

File No.: A/49/2025-Genl-KVIB-INDS_AN/519



अंडमान एवं निकोबार द्वीप समूह खादी एवं ग्रामोद्योग बोर्ड
A & N ISLANDS KHADI & VILLAGE INDUSTRIES BOARD
श्री विजयपुरम / SRI VIJAYA PURAM

e-mail : anikviboard@rediffmail.com

Ph. – 03192 233301

Dated: 30.12.2025

To

The Executive Officer,
SOVTECH, DBRAIT,
Dollygunj, Sri Vijaya Puram.

Sub: Filling up of the post of Higher Grade Clerk in ANI KVIB on deputation basis – reg.

Sir,

I am to state that the ANI KVIB has decided to fill up the post of Higher Grade Clerk on deputation basis for which a vacancy notice is required to be published on the web portal of A&N Administration for information of the interested employees of A&N Administration. The last date for submission of application is 05.02.2026.

In this connection you are requested to kindly arrange to upload the enclosed Vacancy Notice along with the prescribed proforma on the web portal of A&N Administration for necessary action please.

Yours faithfully

Digitally signed by
Rakesh Kumar
Date: 30-12-2025
15:18:23

Executive Officer

VACANCY NOTICE

Applications are invited from the willing and eligible employees working under the Central / State /UT Govt. / Public Sector Undertakings and Autonomous Organizations for filling up of the post of Higher Grade Clerk in A&N Islands Khadi & V.I. Board on deputation (ISTC) plus promotion basis as per the eligibility indicated against the post as detailed below :

1.	Name of Post	Higher Grade Clerk Group 'C' (Ministerial)
2.	Scale of Pay	Pay matrix - Rs. 25500-81100/- Level - 4
3.	No. of Vacancy	01 (one)
4.	Method of recruitment	<u>Deputation (ISTC) plus Promotion</u> Officers from the Central/State/Union Territories Govt./Autonomous Organization/Public Sector under takings (a) (i) Holding analogous posts on regular basis in the parent cadre/Department OR (ii) With 8 years regular service in the grade rendered after appointment there to on a regular basis in the pay in Level -2 Rs. 19900-63200 in Pay Matrix. (Lower Grade Clerk working in the KVIB in the Pay in Level - 2 (Rs.19900-63200) with 08 years' service in the grade will also be considered along with the outsiders and in case, he 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 considering appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment on promotion.) (The period of deputation is 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.)

5.	Duties & responsibilities	<p>a. The Higher Grade Clerk shall work under the general supervision and control of the Executive Officer and shall also comply with such directions as the Executive Officer may give to him /her from time to time.</p> <p>b. Procurement of stationery and maintenance of stationery account.</p> <p>c. All types of correspondences related to establishment, general section and some other misc. subject.</p> <p>d. Maintenance of Stationary Register.</p> <p>e. Maintenance of Diary and Dispatch Register.</p> <p>f. Maintenance of Postal Stamp account.</p> <p>g. Sanction of leave and maintenance of service book, office order book.</p> <p>h. Any other works assigned to him/her by the higher authority from time to time.</p>
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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, Port Blair – 744101 through proper channel along with (1) Vigilance clearance, (2) Integrity Certificate signed by the Head of the Department and (3) attested copies of ACRs/APARs for the preceding 05 years latest by 1600 hrs on 18.11.2025.

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.


30/12/2025

EXECUTIVE OFFICER
A&NI KVIB, SRI VIJAYA PURAM

PROFORMA
PART-A

1.	Name in block letter				
2.	Father's / Husband's name				
3.	Permanent address/ Mailing address along with Contact No.				
4.	Email & Mobile No.				
5.	Date of Birth				
6.	Educational qualification				
7.	Date of commencement of service.				
8.	Post held and date from which the present post is held.				
9.	Pay matrix & level applicable to the present post				
10.	Present Pay & Level				
11.	Particulars of previous postings/assignments from the date of entry into service.				
Sl. No	Post held	Period	Scale of pay	Whether Ad-hoc/ Regular.	Name of Employer & Department
12.	Duties performed / experience.				
13.	Details of previous deputations /ex-cadre assignments.				
14.	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 05 years are enclosed.
5. In case of selection of the candidate he/she will be relieved immediately.

Signature & Seal of the Head of Department / Office