

F. No.A-12018/10/2023-DIV-Section-Sectt. /16
अण्डमान तथा निकोबार प्रशासन
ANDAMAN AND NICOBAR ADMINISTRATION
सचिवालय / SECRETARIAT

Sri Vijaya Puram, dated 12th January, 2026

To

The Executive Officer
SOVTECH, DBRAIT Campus,
Pahargaon, Sri Vijaya Puram.

Sub: - Uploading of Vacancy Circular for filling up of one (01) Post of Principal in Andaman College, Sri Vijaya Puram under Andaman & Nicobar Administration on deputation (including short term contract) basis.

Sir,

I am directed to enclose herewith an advertisement of Vacancy Circular for filling up of one (01) post of Principal, General Central Services Group 'A' Gazetted (Non-Ministerial) Academic Level-13A with rationalized entry pay of Rs. 1,31,400/- (Revised Pay Scale) with existing special allowance of Rs. 2000/- per month in Andaman College(ANCOL), Sri Vijaya Puram on deputation (ISTC) basis with the request to kindly upload the same in the A&N Administration official website (<https://andamannicobar.gov.in>) for a period of 60 days for its wide publicity.

The Vacancy Circular alongwith the Bio-data/Curriculum Vitae Proforma with its annexures in hard and soft copy is enclosed herewith.

Yours faithfully,

Encl:A/A


सहायक सचिव (उच्च शिक्षा)
Assistant Secretary(Hr.Edn)
F.No.1-878/2018-D-IV

F. No.A-12018/10/2023-DIV-Section-Sectt.
अण्डमान तथा निकोबार प्रशासन
ANDAMAN AND NICOBAR ADMINISTRATION
सचिवालय / SECRETARIAT

Sri Vijaya Puram, dated *12th*, 2026

CIRCULAR

Sub: - Vacancy Circular for appointment of Principal in Andaman College Sri Vijaya Puram under Andaman & Nicobar Administration on deputation (including short term contract) basis.

It is proposed to fill up one (01) post of Principal(UG College), General Central Services Group 'A' Gazetted (Non-Ministerial) Academic Level-13A with rationalized entry pay of Rs. 1,31,400/- (Revised Pay Scale) with existing special allowance of Rs. 2000/- per month in **Andaman College(ANCOL), Sri Vijaya Puram under Andaman & Nicobar Administration on deputation (ISTC) basis.**

Any addendum/corrigendum shall be posted only on the Administration website

GENERAL INFORMATION AND INSTRUCTIONS

Candidates are advised to read all the Instructions carefully before filling up the Application.

A. General

1. Details of the Posts:

Name of the post	Number of Vacancy	Pay Scale
Principal (UG College ANCOL)	01 post	Level-13A(Rs. 1,31,400/- with existing special allowance of Rs. 2000/- pm)

2. Deputation(ISTC):

Officers under Central Government/State Governments/ Union Territory Administrations/Public Sector Undertakings/Recognised University or Research Institutes/Autonomous Bodies/Statutory Organizations:

- (i) Holding analogues posts of Principal/Professors on regular basis in the parent cadre/ department; or
- (ii) Holding the post of Associate Professor with two years service in the grade rendered after appointment thereto on a regular basis in posts in the Academic Level-13A or equivalent in the parent cadre or department; and

[Signature]

3. Educational Qualifications and Experience:

- (i) Master's degree with at least 55 percent of marks or an equivalent grade in a point scale wherever grading system is followed from a Recognized University/Institute;
- (ii) Ph.D degree from a Recognized University/Institute;
- (iii) A minimum of 10 Research Publications in peer-reviewed or UGC- listed journals.
- (iv) 15 years experience in teaching/research in Universities/ Colleges/Other Institutions of Higher Education.

NOTE:- Period of Deputation (ISTC) including period of Deputation (ISTC) 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 five years. **The maximum age limit for appointment by deputation (ISTC) shall not be exceeding 56 years as on the closing date of receipt of applications.**

- 4. Period of deputation will be for 03 years. However, initially for a period of first one year, which may be extended by the Andaman & Nicobar Administration depending on the performance.
- 5. Candidate applied for the post must be in sound health. On their selection they must undergo the Medical Examination and should be found fit for Govt. Service.
- 6. Selected candidates to the above faculty positions will be fixed in the pay as per the existing deputation norms and as per the instructions/guidelines/orders issued by DoPT in this regard from time to time.
- 7. The Competent Authority reserves the right to revise/re-schedule/cancel/suspend the Recruitment process without assigning any reason. The decision of the Competent Authority shall be final and no appeal in this regard shall be entertained.
- 8. The Selection Process consists of Short listing shall be based on academic score, followed by an Interview.
- 9. More than six months of experience in regular position in any organization will only be considered as total experience. Experience rendered on part-time, daily wages or as visiting faculty will not be counted as experience.



10. Mere fulfilling of the minimum qualifications and experience does not entitle any candidate for shortlisting and an interview call. The Administration reserves the right to set higher criteria than the Essential Qualifications for short listing the candidates for Interview.
11. The Screening Committee will shortlist the applications based on short listing criteria of the individual department for Interview. The date and time of the Interview will be informed **only through the e-mail.**
12. Interview will be conducted virtually by online and offline mode.
13. Original documents will have to be produced at the time of interview and Selection for verification.
14. No TA/DA will be paid to the candidates called for Interview.
15. The decision of the Committee involved in Selection process is final and binding. No interim correspondence / inquiries will be entertained from the candidates in connection with the process of shortlisting. Any dispute with regard to selection process will be subject to court/tribunal having jurisdiction over **A&N Administration.**
16. The Administration shall retain the hard copy of shortlisted candidates for three months only after the completion of recruitment process.

B. Application process

- i. Candidates should fill the Application form in the given format with correct details for every item by downloading the Application Form available in **website of the A&N Administration (<https://andamannicobar.gov.in>).**
- ii. Candidates employed in Central/State/UT Government/Semi-Government Organizations, Public Sector Undertakings, autonomous bodies of Govt. of India/Recognised Universities/ Research Institutes must apply through their parent employer.
- iii. Incomplete Application/Application without required information/ Application without proper enclosures/ Application filled with discrepancy /Application Forms which are not forwarded through proper channel will be summarily rejected without intimation.
- iv. The Administration will not be responsible for any postal delays or loss of the application during transit.
- v. The applicants are requested to visit the **website of the A&N Administration(<https://andamannicobar.gov.in>)** periodically for any updated information regarding the recruitment process.



vi. The filled in application along with the Self-Attested photo-copies of the certificates / testimonials/research papers, etc.,(hard copy) may be sent to **The Secretary (Education), A&N Administration, Sri Vijaya Puram(Port Blair) -744101** by Speed/Registered post superscribing the cover **APPLICATION FOR THE POST OF PRINCIPAL (UG COLLEGE, ANCOL)** and the Soft Copy of the same may be submitted through e-mail to assistantsecretaryhredn@gmail.com.

2) The application / Bio-data of the eligible officers willing to serve on deputation in the format at Annexure-I, duly signed by the applicant and certified by the Head of Office/Employer may be forwarded to **The Secretary (Education), A&N Administration, Sri Vijaya Puram-744101**. The applications should accompany the following:

- i. Complete and up to-date ACRs/APARs for the last 05 years. In case of photocopies of ACRs/APARs, it should be attested in each page by an Officer not below the rank of Under Secretary or equivalent.
- ii. Vigilance Clearance
- iii. Cadre Clearance
- iv. Integrity Certificate
- v. Statement of penalty (Major/Minor) imposed if any.
- vi. No Objection Certificate from the employer regarding proposed deputation of official, and forwarding of application for deputation through proper channel to A&N Administration.

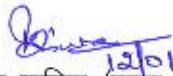
3) Applications, complete in all respect may be sent at the above given address **within 60 days from the date of publication of the vacancy notice in Employment News/Rozgar Samachar** Candidates who apply to the post will not be allowed to withdraw subsequently. Applications of those officers against whom disciplinary/vigilance cases are pending or being contemplated need not be forwarded. Incomplete application, advance copy of applications or applications received after the due date and the applications not accompanied by the above documents will not be entertained.

4) The Period of Deputation (ISTC) including period of Deputation (ISTC) 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 five years. **The maximum age limit for appointment by deputation (ISTC) shall not be exceeding 56 years as on the closing date of receipt of applications.**



5) The pay of Officers/Officials, selected for appointment on deputation basis will be regulated in terms of the various OM instruction issued by the GoI, Department of Personnel & Training's and Ministry's of Education, New Delhi amended time to time.

6) For any query pl contact in the email to assistantsecretaryhredn@gmail.com.


सहायक सचिव (उच्च शिक्षा)
Assistant Secretary(Hr.Edn)
F.No.1-878/2018-D-IV 

Annexure-I

BIO-DATA/CURRICULUM VITAE PROFORMA

(Please read the instructions carefully on website prior to filling up this application form. separate sheet/s wherever required may be used.)

Post Applied for: Principal (on Deputation)

Department:.....

1.	Name & Address (in Block Letters)		
2.	Father's /Husband's Name		
3.	Date of Birth (in Christian era)		
4.	i)	Date of entry into service	
	ii)	Date of retirement under Central/ State Government Rules	
5.	(a) Nationality (b) Gender: Male/Female (c) State/Union Territory (d) Marital Status: Married/ Single/Divorced (e) Category: UR/OBC/SC/ST/PwD		
6.	Postal Address for correspondence		
7.	Permanent Address (with Phone No. & Mobile):		
8.	Educational qualifications		
9.	Whether Educational & other qualifications 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)		
Qualification/ Experience required as mentioned in the advertisement / vacancy circular		Qualifications/experience possessed by the officer	
Essential		Essential	
(A)	Qualification	(A)	Qualification
(B)	Experience	(B)	Experience
Desirable			
(A)	Qualification	(A)	Qualification
(B)	Experience	(B)	Experience
9.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/ Department/ Office at the time of issue of Circular and issue of Advertisement in the Employment News.			
9.2: In the case of Degree and Post Graduate Qualifications Elective /main subjects and subsidiary subject may be indicated by the candidate.			
10.	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.		

10.1 Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.
11. Details of Employment in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/ Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/ Pay scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for.

* **Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Bank and Grade Pay/Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Bank and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:

Office/ Institution	Pay, Pay Band and Grade Pay drawn under ACP/MACP scheme	From	To

12.	Nature of present employ i.e. Ad-hoc or Temporary or Quasi-permanent or Permanent		
13.	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 the present office/organization to which the applicant belongs
			d) Name of the post and Pay of the post held in substantive capacity in the parent organization

<p>13.1-Note: In case of Officers already on deputation, the applicants of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and integrity certificate.</p> <p>13.2-Note: Information under Column 13(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization.</p>	
14. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.	
<p>15. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a. Central Government b. State Government c. Autonomous Organization d. Government Undertaking e. Universities f. Others</p>	
16. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.	
17. 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	
18. Total emoluments per month now drawn	

Basic pay in the PB	Grade Pay	Total emoluments

19.	In case the applicant belongs to an Organization which is not following the Central Government Pay-scale, the latest salary slip issued by the Organization showing the following details may be enclosed.	
-----	--	--

Basic pay with scale of pay and rate of increment	Dearness Pay/Interim relief/other Allowances, etc (with break-up details)	Total emoluments

20.	<p>A. Additional Information, if any, relevant to the post you applied for in support of your suitability for the post.</p> <p>(This among other things may provide information with regard to (i) additional academic qualification (ii) Professional training and (iii) work experience over and above prescribed in the Vacancy Circular/ Advertisement</p> <p>(Note: enclose a separate sheet, if the space is insufficient)</p> <p>B. Achievements: The candidates are requested to indicate information with regard to;</p> <ul style="list-style-type: none"> (i) Research publications and reports and special projects. (ii) Awards/Scholarships/ Official Appreciation. (iii) Affiliation with the professional bodies/Institutions/ Societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/innovative measure involving official recognition (Note: Enclose a separate sheet if the space is insufficient) 	
21.	<p>Please state whether you are applying for deputation (ISTC)/ Absorption/Re-employment Basis.#</p> <p>(Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)</p> <p># (The option of 'STC'/ 'Absorption'/Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").</p>	
22.	Whether belongs to SC/ST	

23. Research papers in Peer-Reviewed or UGC listed Journals:

Sl. No.	Publication Type	Title of the Research paper	Name of the Journals & Place of Publications	ISSN/Doi	Vol., PP No. & Year
1	2	3	4	5	6

Impact factor	Type of Authorship	Sr. No. in UGC listed Journals	Score Claimed	Encl. No.	Score Verified by College
7	8	9	10	11	12

(Attach Xerox copies of the Certificates)

24.(a) Educational Qualifications (from Matriculation onwards):

Sl. No.	Examination Passed	Name of the University/Board	Year of Passing	Subject/ Specialization	%of Marks/ Grade(CGPA)	Division / Class

(Attach Xerox copies of the Certificates)

b. GATE Score....., All India Rank....., Year.....

(c). Prizes, Awards, Distinction received, etc. (if any):

.....
.....

25. (a)Post held at present:

Post held	Date of Appointment	Nature of the Post(Permanent or not)	Name &Address of Employer

B. Present Pay Scale:..... AGP..... Any other
Pay:.....Basic Pay:.....Dearness Allowance..... Gross
Emolument:.....

C. Type of organization(Government/Semi-Government/ Govt. Aided/Autonomous Body/Private etc.).....

26. Professional Experience (In the reverse chronological order):

Sl. No	Name of the Employer	Post held	Period of Employment		Pay Scale and Basic Pay drawn	Total Emolument	Reasons for Leaving
			From	To			

27. Total Teaching Experience

:U.G.:....Year(s)....Month(s) P.G.:....Year(s)....Month(s)

28. (a)Title of the Thesis [for Ph.D holders]:

b. Recognition as guide from any University [Give date and year of recognition] :
c. Thesis supervised: M.Tech./ M.S. / M. Phil.

Sl. No.	Title of the Thesis Supervised	Completed (year)	In progress (With Status)	Principal or Co-Supervisor

d. List of Publications (International/National Journals):

Sl. No.	Name of the Journal	Publisher	Volume No.	Month/Year/Page Nos.	Authors	Title of the paper	Impact factor

e. List of Conference papers(International/National):

Sl. No.	Name of the Conference with venue	Month/Year/Page Nos.	Authors	Title of the paper

f. Conference/Symposium(International/National level)attended(Applicable if full text of paper is published in the proceedings):

Sl. No.	Name of the International Conference/Symposium with Venue	Month/Year/ Page No.	Volume No.	Title of the paper

g. Conferences/Seminars/Workshops/Summer/Winter Schools/Training Programs organized / attended:

Sl. No.	Title of the Conference/ Seminar/Workshop	Month/Year	Venue	Sponsoring Authority	Organized/ Attended

h. Books/ Book chapters authored:

Sl. No.	Title of the book	Publisher	Year

i. Sponsored Research and Development Project:

Sl. No.	Name of Sponsorer	Title of project	Amount	Duration	Status (ongoing/ completed)

j. Consultancy

Sl. No.	Name of Consultancy	Title of consultant work	Amount	Duration	Status

k. Number of UG projects and PG projects guided:

Sl.No.	Program	Number
1.	U.G.	
2.	P.G.	

1. Patents:

Sl.No.	Name of Patent	Granted by	Patent Ref No.	Year

m. Administrative Experience/posts & responsibility held:

Sl. No.	Designation	From	To	Responsibilities

n. Honors/Awards & Fellowship received:

Sl. No.	Award name	Awarded by	Amount(if any)	Year

29. Membership in Technical Societies:.....
(Including Membership no. & Xerox copy).

30. Please provide two references (Not related to the candidate), who are well aware of the capability of the candidate, in the following format. **Submit these details of Evaluation Reports of two references in two separate sealed covers along with the application.(See Annexure – 3).**

31. Any other relevant information:.....

DECLARATION

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the information furnished in the Curriculum Vita duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

I declare that the statements made in this application are true to the best of my knowledge and belief.

I understand that misleading or wrong information given may lead to summarily rejection of application /deputation (if found subsequently).

(Signature of the candidate)

Address _____

Date: _____

Annexure-II

F. No.A-12018/10/2023-DIV-Section-Sectt.
ANDAMAN AND NICOBAR ADMINISTRATION
/SECRETARIAT

Sri Vijaya Puram, dated ,2025.

DATA SHEET FOR DEPUTATION FACULTY

Department : under A & N Administration

Post Name: Principal

Details of Applicant						Remarks	
1.	Name and Address(with Email And Mobile No.)						
2.	Age/Date of Birth*						
3.	Category*: (UR/OBC/SC/ST/PwD)						
4.	Educational Qualifications:						
	Degree	Specialization	University	%of marks*/CGPA*	Class*	Year	
	UG						
	PG						
	Ph.D.			Awarded/Pursuing/Not registered			
5.	GATE Score*						
6.	Have you cleared NET/ SLET*						
7.	Place: Date:					Signature of the Applicant	

***Attach Proof**

Annexure- III

F. No.A-12018/10/2023-DIV-Section-Sectt.

ANDAMAN AND NICOBAR ADMINISTRATION

/SECRETARIAT

Sri Vijaya Puram, dated ,2025.

Evaluation Report of the Referee

Name of Candidate :

Dept. to which applied :

Name and Designation of Referee :

Contact Details of Referee :

I know Dr. /Mr. /Ms. _____ from _____ to _____ in my capacity as guide/professor. According to my evaluation, the candidate is rated as follows(1to10scale*)

vi.

vi. Academic Excellence

- a. Knowledge of fundamentals
- b. Knowledge of latest trends

vii. Academic Delivery

- a. Subject lecture preparation capability
- b. Communication capability for delivering lectures and handling of 60 students
- c. Doubt clearing/clarification capability
- d. Student friendly approach

viii. Research

- a. Research planning
- b. Research execution
- c. Technical documentation capabilities

ix. Character/Integrity/Moral quality

I recommend him/her for deputation faculty position at

Name of the Referee:

the Referee

With affiliation

Date:

Signature of

(with Seal)

*Below Average Average Good Very Good Excellent
1-2 3-4 5-6 7-8 9-8

Annexure- IV

VERIFICATION/CERTIFICATE TO BE FURNISHED BY THE EMPLOYER

It is certified that the information furnished by Shri/Smti/Ms..... has been checked as per the service record of the individual and found correct.

Records of service of Shri/Smti/Ms..... Who has applied for post of Principal in under A&N Administration has been carefully examined and it is certified that there is no doubt about his/her integrity.

Neither any disciplinary proceedings are pending nor a decision has been taken to initiate disciplinary proceedings against Shri/Smti/Ms..... who has applied for the post of Principal in under A&N Administration.

In the event of his/her selection Shri/Smti/Ms..... will be relieved of his/her duties in this office.

(Signature with office seal)

Name:

Designation:

Tele.No.

Date:

Note: Incomplete applications or applications not in accordance with the format/particulars will not be entertained.

STATEMENT OF PENALTIES FOR THE LAST TEN YEARS IN RESPECT OF

Shri/Smti/Ms.....

Sl.No.	Name of the penalty	Details of penalty	Period	Remarks

(Signature with office seal

Name

Designation

Tele.No.

Dated:

Note: Kindly furnish 'Nil' statement if no penalty has been imposed.

COUNTERSIGNED
(Employer with Seal)

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

1. The information/details provided in the above application by Shri/Smti/Ms are true and correct as per the facts available on records. He/she possess educational qualifications and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

• **Also certified that :-**

- i. There is no vigilance case pending/contemplated against Shri/Smti/Ms
- ii. His/her integrity is beyond doubt.
- iii. His/her complete CR dossier/ACRs/APARs for the last five (05) years duly attested (on each page) 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(as the case may be).

Countersigned

Employer/Cadre Controlling Authority with seal

Date:

SIGNATURE OF CANDIDATE

Full Office Address

F. No.A-12018/10/2023-DIV-Section-Sectt.
ANDAMAN AND NICOBAR ADMINISTRATION
/SECRETARIAT

Sri Vijaya Puram, dated 2026.

Please Provide Complete Postal Address with Pin code(Administration
is not responsible for loss of communication, if any)

1.To	2.To
.....
.....
.....
.....
3.To	4.To
.....
.....
.....
.....
5.To	6.To
.....
.....
.....
.....