

No.20-18/2003/Wakf(SW)
Andaman and Nicobar Administration
Secretariat

Port Blair dated the 3rd August 2006.

CIRCULAR

To

1. All Heads of Departments, A & N Administration.
2. All Central Govt. Departments, A&N Administration.
3. Chief Executive Officer, Zilla Parishad, Port Blair.
4. Secretary, Port Blair Municipal Council.

Sub: - Filling up of a vacant post of Chief Executive Officer in Wakf Board, A&N Islands on deputation – reg.

Sir/Madam,

The post of Chief Executive Officer in the Wakf Board, A&N Islands is proposed to be filled up by transfer on deputation/appointment from amongst the Govt. Servants in the scale of pay of Rs.6500-200-10500 fulfilling the eligibility conditions mentioned below.

Eligibility

- (a) Must be a citizen of India,
- (b) Must be a Muslim,
- (c) Must hold a Bachelor's degree of any of the recognized Indian Universities or hold of any diploma or degree of any foreign University, which in the opinion of the Govt. is equivalent to, or higher than the aforesaid Bachelor's degree,
- (d) Must have the knowledge of Urdu and English,
- (e) Must be an Officer not below the rank of Assistant Secretary of the A&N Administration,

The Chief Executive Officer shall be allowed to draw pay in his own pay scale alongwith other allowances as admissible in the Parent Department plus deputation allowance as admissible to the employees of A&N Admn. The period of deputation shall ordinarily be three years, subject to extension upto five years on a year-to-year basis.

I am, therefore, to request you that the vacancy may kindly be circulated amongst the eligible officers working under you. Applications of willing officers fulfilling the above criteria and whose services can be spared may kindly be forwarded to this Administration in the enclosed proforma alongwith Annual Confidential Reports of last five years latest by 5/9/2006 failing which it will be presumed that no person from your department is willing for the said post. The candidate selected and appointed will not be allowed to withdraw his/her candidature subsequently. It may also be ensured that the applications in respect of officers against whom disciplinary/vigilance case is pending or being contemplated need not be sent.

Yours faithfully,

Encl.A/A


(Sasikala Viswanathan)

Deputy Secretary (Wakf)

Copy to: -

1. All the Assistant Secretaries/Branch Officers, Secretariat.
2. All Sections, Secretariat.
3. The Chairperson, A&N Islands Wakf Board, Old Ummat School Building, Aberdeen Bazar, Port Blair.


Deputy Secretary (Wakf)

PROFORMA

1. Name and Designation. :
2. Date of Birth. :
3. Religion. :
4. Educational Qualification. :
5. Date of appointment and post. :
6. Present post and Scale of Pay. :
7. Date since when holding the
present post on regular basis. :
8. Knowledge of Urdu and English (attach
documentary proof). :

**Signature of applicant.
Office Address.
Date.**

CERTIFICATE

(To be filled by the authority forwarding the application)

1. Certified that the above-mentioned particulars furnished by the applicant have been verified and found correct.
2. No disciplinary/vigilance case is pending or contemplated against the applicant.
3. The integrity of the officer is also certified.

**Signature of Employer,
Name and Designation,
Office Address,
Telephone number.**