



F.No. MT/23(B)//ESTT/RO/2024/548
अंडमान एवं निकोबार प्रशासन
ANDAMAN & NICOBAR ADMINISTRATION
परिवहन निदेशालय
DIRECTORATE OF TRANSPORT



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Dated, the 13th October, 2026

CIRCULAR

Sub: Filling up of 01(one) post of Revenue Officer in Level-07 of the Pay level Matrix (Rs. 44900-142400) on deputation.

Applications are invited to fill up 01(one) post of revenue Officer in Transport Department, Andaman & Nicobar Administration (General Central Services Group "B" Gazetted (Non-Ministerial) in Level -07 of the Pay level Matrix (Rs. 44900-142400) on deputation.

Eligibility conditions on Deputation (including short term contract)

Officers under the Central or State Governments or Union Territories or Public Sector undertakings of recognized Research Institutions or Universities or Semi Government or Statutory or Autonomous Organization:

- A. (I) Holding analogous posts on regular basis in the parent Cadre/Department (OR)
- (II) with 5 (Five) years regular service in the grade rendered after appointment thereto on a regular basis in posts in Level-6 of the Pay Matrix in the parent Cadre/Department AND
- B. Possessing the following educational qualification and experience:

ESSENTIAL:

- I. Bachelor's Degree in Commerce /Mathematics /Economics/Statistics/Business Studies from a Recognized University.
- II. Two years experience in Accounts/Finance/ Revenue Matters in Government Organizations.

Note:

- (a) The period of deputation (ISTC) including the period of in another ex-cadre post held immediately preceding this appointment in the same or some other organization /department of the Central Govt. shall ordinarily not to exceed three years.
- (b) The maximum age limit for appointment by deputation (ISTC) shall not be exceeding 56 years as on the closing date of receipt of applications.

Regulations for pay and other terms of deputation:

1. **Period of Deputation:** One year in the first instance. The period of deputation including the 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 to exceed three years.
2. **Age Limit:** The maximum age limit for appointment by transfer on deputation shall not exceed 56 years as on the closing date of receipt of application.
3. **Pay:** During the period of deputation he/she will have the option either get his/her pay fixed in the deputation post under the normal rules or to draw pay of the post held by him/her in his/her parent department plus



- deputation (duty) allowances in accordance with and subject to conditions, as modified from time to time and such other general or specific orders issued by the Ministry of Personnel, Public Grievances and Pension (Department of Personnel & Training), New Delhi.
4. **Dearness Allowance:** He/ she will be entitled to dearness allowance at Central Government rates.
 5. **Local Allowance:-** He/ she will be entitled to Special Compensatory Allowance/ISDA as admissible to the Govt. servant of his category serving under the Andaman and Nicobar Administration.
 6. **Children Education Allowance** - During the period of deputation he/ she will be eligible to claim the Children's Education Allowance from the borrowing Department as laid down on DOPT's OM No. 12011/OF/ 2008-Estt.(Allowance) dated 02.09.2008 as amended /Clarified from time to time.
 7. **Joining Time Pay and Transfer TA:** He/ She will be entitled to TA and joining time both on joining the post on deputation and on reversion there from this Administration under the rules of the borrowing department to which he / she is deputed. The expenditure on this account will be borne by the borrowing department,
 8. **TA for journey on duty during the period of deputation:-** This will be regulated in accordance with the Central Govt. rate.
 9. **Provident Fund Benefits:** During the period of deputation he/ she shall continue to subscribe to the GPF if they are subscribing before they are placed on deputation in accordance with the rules of such fund.
 10. **Extraordinary Pension Gratuity:** He/She will be regulated in accordance with the Govt. of India, Ministry of Finance (Department of Expenditure) OM No. F.19/(23)-EV(A)/64 dated 02.08.1965 as amended from time to time.
 11. **Leave travel Concession:-** He/ She will be entitled to leave travel concession as admissible under the Central Govt. Rules from time to time and the cost there of shall be borne by the borrowing department.
 12. **Place of Duty:** The selected officer has to function as Revenue Officer in any parts of the Islands.

In respect of the services/ matters not specified above, he/ she will be governed by the rules, regulation orders etc. on the subject as are applicable from time to time to the Govt. Servant of his category serving under the Andaman and Nicobar Administration. The terms and condition mentioned above are subject to general review.

II Application along with Bio-data (in duplicate) in the prescribed Proforma (**Annexure-I**) of the eligible candidates whose services can be spared immediately on selection, together with the certificate from the Forwarding Authority (**in Proforma Annexure-II**) with the following documents:-

1. Integrity Certificate
2. List of major/minor penalties imposed if any, on the official during the last 10 years (if no penalty has been imposed a 'Nil' certificate should be enclosed).
3. Vigilance Clearance Certificate.
4. Attested photocopies of the APARs for the last five years (attested on

each page by an officer not below the rank of a Gazetted Officer)

Applications may be forwarded to the Director (Transport), A&N Administration, Sri Vijaya Puram-744101 within 8 weeks from the date of publication of this advertisement in the local newspaper. Applications not forwarded through proper channel or those received without the requisite certificates and documents will not be entertained.

III The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

Assistant Director (Admn.)

**APPLICATION FOR THE POST OF 'REVENUE OFFICER' IN TRANSPORT
DEPARTMENT, ANDAMAN & NICOBAR ADMINISTRATION THROUGH
DEPUTATION**

BIO-DATA (PROFORMA)

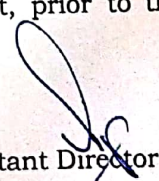
1	Name and address in block letters					
2	Office Address (with Tel No.)					
3	Residential Address with Tel. No.					
4.	Mobile No.					
5.	E-mail Id					
6.	Date of Birth(in Christian Era)					
7.	(i) Date of entry into service					
	(ii) Date of retirement under Central /State Government Rules					
8	Educational Qualifications and other Qualifications and training, if any					
9.	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)					
	Particulars	Qual./Exp. required	Qual./Exp. possessed by the officer			
	Essential					
	Desired					
10.	Please state clearly whether in the light of entries made by you above, you meet the requirements of the post					
11	Details of employment, in chronological order(enclose a separate sheet, duly authenticated by your signature, if the space below is sufficient)					
	Particulars	Post held on regular basis	From	To	Pay Band/Pay scale of the post held in regular basis	Nature of duties(in detail) highlighting experience for the post applied for
12.	Nature of present employment, i.e regular/Ad-hoc/Temporary or permanent					
13.	In case the present employment is held on Deputation /contract basis please state					
	(a) Date of initial appointment					
	(b) Period of appointment on deputation /contract					

	(c) Name of the present office/ organization to which you belong	
	d) Name of the post and pay of the post held in substantive capacity in the parent organization	
14.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.	
15.	Additional details about the present employment please state whether working under	
	a) Central Government	
	(b) State Government	
	(c) Autonomous Organization	
	d) Government undertaking	
	e) University	
16.	Please state whether you are working in the same department and are in the feeder grade or feeder to feeder grade	
17.	Are you in the revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale	
18.	Total emoluments per month now drawn (with details)	
	Basic Pay in the PB	Level
		Total Emoluments
19.	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 insufficient	
20.	Whether belong to SC/ ST	
21.	Remarks	

Signature of the Applicant
Full Office Address

TERMS AND CONDITIONS

1. (i) The terms and conditions of deputation shall clearly lay down not only period of deputation as per the Recruitment Rules for the post or as approved by the competent authority but also the date of relieving of the officer on deputation, no further orders for relieving the officer will be necessary.
- (ii) The deputationist officer including those who are presently on deputation would be deemed to have been relieved on the date of expiry of the deputation period unless the competent authority has with requisite approvals, extended the period of deputation, in writing, prior to the date of its expiry. It will be the responsibility of the immediate superior officer to ensure that the deputationist does not overstay. In cases, where officers are on deputation on the date of issue of these orders and the normal tenures are getting over in a period of six months, the concerned officers/organizations may be allowed an extension of not more than one month, on a case to case basis with the approval of DoPT.
- (iii) That in the event of the officer overstaying for any reason whatsoever, he is liable to disciplinary action and other adverse civil/service consequences which would include that the period of unauthorized overstay shall not count against service for the purpose of pension and any increment due during the period of unauthorized over pay shall be deferred, with cumulative effect, till the date on which he rejoins his parent cadre.
2. Written consent of the officer concerned shall be taken to the terms and conditions of deputation before the deputation orders are issued. The contents of these instructions will be conveyed to all officers presently on deputation for information / compliance.
3. These instructions will apply to all deputationists including State government officers/ all India Services Officers joining Central Government posts on deputation and to officers proceeding on deputation to State Government/Autonomous & Statutory institutions/foreign bodies, etc.
4. If the borrowing organizations would like a relaxation from these terms, they should obtain approval of DOPT to it, prior to the start of deputation.


Assistant Director (Admn.)

ANNEXURE-II

**CERTIFICATE TO BE FURNISHED BY EMPLOYER/HEAD OF
OFFICE/FORWARDING AUTHORITY**

1. Certified that the particulars furnished by Shri/Smti. _____ are correct and he/she possess educational qualifications and experience mentioned in the vacancy circular.
2. Also certified that:
- (i) There is no vigilance case pending/contemplated against him/her.
 - (ii) His/her integrity is beyond doubt.
 - (iii) His/her complete APARs for the last five years duly attested (on each page) by an officer not below the rank of a Gazetted Officer.
 - (iv) No major/minor penalties have been imposed on him/her during the last 10 years
 - (v) List of major/minor penalties imposed on him/her during the last 10 years is enclosed herewith.

Place:

Date:

Signature
Name and Designation
Office Seal

DUTIES AND RESPONSIBILITIES OF REVENUE OFFICER

1. Supervision & Control of the work related to revenue receipt of State Transport Service as well as Motor Vehicle Section, State Transport Authority.
2. Supervision & maintenance of revenue records pertaining to non tax / tax revenue collected by the Department.
3. Monitoring the performance of revenue collection of the Department and all STS Unit and also submission of the report to superior the short comings /discrepancies, if any, for appropriate action.
4. Periodical verification of records.
5. Supervision & maintenance of ticketing account.
6. Monitoring and maintenance of records for preparation of Proforma Accounts and submit to audit from time to time.
7. Monitoring and maintenance of records pertaining to Audit queries in respect of Proforma Accounts.
8. Monitoring and maintenance of records General Audit queries and preparation of broad sheet reply to Audit of the Department.
9. Conduct periodical Internal Audit / surprise visit of the Department both in Middle & North Andaman and southern group of Islands.
10. Submission of Internal Audit report and suggestion measure on revenue matter time to time of Department and all STS Unit.
11. Submission of Internal Audit report and suggest measures on revenue matters from time to time of Motor Vehicle Department / State Transport Authority Unit.
12. Any other duties that may be entrusted to him by the Director of Transport or Superior responsible for smooth functioning of the Department.


Assistant Director (Admn.)