



No. 9(XVII)/CE/PW/ES-II/2019/ 6387

अंडमान तथा निकोबार प्रशासन

ANDAMAN AND NICOBAR ADMINISTRATION

मुख्य अभियंता का कार्यालय

OFFICE OF THE CHIEF ENGINEER

अंडमान लोक निर्माण विभाग

ANDAMAN PUBLIC WORKS DEPARTMENT

निर्माण भवन / NIRMAN BHAWAN

Port Blair, dated the 23 October, 2019

To,

All Head of Department/Office,
A&N Administration.

Sub: Filling up of the post of "Store Keeper on Deputation Basis" in the pay matrix Level - 4 of Rs. 25500 - 81100 (6th CPC pay scale of Rs. 5200-20200 + GP-2400/- in PB-1) - Reg.

Sir/Madam,

I am directed to inform that this department intends to fill up 01 post of **Store Keeper in the pay matrix Level - 4 of Rs. 25500 - 81100 (6th CPC pay scale of Rs. 5200-20200 + GP-2400/- in PB-1)** in the Store Division, APWD, Port Blair purely on Deputation basis from among the eligible employees.

The details of the eligibility criteria are as under:-

Deputation

Officers under Central /State Govt. /Union Territory:-

- (i) Holding analogous posts on regular basis in the parent cadre /department, **OR**
- (ii) With 08 [eight] years service in the grade rendered after appointment thereto on a regular basis in the **pay matrix Level - 2 of Rs. 19900-63200 (6th CPC Pay scale of ₹5200-20200 with Grade Pay of ₹1900/- in PB-1)** or equivalent in the parent cadre/department.

The Department candidate in the feeder category who is in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationist shall not be eligible for consideration for appointment by promotion. 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 exceed [04] year. The maximum age limit for appointment by deputation [ISTC] shall be not exceeding 56 years as on date of closing date of the receipt of application.

Therefore, you are requested to kindly circulate the above vacancy amongst the eligible employees working under your control and forward the details of willing employees in the prescribed proforma (Proforma annexed herewith) latest by 31-12-2019 failing which, it will be presumed that no person(s) from your department/office is/are willing for the post on deputation basis. The candidate selected and appointed will not be allowed to withdraw his/her candidature subsequently under any circumstances. The willing employee/candidate should submit the proforma through the respective Head of Department/Office duly filled in all respect and the Head of Department/Office should forward the proforma along-with vigilance clearance, integrity certificate, certified copies of performance report (APAR) for preceding 05 years and clearance from Cadre Controlling Authority.

Encl: A/A

Yours faithfully

Engineer Officer
To Chief Engineer

copy to:

1. The Superintending Engineer, PBCC, APWD, Port Blair for kind information.
2. The Executive Engineer, Store Division, APWD, Port Blair for information please.
3. The Deputy Secretary [Per], A&N Administration, Secretariat, Port Blair for information and necessary action please.
4. The Deputy Secretary [PWD], A&N Administration, Secretariat, Port Blair for information and necessary action please.
5. The Chief Editor, Govt. Press, Port Blair with the request to publish the above vacancy with Annexure-I & II in the Daily Telegram for two consecutive days please.

Copy also forwarded to the Executive Engineer[E&M](Plg)-I, CE's Office, A.P.W.D., Port Blair and it is requested to kindly arrange to upload the same in the departmental website of APWD.

Engineer Officer
To Chief Engineer

JE D
Pl upload
30/10

To,
The Engineer officer
To Chief Engineer,
CE's Office, APWD,
Port Blair

PART 'A'

1	Name in Block letters	
2	Father's Name	
3	Permanent Address /Correspondence Address	
4	Date of Birth	
5	Educational Qualification	
6	Date of commencement of service	
7	Date of retirement on superannuation	
8	Post held and date from which the present post is held	
9	Pay Level applicable to the present post	
10	Present Pay	
11	Particulars of previous postings from the date of entry into service.	
12	Duties performed/experience	
13	Details of previous deputations/ex-cadre assignments.	
14	Any other information.	

Signature of Employees

PART B

[To be filled and signed by HOD /Office]

Certified that:

1. The particulars furnished by the applicant has been verified from the service book of the official and found correct.
2. No vigilance/disciplinary/criminal cases are pending or being contemplated against the official.
3. His / her integrity is certified.
4. Certified copies of his/her APAR/performance report for the preceding 05 years are enclosed herewith.
5. The clearance from Cadre Controlling Authority is enclosed.

Signature & Seal of the Head of the Department/Office

JOB DESCRIPTION FOR THE POST OF STORE KEEPER

The duties and responsibilities of Store Keeper primarily extend to receipt proper storage distribution, safe custody and accounting of store for which he should have adequate knowledge of material management depending on the nature of store handled.

1. He is responsible to maintain stock register/spare parts/other store items of respective Department.
2. He is responsible for proper storage of the entire store.
3. He is custodian of various store received by him.
4. He should be vigilant and careful while receipt and issue of the store of correct specification specified in the authorized documents of stores.
5. Interaction and co-ordination with purchase section, if available to maintain the minimum stock level.
6. To ensure codal formalities while taking stock and issue of stores.
7. To issue s the required items form stores to other Circle/Branches as per the requirement with proper invoice.
8. He should issue gatepass for the material/store supplied.
9. He should extend assistance in physical verification of stores at regular interval.
10. He is responsible for preparation of duty chart in respect of watch and ward staff and supervision of watch and ward staff.
11. He should have knowledge of Computer Application.
12. He has to attend to such other works as may be assigned to him by the Section Officer or any higher Officer.

CC B.M. (P.L.G.)
Mack-Pratt