

अण्डमान तथा निकोबार प्रशासन
ANDAMAN AND NICOBAR ADMINISTRATION
सचिवालय / SECRETARIAT

Port Blair, dated, the 6th Dec, 2017.

ORDER NO. 4217

On the basis of select list of qualified candidates in the recruitment examination(2013)for appointment to the post of Stenographer (OG) received from the Staff Selection Commission, New Delhi and Consequent on acceptance of the terms and conditions incorporated in the '**Offer of Appointment**' communicated to them individually vide Administration's memorandum F.No. 4-5/2014-R & E(Vol-II) dated 16.11.2017, the Secretary (Personnel), A&N Administration is pleased to order the appointment on provisional basis of the following 21 (Twenty One) candidates as **Stenographer (OG)** in the Amalgamated Cadre of A & N Administration, on an initial Pay of Rs. 25500/-per month in the pay scale in the revised pay Matrix Level-4 of ₹. 25500- 81100 subject to the following terms and conditions with effect from the date of their reporting for duty at their respective offices/place of postings as shown against their names:-

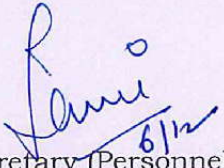
1. On his/her appointment, he /she shall take an oath of allegiance to the Constitution of India and make solemn affirmation to that effect in the prescribed form;
2. He/She shall produce certificate of fitness issued by the Competent Medical Authority establishing his/ her being found medically fit for Govt. Service;
3. His/ Her being found suitable for Govt. Service by the competent authority after verification of his/ her character and antecedents through concerned authority by District Magistrate/ Police within 6 months so that the provisional appointment can be confirmed;
4. He/ She shall be required to submit a declaration, in the prescribed form regarding his/ her marital status and in the event of his/her having more than one spouse living or being married to a person having more than one spouse living, the appointment will be subject to his/ her being exempted from the enforcement of the requirement on this behalf;

[Signature]

5. He/ She may be required to serve in any part of Andaman & Nicobar Islands as well as at mainland where offices of the Andaman and Nicobar Administration are located/establishes;
6. In addition to the pay mentioned above, he/ she will get Dearness Allowance, Special Compensatory Allowance/Hard Area Allowance, Islands Special (duty) allowance, House Rent Allowance, Transport Allowance as admissible/ entitled to the employees of similar categories under the Andaman and Nicobar Administration;
7. He/ She shall be governed by new Pension Scheme, 2004 as per Govt. Of India's decision/ Orders issued from time to time in this regards;
8. He/she shall be on probation for a period of two years from his/her date of appointment. The period of probation is liable to be extended at the discretion of the Secretary (Personnel), Andaman and Nicobar Administration;
9. His/ Her services are liable to be terminated at any time during the period of probation, if his/ her performance and conduct during the probation period are not found satisfactory;
10. His/Her seniority shall be determined in the order of merit in accordance with the instructions/ guidelines issued by the Govt. of India on the subject from time to time;
11. He/She shall be required to undergo in service trainings on various administrative matter provided by the Administration and improve his/her efficiency;
12. Since Computer Education is also a desirable qualification for the post, he/ she shall undergo various in-service training in Computer, which will be conducted by the Administration;
13. If any declaration given or information furnished by him/ her is proved to be false or if he/ she is found to have wilfully suppressed any material information which would have rendered him/ her unsuitable for Govt. Employment, he/ she will be liable to be removed from service, apart from any other action that may be taken against him/ her, under relevant rules;
14. The appointment is further subject to re-verification of his/her educational qualifications, age proof. Category Certificate and other testimonials and if the verification reveals that the claim/certificates is/are false, his/her service will be terminated

forthwith, without assigning any further reasons. He/She should therefore produce his/her original certificates at the time of joining the post and/or as and when called for, verification and return;

15. In respect of matter not specified above, his/ her services shall be governed by the relevant rules and orders applicable to employees of similar categories working under Andaman and Nicobar Administration;
16. The Candidates are directed to report for duty to their respective place of posting within 30 days from the date of issue of this order, failing which their appointment will be treated as cancelled;
17. No TA/DA will be admissible or allowed for his/her joining the post on appointment;
18. He/She shall produce 'Admit Card' (half portion), Original Certificates in proof of Date of Birth, Educational Qualifications, Category Certificate etc before the respective office of his/her posting at the time of reporting for duty for verification.


Secretary (Personnel)
F.No.4-5/2017 – R & E Cell

ANDAMAN & NICOBAR ADMINISTRATION

SECRETARIAT, PORT BLAIR

ANNEXURE TO ADMINISTRATION'S ORDER NO: 4217

Dated: 06/12/2017

POSTING DETAIL FOR THE POST OF STENOGRAPHER

SLNO	NAME	ROLLNO	PLACE OF POSTING
1	ADITYA ANAND	1000000526	AC, Nancowrie
2	REVETHI	1000000533	AC, Nicobar
3	RIZWANA TABASSUM	1000000524	Principal, TGCE, Port Blair
4	P S MANOJ KUMAR	1000000418	Law Office r, DSS, Port Blair
5	ZAREENA	1000000317	DIC, Port Blair
6	NAZIA HAIDRUS	1000001296	Secretariat
7	PRIYA RAI	1000000220	AC, Mayabunder
8	K A ASHA KUMARI	1000002104	AC, Settle ment, Port Blair
9	MURUGEASON	1000000383	Dte. of IP & T, Port Blair
10	B NAGABHUSNA RAO	1000000892	Secretariat
11	RATAN KR GAYEN	1000000948	EE, SAD, APWD, Port Blair
12	JENI	1000000996	Principal, SIE, Port Blair
13	RAJAN	1000000494	Secretariat
14	ISAAC WILLIAM	1000000568	CFO, Por t Blair
15	DEEPA CHAKRABORTY	1000000264	Director o f Transport, Port Blair
16	TANAY MONDAL	1000000047	Principal, Nursing School, DHS
17	ARUN NARAYAN	1000002051	Secretariat
18	MANOJ HALDER	1000002098	Secretariat
19	SHAHNAZ BIBI	1000001308	DIET, Por.t Blair
20	SHELA PARVEEN	1000002009	EE, PHED , APWD, Port Blair
21	GAYATRI BISWAS	1000001111	Director o f RD, PRIs & ULBs (Director)

Copy to:-

1. Aditya Anand c/o Ashok Anand, 297 M.G. Road, School Line, Port Blair 744103.
2. Revethi c/o Personnel Wing, Secretariat, A & N Administration, Port Blair 744101.
3. Rizwana Tabassum o/o The Principal Chief Conservator of Forests, Van Sadan, Haddo, Port Blair 744102.
4. P.S.Manoj Kumar o/o the Assistant Secretary (G.A) Secretariat, A & N Administration, Port Blair 744101.
5. Zareena o/o the Tehsildar, Port Blair 744101.
6. Nazia Haidrus c/o Mohd Afzal, Assistant Developer ,Waqf Board A & N Islands near Zilla Parishad Niwas, Kamaraj Road, Port Blair 744101.
7. Priya Rai c/o Smti Kanchan Rai, Electricity Deptt.Nrse Division Pahargaon.
8. K.A.Asha Kumari c/o V.Institute of Commerce, Rangat, M.Andaman 744205.
9. Murugeason o/o Principal Chief Coservator of Forests, Van Sadan, Haddo, Port Blair.
10. B.Nagabhusna Rao c/o Xerox Zone, Shops No. 15 Municipal Markets, Opp H.P.O. Port Blair 744101.
11. Ratan Kumar Gayen c/o Nazeera Begum, Jadwet Trading Company, Petrol Pump Building, Port Blair.
12. Jeni c/o G.Jag Annath Chief Electrolal Office Near dc's Office, Port Blair.
13. Rajan c/o Directorate of Agriculture, Haddo, Port Blair.
14. Isaac William o/o the Manager, Govt. Press, Port Blair 744104.
15. Deepa Chakraborty r/o Deen Street Junglighat Port Blair 744103.
16. Tanay Mondal c/o Dilip Hair Style ,Wimberlygunj, Port Blair 744206.
17. Arun Narayan c/o K.Karthikeyan Receipt & Issue Section, Secretariat, Port Blair 744101.
18. Manoj Halder c/o Gourango Pandey, Police Constable, P.S, Humfrygunj, Dhanikhari.
19. Shanaz Bibi r/o Hope Town Near Jazeera Resort, Bambooflat 744107.
20. Shela Parveen c/o House no 6, li Cross road Deen Street, Junglighat, Port Blair.
21. Gayatri Biswas c/o House no 134, Ferrargunj, South Andaman 744206.

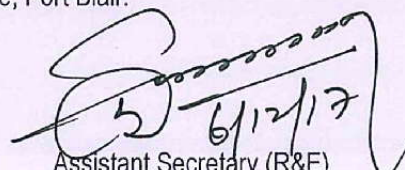
Copy forwarded to:-

1. The Director, Dte. of IP & T, Port Blair
2. The General Manager, DIC, Port Blair
3. The Law Officer, DSS, Port Blair
4. The Director of Transport, Port Blair
5. The Principal, Nursing School, DHS
6. The Principal, SIE, Port Blair
7. The Vice Principal, DIET, Port Blair
8. The Principal, TGCE, Port Blair
9. The Executive Engineer, SAD, APWD, Port Blair
10. The Executive Engineer, PHED, APWD, Port Blair
11. The Chief Fire Officer, Port Blair
12. The Director of RD, PRIs & ULBs, Port Blair
13. Secretariat, Port Blair
14. The Assistant Commissioner, Settlement, Port Blair
15. The Assistant Commissioner, Mayabunder
16. The Assistant Commissioner, Nicobar
17. The Assistant Commissioner, Nancowrie
18. SE, APWD, Port Blair

All the respective Heads of Deptt/ Officers are requested that before accepting the duty report, it may be ensured that the Roll Number of the candidate is verified from the "Admit Card" in his/her possession, and also that the original certificates in proof of date of birth, educational qualification, category etc. are verified and satisfied. Date of reporting duty may kindly be intimated invariably to the Personal Wing, Secretariat, forthwith. If any candidate does not join duty within one month from the date of issue of this order, the same may also be intimated to the Personal Wing Immediately on completion of one month. They are also requested to get the candidate medically examined and their suitability for Govt. service satisfied immediately. The candidate should be administered an oath of allegiance to the Constitution of India and a declaration in the prescribed form regarding their marital status may be obtained from them immediately. The character and antecedents of the candidates may also be got verified through the concerned authority by District Magistrate/ Police (the revised attestation form endorsed vide Administration's No. 3-18/2016-PW dated 30/12/2016) and the result of such verification intimated to the Personal Wing, Secretariat within the stipulated period and also while recording the same in their Service Book.

Copy also forwarded to:-

1. Sr. PS to Secy to Hon'ble Lt. Governor, Raj Niwas, Port Blair
2. Sr. PS to Chief Secretary, A&N Administration.
3. PA to Secretary (Perl), A&N Administration
4. The Pay & Accounts Officers, Port Blair/ Car Nicobar/ Rangat.
5. The Sub-Pay & Accounts Officers at Mayabunder and Nancowrie.
6. The Employment Officer, Employment Exchange, Port Blair.
7. The Assistant Secretary (Perl), A&N Administration, Secretariat.
8. The Assistant Secretary (AR & Trg), A&N Administration, Secretariat, Port Blair.
9. The Vigilance/ Confidential /H & E Sections, Secretariat.
10. The Cash Section, Secretariat, Port Blair.
11. The Office Superintendent (Personnel Wing - II), Secretariat, Port Blair.
12. Personal files of the persons concerned.
13. The order file of R & E Cell.
14. The SIO, NIC, GPOA Complex, Lamba Line, Port Blair.
15. Spare Copies-10.


Assistant Secretary (R&E)
F.No.4-5/2014 - R & E Cell (Vol.II)