

FNo. 12/9/2001 – Services (1).
ADMINISTRATION OF THE
UNION TERRITORY OF LAKSHADWEEP
(SECRETARIAT)
KAVARATTI DATED: 17.03.2004

To

The Secretary to the Govt. of India and all the States/UTs.

Sub: Establishment – Union Territory of Lakshadweep – Recruitment to the post of Secretary to the Administrator, Lakshadweep Office, Kochi on deputation basis – Regarding.

#####

Sir,

One post of Secretary to the Administrator (General Central Services, Group B Gazetted Non Ministerial) on a scale of pay of (2003-3200 pre-revised) Rs. 6500-200-10500 in the Lakshadweep Administration office, Willington island, Kochi is proposed to be filled up by transfer on deputation for a period of 2 years from the date of relief from parent department from amongst officers from the Central/State Governments/Union Territory Administration.

- a) (i) Holding analogous posts on a regular basis in the parent cadre or department; or
(ii) With 3 years regular service in the grade rendered after appointment thereto on regular basis in the scale of pay of Rs.5500-9000, or equivalent in the parent cadre/department or
(iii) With six years regular service in the grade rendered after appointment thereto on regular basis in the scale of pay of Rs. 5000-8000 or equivalent in the parent cadre or department; and
- b) Possessing the following educational qualification and experience: -
(i) Bachelor's Degree from a recognized University or equivalent
(ii) Two years experience in administrative matters.

(The period of deputation including period of deputation 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 exceed three years. The maximum age limit for appointment by deputation shall be not exceeding fifty six years as on the closing date of receipt of applications).

The other terms and conditions of deputation are furnished in the enclosed Performa.

It is requested that applications in triplicate in the enclosed proforma along with complete and up to date character rolls of the officers who are willing to be considered and can be spared by the Central/State/Union Territory Government etc. may kindly be forwarded to this Administration within 60 days from the date of issue of this letter. While forwarding the applications, it may also be verified and certified that the particulars furnished by the Officers are correct and that no Vigilance proceedings are either pending or contemplated against them and that their integrity is beyond doubt.

Applications received after the last date or without up to date confidential reports or without integrity certificate and vigilance clearance or otherwise found incomplete will not be considered.

Yours faithfully,

Sd/-
(K.C. SURENDER)
SECRETARY (ADMINISTRATION)

Encl:- As above.

Copy to: All Departmental Heads under the Lakshadweep Administration for circulating among the staff.

- „ The Secretary to the Administrator, Kochi.
- „ The Notice Board in Secretariat.

ANNEXURE

The person selected will at his option be allowed to draw either:-

- (i) The pay attached to the post of Secretary to the Administrator, Kochi in the Lakshadweep Administration Rs.6500-200-10500 plus usual allowances at Central Government rates.
 - (ii) The pay admissible from time to time in the scale of pay of the post held under the state government prior to his deputation plus Dearness allowances, if any at the state government rates.
 - (iii) In case the deputationist opts for the Central Government pay scale attached to the deputation post, his pay in the deputation post will be regulated as per O.M. No. 2/12/87-Estt. (Pay-II) dated 29.4.88 of Government of India, Ministry of Personnel, Public Grievances and Pension (Department of Personnel & Training), which stipulates that when an employee on deputation elects to draw pay in the scale of pay attached to the ex-cadre post, his pay may be fixed under the normal rules with reference to his pay in the cadre post to which he has been appointed on a regular basis.
 - (iv) The option once exercised shall be final, in case the person concerned opt to retain the state scale of pay as at (ii) above, the Special Pay if any, drawn by him under the state government immediately prior to the deputation will be protected. Such protections will however continue only for the period from which the state government certify that the officer would have continued to draw the special pay under the state government but for his deputation to Lakshadweep Administration.
2. Deputation allowance @Rs. 5% of basic pay subject to a maximum of Rs.500/PM for transfer within the same station, and 10% of basic pay subject to a maximum of Rs.1000/-PM in all other cases.
 3. Rent free unfurnished accommodation or House Rent Allowance in lieu of, at the rate fixed by the Government of India from time to time.
 4. Officers having all India Transfer Liability will be eligible for special duty allowance at the rates prescribed by the government of India from time to time.
 5. Leave Travel Concession (Home Town) once in two year block to the Home Town and back and Leave Travel Concession from headquarters to any where in India once in four year block, subject to restrictions imposed by Government of India from time to time.
 6. Tenure: 2 year.
 7. The depute will be reverted at any time during the period of deputation without assigning any reason in consultation with the lending government.

PROFORMA FOR BIO DATA

1. Name and address :
(in block letters)
2. Date of birth :
(in Christian Era)
3. Date of retirement under Central/State Government Rules. :
4. Educational Qualification :
4. Whether educational and 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)

Qualifications/ experience Required.	Qualifications/ Experience Possessed by The Officer
--	--

Essential: (1)
(2)
(3)

Desired: (1)
(2)

6. Please state clearly :
Whether in the light :
Of entries made by you :
Above, you meet the :
Requirements of the post :

7. Details of employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature if the space below is insufficient.

Office/ Institution/ Organisation	Post held	From	To	Scale of pay and basic pay	Nature of duties
---	-----------	------	----	----------------------------------	---------------------

-
-
8. Nature of present employment:
i.e. ad-hoc or temporary or :
quasi permanent or permanent:

9. 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 you :
Belong :
10. Additional details about present employment :
Please state whether working under :
- a) Central Government :
- b) State Government :
- c) Autonomous Organizations :
- d) Government Undertakings :
- e) Universities :
11. 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 :
12. Total emoluments per month now :
drawn :
13. Additional information, if any, :
which you would like to mention :
in support of your suitability for the :
post. Enclose a separate sheet, if :
the space is in sufficient. :
14. Whether belongs to SC/ST :
15. Remarks :

Date :

Signature of the candidate
Address:

Certified that the details furnished above are correct and that there is no vigilance case/disciplinary action pending/contemplated against the officer.

