

A-12011/2/2025-Perl-Section-Sectt
अंडमान तथा निकोबार प्रसाशन
Andaman and Nicobar Administration
सचिवालय/Secretariat

Sri Vijaya Puram, dated the 9th May, 2025.

CIRCULAR

As per DoPTs OM No. 39018/03/2023-Estt(B) dated 21.03.2024, all Group 'A' posts and Group 'B' posts up to level 13A of the Pay Matrix, filled by the method of deputation/re-employment or deputation (including short term contract) or absorption or deputation/promotion(composite method) has been exempted from consultation with UPSC.

For appointment on deputation (ISTC) the department should follow the Instructions /guidelines regulating pay, Deputation (Duty) Allowance, tenure of deputation and other terms and conditions of deputation of the Central Government employees to ex-cadre posts under the Central/State Governments/ Union Territories (UTs) Administration/ Public Sector Undertakings (PSUs)/ Autonomous Bodies/ Statutory Bodies/ Universities/ Local Bodies etc. and vice-versa issued by the Personnel & Training (DoPT).

The Composition of Scrutiny Committee for Group 'A' & 'B' (Gazetted) Post shall be as under:-

(i)	The Concerned Administrative Secretary	Chairman
(ii)	The Concerned Head of Department	Member
(iii)	Accounts Functionary/Sr. Account officer	Member
(iv)	Subject Expert	Member

The Composition of the Scrutiny Committee for Group 'B' (Non-Gazetted) & Group 'C' Post shall be as under:-

(i)	The Concerned Head of Department	Chairman
(ii)	The Concerned Head of Office	Member
(iii)	Accounts Functionary/Sr. Account officer	Member
(iv)	Subject Expert	Member

TERMS OF REFERENCE

1. The Scrutiny Committee should ensure the eligibility of the applicants with reference to the vacancy notice/RRs and also to ensure the availability of ACRs/APAR, Vigilance Clearance, Cadre Clearance, Integrity Certificate, Statement of Penalty (Major/Minor) imposed if any etc.
2. No objection Certificate from the employer regarding proposed deputation of officials and forwarding application for deputation through proper channel to the Administration to be ensured by the Scrutiny Committee.
3. The Scrutiny Committees shall prepare a Eligibility List based on the criteria specified in the existing RRs/Vacancy Notice.

The Composition of the Screening-cum-Selection Committee for Group 'A' & Group 'B' (Gazetted) posts shall be as under:-

(i)	The Chief Secretary	Chairman
(ii)	The Principle/Commissioner-cum-Secretary	Member
(iii)	The Secretary (Perl)	Member
(iv)	The Concerned Administrative Secretary	Member
(v)	Subject Expert	Member

The Composition of the Screening-cum-Selection Committee for Group 'B' (Non- Gazetted) & Group 'C' posts shall be as under:-

(i)	The Administrative Secretary	Chairman
(ii)	The Secretary (Perl)	Member
(iii)	The Concerned Head of Office	Member
(iv)	Subject Expert	Member
(v)	A nominated member from other Department	Member

TERMS OF REFERENCE

1. The Screening-cum-Selection Committee will recommend the name of the panel of candidates for considering appointment to the post.
2. Review applications/requests for deputation, Conduct interviews or other assessments to evaluate the suitability of the candidates.
3. If suitable officer(s) recommended in the panel for appointment does not join the office or give his/ her unwillingness, he /she shall be debarred by this

Administration/Department for a period of one year to consider his/her application/ candidature for further deputation.

4. In some cases, a composite method of recruitment (deputation including short-term contract/promotion) may be used, where the departmental candidate is selected for appointment to the post, and the post shall be treated as having been filled by promotion, otherwise, the post is filled by deputation/short-term contract.

5. Approval of Appointing Authority of the posts needs to be obtained before issuing Offer of Appointment to the selected candidates.

6. The above instructions are illustrative but not exhaustive, any provisions that are not mentioned/included above and any subsequent provisions provided by the Govt. from time to time shall also be strictly adhered by the Department/Administration.

This issue with the approval of the Competent Authority.

Digitally signed by

Satnam Singh

Secretary (Peri)

Date: 09-05-2025

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To

All Heads of Department under A& Administration.

Copy also forwarded to:-

1. Sr.PS to L.G., Raj Niwas, Sri Vijaya Puram
2. PS to Chief Secretary, A&N Administration
3. PS/PA to Principal Secretary/Commissioner-cum-Secretary, Secretariat for information.
4. All Deputy/Assistant Secretaries A&N Administration, Secretariat.
5. All Sections in Secretariat, A&N Administration.

Deputy Secretary (Peri)

