



F.No.A-12/1/2023-Dev Off - KVIB-INDS AN/277  
अण्डमान तथा निकोबार द्वीपसमूह खादी तथा ग्रामोद्योग मंडल  
**A & N ISLANDS KHADI & VILLAGE INDUSTRIES BOARD**  
पोर्ट ब्लेयर/ PORT BLAIR

Dated the 07<sup>th</sup> January, 2025

To

**The Executive Officer  
SOVTECH,  
Port Blair**


Sub : Filling up of the post of Office Superintendent in ANI KVIB on deputation basis- reg.

Sir

I am to state that the ANI KVIB has decided to fill up the post of Office Superintendent on deputation basis for which vacancy notice is to be published in the web portal of A&N Administration for information of interested employees of A&N Administration. The last date of submission of application is 03.03.2025.

In this connection you are requested to kindly arrange to upload the vacancy notice in the web portal of A&N Administration. The Vacancy notice and proforma is enclosed for necessary action please.

Yours faithfully

  
07/01/2025

Executive Officer

End : As Above.

## VACANCY NOTICE

Applications are invited from the willing and eligible employees working under the Central / State Govt. /UTs/ Public Sector Undertakings and Autonomous Organizations for filling up of the post of Office Superintendent in A&N Islands Khadi & V.I. Board on **deputation basis** as per the eligibility indicated against the post detailed below :

1.	Name of the Post	Office Superintendent
2.	Scale of Pay	<b>Level 6 (`35400-112400) in Pay Matrix</b>
3.	No. of Vacancy	<b>01 (one)</b>
4.	Method of recruitment	<p><b><u>Deputation (ISTC) plus Promotion</u></b>  Officers from the Central/State/Union Territories Govt. /Autonomous organizations/Public Sector undertakings.  <b>(a) (i)</b> Holding analogous posts on regular basis in the parent cadre/Department  <p style="text-align: center;"><b>(OR)</b></p> <b>(ii)</b> With 5 years regular service in the post of Head Clerk/Assistant In charge/Divisional Accountant on regular basis in the Pay in <b>Level 6 (`35400-112400)in Pay Matrix.</b>  <p style="text-align: center;"><b>(OR)</b></p> Higher Grade Clerk working in KVIB in the pay level in <b>Level 4 (25500-81100)</b> with 10 years of service in the grade will also be considered along with the outsider and in case he/she is selected for appointment to the post, the same shall be deemed to have been filled by promotion.  (The Departmental candidates in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputation shall not be eligible for consideration for appointment on promotion).    (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 Govt. shall ordinarily not to exceed 3 years. The maximum age limit for appointment on deputation shall be not exceeding 56 years as on the closing date of the receipt of application).</p>
5.	Duties & responsibilities	<p><b><u>Job Description</u></b>  The Office Superintendent shall be responsible for:-</p> <ul style="list-style-type: none"> <li>• Co-ordination and extraction of works of Establishment/Store/General/ as well as Accounts section.</li> <li>• Correspondence for amendment of ANIKVIB Regulation,</li> </ul>



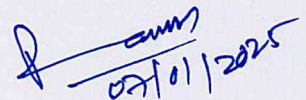

		<p>Rules, Byelaws and Grant-in-aid Rules.</p> <ul style="list-style-type: none"> <li>• Amendment of Recruitment Rules of ANIKVIB and correspondence there on.</li> <li>• Examining the possibility of switching over from EPF to GPF.</li> <li>• Confidential matters etc.</li> <li>• Co-ordination for settlement of pending rebate claims and accounts of the Board office as well as Khadi Gramodyog Bhavan.</li> <li>• Correspondence on work measurement study of ANIKVIB</li> <li>• Write off of unserviceable stocks/machines/assets of the Board.</li> <li>• Furnishing of Reply of Parliament questions.</li> <li>• Any other works assigned to him from time to time by the Superiors.</li> </ul>
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The deputation period for the above mentioned post shall be initially for a period of one year which could be extended up to 3 years on the basis of the performance of the concerned incumbent.

The employees who are eligible and willing may submit their applications in the prescribed **proforma annexed** herewith, addressed to the Executive Officer, A&N Islands Khadi & V.I Board, Udyog Parisar, Middle Point, Sri Vihaya Puram – 744101 through proper channel along with (1) Vigilance clearance Certificate, (2) Integrity Certificate signed by the Head of the Department and (3) attested copies of ACRs/APARs for the preceding 03 years etc latest by 1600 hrs on **or before 03.03.2025 positively**.

Applications for those employees against whom disciplinary / criminal cases are pending or being contemplated may not be forwarded.

Incomplete applications and those received after the due date indicated above shall not be entertained.

  
 Executive officer  
 A&NI KVIB, Port Blair  


**PART-A**

1.	Name in block letter				
2.	Father's / Husband's name				
3.	Permanent address/ Mailing address along with Contact No.				
4.	Date of Birth				
5.	Educational qualification				
6.	Date of commencement of service				
7.	Post held and date from which the present post is held.				
8.	Pay Level & existing Pay applicable to the present post				
9.	Present Pay & Pay matrix				
10.	Particulars of previous postings/assignments from the date of entry into service				
Sl. No	Post held	Period	Pay matrix and pay	Whether Ad-hoc/ Regular.	Name of Employer & Department
11.	Duties performed / experience				
12.	Details of previous deputations /ex-cadre assignments				
13.	Any other information				

**Signature of applicant**

**PART – B**

***(To be filled and signed by HOD/Office)***

Certified that :-

1. The particulars furnished by the applicant have been verified from the service book of the official and found correct.
2. No disciplinary / criminal cases are pending or being contemplated against the official.
3. His / Her integrity is certified.
4. Certified copies of his / her ACRs/APARs for the preceding 03 years, Vigilance clearance certificate are enclosed.
5. In case of selection of the candidate he/she will be relieved immediately.

**Signature & Seal of the Head of Department / Office**