

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	Level 6 (₹35400-112400) in Pay Matrix
3.	No. of Vacancy	01 (one)
4.	Method of recruitment	<p><u>Deputation (ISTC) plus Promotion</u> Officers from the Central/State/Union Territories Govt. /Autonomous organizations/Public Sector undertakings. (a) (i) Holding analogous posts on regular basis in the parent cadre/Department</p> <p style="text-align: center;">(OR)</p> <p>(ii) With 5 years regular service in the post of Head Clerk/Assistant In charge/Divisional Accountant on regular basis in the Pay in Level 6 (₹35400-112400)in Pay Matrix.</p> <p style="text-align: center;">(OR)</p> <p>Higher Grade Clerk working in KVIB in the pay level in Level 4 (25500-81100) 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.</p> <p>(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).</p> <p>(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><u>Job Description</u> The Office Superintendent shall be responsible for:-</p> <ul style="list-style-type: none">• Co-ordination and extraction of works of Establishment/Store/General/ as well as Accounts section.• Correspondence for amendment of ANIKVIB Regulation, Rules, Byelaws and Grant-in-aid Rules.

		<ul style="list-style-type: none"> • Amendment of Recruitment Rules of ANIKVIB and correspondence there on. • Examining the possibility of switching over from EPF to GPF. • Confidential matters etc. • Co-ordination for settlement of pending rebate claims and accounts of the Board office as well as Khadi Gramodyog Bhavan. • Correspondence on work measurement study of ANIKVIB • Write off of unserviceable stocks/machines/assets of the Board. • Furnishing of Reply of Parliament questions. • Any other works assigned to him from time to time by the Superiors.
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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 Director of Industries & Member Secretary, A&N Islands Khadi & V.I Board, Udyog Parisar, Middle Point, Port Blair – 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 **01.07.2024 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.


11/03/2024

**Executive officer [I/C]
A&NI KVIB, Port Blair**