving under the Andaman and Nicobar Administration. The terms and condition mentioned above are subject to general review.

II Application alongwith Bio-data (in duplicate) in the prescribed Proforma (Annexure-I) of the eligible candidates whose services can be spared immediately on selection, together with the certificate from the Forwarding Authority (in Proforma Annexure-II) and the following documents :-

1. Integrity certificate
2. List of major/minor penalties imposed if any, on the official during the last 10 years (if no penalty has been imposed a 'Nil' certificate should be enclosed)
3. Vigilance clearance certificate.
4. Attested photocopies of the APAR for the last five years (attested on each page by an officer not below the rank of an Under Secretary to the Govt. of India.)

may be forwarded to the Director of Tribal Welfare, A&N Administration, Secretariat complex, Port Blair, 744101 within 30 days from the date of publication of this advertisement in the Daily Telegrams. Applications not forwarded through proper channel or those received without the requisite certificates and documents will not be entertained.

III. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

  
Assistant Director (Admn)

**Application for the post of "Extension Officer" in the Directorate of Tribal Welfare, Secretariat Complex, Port Blair, A&N Islands" through Deputation/Absorption.**

**BIO-DATA PROFORMA**

1.	Name and address in BLOCK Letters		
2.	Office Address (with Tel. No.)		
3.	Residential Address (with Tel.No.)		
4.	Fax Number		
5.	Mobile No		
6.	Email ID		
7.	Date of Birth (in Christian Era)		
8.	Date of retirement under Central Govt./State Govt./Union Territories under the Rules applicable to the candidates.		
9.	Educational & other qualification and training if any.		
10.	Whether educational and other qualification 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	Qualifications / experience possessed by the Officer
	Essential		
	Desirable		
11.	Please state clearly whether in the light of entries made by you above, you meet the requirement of the post		

12. Details of Service, in chronological order, (starting from entry in service other than private service). Enclose a separate sheet duly authenticated by your signature, if the space below is in sufficient.

Office/ Instn./ Orgn.	Post held	Period of service		Scale of Pay	Basic Pay	Nature of duties
		From	To			

13.	Name of the present employment, i.e. regular/adhoc/temporary or permanent
14.	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.
15.	Additional details about present employment please state whether working under a. Central Govt. b. State Govt. c. Union Territory
16.	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.
17.	Total emoluments per month now drawn.
18.	Additional information, if any, which you like to mention in support of your suitability for the post (enclose a separate sheet if the space is insufficient.
19.	Whether belonging to SC/ST/OBC
20.	Remarks.

SIGNATURE OF CANDIDATE  
Full Office Address

CERTIFICATE TO BE FURNISHED BY EMPLOYER /HEAD OF OFFICE/FORWARDING AUTHORITY

1. Certified that the particulars furnished by Shri/Smti..... are correct and he/she possess educational qualifications and experience motioned in the vacancy circular.
2. Also certified that :-
  - (i) There is no vigilance case pending/contemplated against him/her.
  - (ii) His/her Integrity is beyond doubt.
  - (iii) His/her complete CR dossier/ ACRs for the last five years duly attested (on each page) by an officer of the rank of an Under Secretary to the GOI are enclosed herewith.
  - (iv) No major/minor penalties have been imposed on him/her during the last 10 years.
  - (v) List of major/minor penalties imposed on him/her during the last 10 years is enclosed herewith

Place :-

Date :-

Signature  
Name and designation  
Office Seal