

Notice

The draft Recruitment Rules for the Post of Digital Machine Operator in the Department of Animal Husbandry & Veterinary Services has been framed and published in the departmental website <https://www.ahvs.andaman.gov.in> and in the Andaman & Nicobar Administration website www.andaman.gov.in

The claims and objections, if any, are invited from the stakeholders. The claims and objection on the above draft Recruitment Rules may be submitted to this department latest by 09.04.2024.

The claims and objections may also be submitted through email at dirahvsandaman@gamil.com and dir_ah@and.nic.in.

✓
Assistant Director (Admn.)

E Comp. No.:72861

File No.:A/8/2024-Estt.Sec-AHVS_AN/419

अण्डमान तथा निकोबार प्रशासन

ANDAMAN AND NICOBAR ADMINISTRATION

निदेशालय पशुपालन एवं पशुसेवा विभाग

Directorate of Animal Husbandry & Veterinary Services

Port Blair dated the 13th March, 2024.

Copy to :

1. The Chief Editor, Daily Telegram, Govt. Press, Port Blair with the request to publish the above notice in their esteemed newspaper.
2. The Chief Editor, Dweep Samachar, Govt. Press, Port Blair with the request to publish the above notice their esteemed newspaper.
3. The Nodal Officer (IT), Directorate of Animal Husband & Veterinary Services, Haddo, for uploading the notice in the online portal of IP&T for publishing in the Daily Telegram and also in the Admn.'s website.

Copy also forwarded to:

1. PA to Secretary (AH&VS), A & N Admn. for kind information of Secretary (AH&VS).
2. PA to Director (AH&VS) for kind information of Director (AH&VS).
3. Notice Board.

Anurag
12/3/24

Assistant Director (Admn.)

12/3/24

12/3

अण्डमान तथा निकोबार प्रशासन
ANDAMAN AND NICOBAR ADMINISTRATION
निदेशालय पशुपालन एवं पशुसेवा विभाग
Directorate of Animal Husbandry & Veterinary Services
Port Blair

Port Blair, dated the March, 2024.

NOTIFICATION

No. F. No.1-61/Estt/DAH/RR/2019- In exercise of the powers conferred by the provision to Article 309 of the Constitution of India, read with the GOI, Ministry of Home Affairs, New Delhi, Notification No.14-3/60-ANL dated the 11.04.1960 and in partial modifications of the Andaman and Nicobar Administration's Notification No.1/2010/F.No.1-61/Estt/DAH/RR/2009 dated 31.12.2009 and all the other previous Notifications of the posts mentioned below, the Lieutenant Governor, Andaman and Nicobar Islands, hereby makes the following rules regulating the method of recruitment to the posts of Group 'C' Digital Machine Operator of Animal Husbandry and Veterinary Services Department, Andaman and Nicobar Islands, namely:-

1. Short Title and Commencement: -

- i. These rules may be called the Andaman and Nicobar Administration Digital machine Operator in the Department of Animal Husbandry and Veterinary Services) Recruitment Rules, 2024.
- ii. They shall come into force on the date of their publication in the Official Gazette.

2. Number of Posts, Classification and Scale of Pay:-

The number of posts, its classification and scale of pay attached thereto, shall be as specified in paras 2 to 4 of the Schedules I annexed hereto.

3. Method of Recruitment, Age limit, Qualifications: -

The method of Recruitment, Age limit, qualifications and other matters relating to the post shall be specified in paras 5 to 13 of the said schedules.

4. Disqualification: -

No person-

- a. Who has entered into a contracted marriage with a person, having a spouse living, or
- b. Who having a spouse living has entered into or contracted a marriage with any person;

Shall be eligible for appointment to the said post:

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for doing so, exempt any person from the provision of these Rules,

5. Power to Relax: -

Where the Lieutenant Governor, Andaman and Nicobar Islands is of the opinion that it is necessary or expedient to do so, he may by order and for reason to be recorded in writing, relax any of the provisions of these Rules with respect to any class or category of persons.

6. Saving: -

Nothing in these Rules shall effect the reservations, relaxation of age limit and other concessions required to be provided for candidates belonging to Scheduled Castes, Scheduled Tribes and other categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

Lt. Governor,
Andaman and Nicobar Islands
By order and in the name of the Lieutenant Governor,

Assistant Director(Admn)
Directorate of Animal Husbandry & Veterinary Services.

SCHEDULE-I

1.	Name of Post	Digital Machine Operator
2.	No. of Post	02(two) * 2024 subject to variation depending on workload
3.	Classification	General Central Service Group 'C' Non-Gazetted, Non Ministerial.
4.	Pay Band/Pay Matrix /Pay Scale	Pay Matrix Level-2 (19900-63200)
5.	Whether selection post or non-selection post	Selection
6.	Whether benefit of added years of service admissible under rule 30 of CCS (Pension) Rules 1972	No
6.	Age limit for direct Recruitment	<p>18 to 33 years for Male 18 to 38 years for Female.</p> <p>(The upper age is relaxable for departmental candidates upto 40 years in accordance with the instructions/order issued by the Central Government)</p> <p>Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahaul & Spiti District and Pangi Sub-Division of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep.</p>
7.	Educational and other qualifications required for direct recruitment	<p>Essential:</p> <ol style="list-style-type: none"> 1. Must have passed Secondary School Examination (Xth Std.) from a recognized Institute/Board. 2. One year experience in operating and maintaining Digital Office Equipment's.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotes ?	Age & Educational Qualification : No
9.	Period of probation, if any	<p>02 (Two) years.</p> <p>Direct recruits would be required to successfully complete a mandatory induction training of at least two weeks duration, as prescribed by the Competent Authority for completion of probation'.</p>
10.	Method of recruitment whether by direct recruitment or by promotion/transfer and percentage of the vacancies to be filled by each method.	By Promotion failing which by Direct Recruitment
11.	In case of recruitment by promotion/ deputation/ transfer, grade from which promotion/ deputation/ transfer to be made	<p>Promotion:</p> <p>From amongst the Multi-Tasking staffs (MTS) of the Directorate in the Pay Level-1 (18000-56900) having minimum 3 years regular service in the present grade and having proficiency in operating and maintaining Digital Office equipment.</p>

12.	If a Departmental Promotion Committee exists, what is its composition	<p>Group 'C' DPC (Departmental Promotion Committee) for considering cases of promotion consisting of :</p> <ul style="list-style-type: none"> i. Director(AH&VS) - Chairman ii. A Sr. Medical Officer nominated by DHS - Member iii. Assistant Director (Admn.), AH&VS - Member. iv. Deputy/Assistant Secretary (Perl) - Member. <p>Group 'C' DCC (Departmental Confirmation Committee) for considering confirmation consisting of :</p> <ul style="list-style-type: none"> i. Director(AH&VS) - Chairman ii. A Sr. Medical Officer nominated by DHS - Member iii. Assistant Director (Admn.), AH&VS - Member.
13.	Circumstances under which UPSC is to consult in making recruitment.	Not Applicable.

DUTIES AND RESPONSIBILITIES OF DIGITAL MACHINE OPERATOR

1. To operate the Digital Copier Machine, Fax Machine and other digital Equipment's.
2. To maintain the records and log of the equipment.
3. To be responsible for operation and maintenance of the machine.
4. To maintain proper accounts for the stationery items like paper, stencil, link etc supplied to him/her;
5. To sort, bind and maintain the files or other documents for proper storage.
6. To maintain a date- wise record entry in respect of the repairs, cost of spare parts replaced at the time of carrying out the paper;
7. To be responsible to make available the damaged/replaced parts of the machine after repair to the in-charge of Section/Office;
8. Any other work as assigned in public interest by the officer in charge.