



भारत सरकार/GOVT. OF INDIA

लक्षद्वीप प्रशासन/ LAKSHADWEEP ADMINISTRATION

(सचिवालय – सेवा अनुभाग)/(Secretariat – Service Section)

कवरत्ती द्वीप - ६८२५५५/Kavaratti Island – 682 555.

प.सं./F.No. 12/20/2023 -Services 1691

दिनांक:/Dated 06.03.2023

**CIRCULAR**

It is proposed to fill up three post of Junior Accounts Officer (Kiltan, Chetlath & Androth) on Pay Band 9300-34800 + GP 4200) (Group B Non Gazetted) by deputation on usual terms and conditions contained in instructions vide OM No. 6/8/2009-Estt( Pay II), dated 17<sup>th</sup> June, 2010 of Govt. of India, Ministry of Personal & Training.

The Heads of Institutions in the UTLA are requested to circulate the vacancy among the Superintendent Grd/Accountant working under their establishment and the names of such officials who are willing to work on deputation may please be furnished to this office along with their Bio-data in the form enclosed within 15 days of issue of this Circular. Those who have completed 56 years of as on the date of application is need not apply.

This issues with the approval of Principal Secretary (Services) & Advisor to the Hon'ble Administrator vide dairy No.672 dated 24.02.2023.

विशेष सचिव (सेवा)/Special Secretary

To

1. All Heads of Departments at Kavaratti.
2. All Heads of Institutions in Islands/Mainland under UTLA.
3. PA to the Principal Secretary (Services) & Advisor to the Hon'ble Administrator UTLA.
4. PA to the Secretary (Finance) UTLA

## PROFORMA

1. Name :
2. Date of Birth :
3. Date of entry in to Government Service :
4. Date of retirement :
5. Post in which regularized  
date of regularization (Superintendent) :
6. Choice of Posting : 1.  
2.

## 7. Experience and details of service

Name of post and employment	From	To	Scale of Pay and its classification	Nature of appointment i.e. whether Regular/ Ad-hoc/deputation.

08. Name of post held substantively, if any :
09. Present pay and date from which it is  
drawn – Pay Band in which drawn also to  
be indicated.
10. Whether belongs to SC/ST :
11. Whether the Officer satisfied all  
conditions prescribed for the post  
(viz) in analogous posts. :
12. Remarks .

(Signature of the Candidate)  
Name & Designation

Certified that the particulars filled ..... has been verified and found correct.

Also certified that no Vigilance case is pending or contemplated against the Officer and there is no doubt about his integrity.

(Signature of the employer)  
with stamp and date.