



File No- A/10/2026 - Genl- KVIB - INDS AN/104

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: 07.08.2026

To,

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

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

Sir,

I am to state that the ANI KVIB has decided to fill up the post of Technical Assistant 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 21.09.2026.

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

  
07/08/2026

**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 Technical Assistant 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          | Technical Assistant<br>Group 'C' (Non-Ministerial)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 2. | Scale of Pay          | Pay matrix - <b>Rs. 29200-92300/-</b><br><b>Pay Level - 5</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 3. | No. of Vacancy        | <b>01 (one)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 4. | Method of recruitment | <b>Deputation (ISTC) plus Promotion:</b><br><br>Officers from the Central/State/Union Territories Govt./Autonomous organization/Public Sector Undertakings.<br><br>(a) (i) Holding analogous posts on regular basis in the parent cadre/Department.<br><br><b>OR</b><br><br>With 5 years of regular service in the grade rendered after appointment there to on a regular basis in pay Level-4 in Pay Matrix (Rs.25500-81100).<br><br><b>(And)</b><br><br>ii) Possessing Diploma in Engineering with 3 years experience in the field.<br><br>(Supervisor working in the KVIB in the pay level 4 (25500-81100) with 5 years service in the grade will also be considered along with the outsiders and in case, he/she is selected for appointment to the post, the same shall be deemed to have been filled by promotion).<br><br>(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, deputations shall not be |

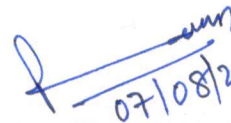
|    |                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|----|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    |                           | <p>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 | <ul style="list-style-type: none"> <li>a. Physical verification of the KVIB assisted units.</li> <li>b. Participation in Island tourism Festival/Block mela/Bharat nirman PIC etc.</li> <li>c. Arrangement of Skill Development training for the prospective entrepreneurs through HRD programme of KVIB.</li> <li>d. Conducting of Awareness Campaign, District Level Task Force Committee Meetings, conducting of State Level Task Force &amp; Monitoring Committee meetings, Bankers review meetings, bankers Workshop etc.</li> <li>e. Maintenance of tracer cards for the trainees.</li> <li>f. All correspondences with KVIB/others regarding implementation of KVI programme in A&amp;N Islands.</li> <li>g. Co-ordination with Banks for recovery of loan from the KVIB assisted units.</li> <li>h. Submission of Bi-weekly/monthly report to KVIB/UT Administration of A&amp;N Islands.</li> <li>i. Implementation of KVI programme in A&amp;N Islands.</li> <li>j. Co-ordination for physical verification and concurrent evaluation of PMEGP units.</li> <li>k. Upkeep and maintenance of REGP/PMEGP software and regular entry of relevant data thereof.</li> <li>l. Preparation of success stories of REGP/PMEGP/KVIB assisted units.</li> <li>m. Participation in Gandhi Jayanti celebration.</li> <li>n. Extension of consultancy services to the 1<sup>st</sup> generation rural entrepreneurs regarding setting up of self employment venture through KVI programme.</li> <li>o. Co-ordination for submission of Annual progress report to KVIB/others.</li> <li>p. Any other works assigned to him from time to time.</li> </ul> |

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 21.09.2026.

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.

  
07/08/2026

**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***