



Reg. No: 125 of 1976

Phone & Fax:- 03192-232247

**Andaman & Nicobar Administration**  
**ANDAMAN ADIM JANJATI VIKAS SAMITI**  
**Secretariat Complex, Port Blair**

e-office file No.A/1/2023-AO-AAJVS-AAJVS\_AN/432

Dated : 19/08/2024

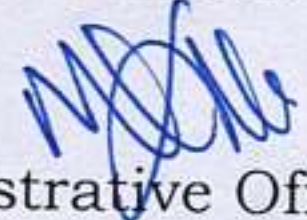
**VACANCY NOTICE**

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The Andaman Adim Janjati Vikas Samiti (AAJVS), Port Blair invites application from eligible candidates to fill up 02 (Two) vacant posts of Upper Division Clerks on deputation basis initially for a period 03 years as detailed below:

Sl.No.	Name of post	No. of post	Scale of Pay	Eligibility
1.	Upper Division Clerk	02 (Two)	Pay Matrix Level-05 (29200-92300)	Officers of the A & N Administration/Government Autonomous Bodies (i) (a) Holding analogous posts on regular basis or (b) With 13 years service in the grade of Lower Grade Clerk or equivalent and having experience in Establishment/accounts work.

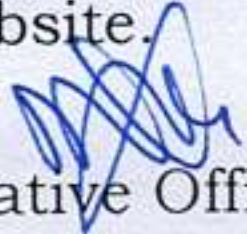
Willing and eligible candidates may submit their applications in the prescribed format (copy enclosed), along with self-attested copies of relevant documents. Applications should be addressed to the Executive Secretary, AAJVS, Secretariat Complex, Port Blair-744101, and must be forwarded through their Head of Department / Office with an endorsement to the Cadre Controlling Authority along with last 5 years APAR dossiers. All applications must reach this office by 30th September 2024 at 17:00 hrs. Applications received after the deadline will not be considered. Please note that applications for officials who are currently under disciplinary or vigilance case pending need not be submitted.

  
Administrative Officer  
AAJVS



Copy to:-

1. The Assistant Secretary (Perl), A & N Administration, Port Blair for favour information and necessary action.
2. The Chief Editor, The Daily Telegram, Govt. Press, Port Blair with request to publish the above Press Note in the Daily Telegram for information.
3. The Executive Officer, SOVTECH, Port Blair with request to upload above Press Note in the Administration's Recruitment portal and website.

  
Administrative Officer,  
AAJVS



## FORMAT

1.	Name of the candidate	
2.	Father's / Husband's Name	
3.	Date of birth	
4.	Permanent address	
5.	Educational qualification	
6.	Date of commencement in service	
7.	Present post held and date from which	
8.	Present Pay Level & Pay	

### 9. Details of post/service and experience:

Sl.No.	Post held period	Scale of Pay	Whether Adhoc or regular	Name of employer

10. Duties performed
11. Any other information

Signature of applicant

### CERTIFICATE

Certified that the above-mentioned particulars furnished by the applicant have been verified and found correct and no vigilance/disciplinary case is pending or contemplated against him/her.

Head of Office/Department



