

A-12018/3/2025-Perl-Section Sectt (120376)

अंडमान तथा निकोबार प्रशासन
ANDAMAN AND NICOBAR ADMINISTRATION
सचिवालय/SECRETARIAT

Sri Vijaya Puram, dated the 12th September, 2025.

PRESS NOTE

Draft Recruitment Rules for Group 'C' (Non-Gazetted, Ministerial) post of Stenographer (Ordinary Grade) of Amalgamated Stenographic Cadre has been hoisted in the website www.andaman.gov.in.

Claim & objections, if any, on the proposed RRs may be submitted to the Deputy Secretary (Perl), A&N Administration, Secretariat' within within 30 days of publication/uploading in the website.

(M V Rameshan)
Deputy Secretary (Perl.)

Forwarded to the Manager, Govt. Press, Sri Vijaya Puram with the request to publish the above press note in two consecutive days in the Daily Telegram.

Copy to the Assistant Manager(IT) EDP Cell, Secretariat with the request to upload the draft Recruitment Rules for the post of Stenographer (Ordinary Grade) in the website.

Digitally signed by
M. V. Rameshan
Deputy Secretary (Perl.)
Date: 12-09-2025
17:45:44

ANDAMAN AND NICOBAR ADMINISTRATION
SECRETARIAT
NOTIFICATION

Sri Vijaya Puram, dated the September , 2025

No.F. No. A-12018/3/2025-Perl-Section-Sectt-(120376)- In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, read with Govt. of India, Ministry of Home Affairs' Notification No. 14/3/60-ANL dated 11th April, 1960 and in supersession of A & N Admn.'s Notification No. 21/2010/F.No.16-6/2009-PW dated 02.02.2010 and Notification No. 210/2016/F.No. 16-17/2016-PW dated 15.12.2016, the Lieutenant Governor (Administrator), Andaman and Nicobar Islands hereby makes the following rules regulating the method of recruitment to the Group 'C' post of Stenographer (Ordinary Grade) in the Amalgamated Stenographer Cadre of Andaman & Nicobar Administration, namely:-

Suggestions and objection are invited from the stake holders/persons to be affected thereby. Suggestions/objections (if any), should reach the Deputy Secretary (Perl), Secretariat, Andaman & Nicobar Administration, Sri Vijaya Puram within a period of 30 days of its publication in the website/portal.

1. SHORT TITLE AND COMMENCEMENT:-

- i. These rules may be called the Andaman & Nicobar Administration (Amalgamated Stenographer Cadre) Recruitment Rules, 2025.
- ii. They shall come into force on the date of their publication in the Official Gazette.

2. NUMBER OF POST, CLASSIFICATION AND SCALE OF PAY:-

The number of post, its classification and the scale of pay attached thereto shall be as specified in paras 2 to 4 of Schedule annexed to these Rules.

3. METHOD OF RECRUITMENT, AGE LIMIT AND OTHER QUALIFICATIONS:-

The method recruitment to the post, age limit, qualifications and other matters relating thereto shall be as specified in paras 5 to 13 of the above said Schedule.

4. DISQUALIFICATION:-

No person,

- a. Who has entered into or contacted a marriage with any person having a spouse living, or
- b. Who, having a spouse living, has entered into a contracted a marriage with any person, shall be eligible for appointment to the said post:

Provided that the Administrator, Andaman and Nicobar Administration 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 so doing, exempt any person from the provision of this rules.

5. POWER TO RELAX:-

Where the Administrator, Andaman and Nicobar Islands is of the opinion that it is necessary or expedient so to do, by order and for reasons to be recorded in writing, relax any of the provision of these rules with respect to any class or category of persons.

6. SAVING:-

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

By order and in the name of the Lt. Governor
(Administrator)
Andaman & Nicobar Islands

Sd/-
(M.V. Rameshan)
Deputy Secretary (Perl.)

SCHEDULE

DRAFT RECRUITMENT RULES FOR THE POST OF STENOGRAPHER (ORDINARY GRADE) OF THE AMALGAMATED STENOGRAPHIC CADRE OF ANDAMAN AND NICOBAR ADMINISTRATION

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|---|--------------|--|
| 1 | Name of post | Stenographer (OG) |
| 2 | No. of Posts | 57 (Fifty Seven)* 2025 *Subject to variation dependent on |

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|---|--|--|
| | | workload |
| 3 | Classification | General Central Services Group 'C' Non-Gazetted Ministerial |
| 4 | Scale of Pay | Level - 4 (Rs. 25500-81100) |
| 5 | Whether Selection post of Non-Selection post | Not Applicable |
| 6 | Age limit for direct recruits | 18-33 years for male. 18-38 years for female. (The upper age-limit is relaxable for departmental candidate upto 40 years in accordance with the instructions or order issued by the Central Government). Note: The crucial date for determining the age limit shall be the closing date for receipt of applications 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, Lahul & Spiti District and Pangi Sub-Division of Chamba district of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep). |
| 7 | Educational and other qualifications required for direct recruitment | <u>Essential:-</u> i) Must have passed Senior Secondary School Certificate (XIIth Std) from recognized Board/University. ii) Should pass in Shorthand and Typewriting examination with a speed of 80 words per minute in Shorthand and 45 words per minute on Computer (45 w.p.m. correspond to 13500 KDPH on an average of 5 key depression for each word) for becoming eligible for appointment to the post. iii) Should qualify in the written examination as well as trade test conducted by the Administration/SSC/ or any recruiting agency. <u>Desirable:-</u> Computer Education |
| 8 | Whether educational qualifications and age | Not Applicable |

| | | |
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| | limit prescribed for direct recruits will apply in the case of promotees | |
| 9 | Period of probation, if any | 2 (Two) years for direct recruits Note:- A Mandatory induction training of atleast two weeks duration is a pre-requisite for completion of probation. |
| 10 | Method of recruitment, whether by DR or by promotion/deputation/absorption and percentage of the vacancies to be filled by various methods | 100% by direct recruitment |
| 11 | In case of recruitment by promotion/deputation/absorption grades from which promotion/ deputation/absorption to be made | Not Applicable |
| 12 | If Departmental Promotion Committee exists what is its composition | Group 'C' DCC for considering confirmation consist of : 1.Secretary (Perl.), A&N Admn. - Chairman 2.Dy. Secretary (Fin-I), A&N Admn. - Member 3.Dy. Secretary (PWD/UD), A&N Admn. - Member |
| 13 | Circumstances in which UPSC is to be consulted in making recruitment | Not Applicable |

JOB DESCRIPTION FOR THE POST OF STENOGRAPHER (ORDINARY GRADE)

The principal duties and responsibilities of the Stenographers are:

1. Taking dictation in shorthand and its transcription in the best manner possible.
2. Receiving all communications brought by hand which are either addressed to the Officer by name or marked "Confidential" "Secret" "Top Secret" and all telegrams and wireless messages

on behalf of the Officer.

3. Screening the telephone calls and visitors in a tactful manner.
4. Fixing up of appointment and; where necessary, cancelling them,
5. Keeping an accurate list of engagement, meetings, etc. and reminding the Officer in sufficient time for keeping them up.
6. Maintaining in good order the papers required to be retained by the Officer.
7. Ensuring that the matter dealt with by the Officer are not lost sight of and are dealt with promptly and in due order.
8. To assist the Officer for disposal of receipts/daks/files received through e-office.
9. Maintaining the details tours/duty performed by the Officer.
10. Keeping a note of the movement of files passed by his Officer to other Officer.
11. Keeping track of the progress of the action taken by the Officers concerned on important matter as required by his Officer.
12. Destroying by burning his stenographic records of classified documents after the communications have been typed and issued.
13. Familiarizing himself with the practice and procedure followed in connection with the tours of Officers.
14. Carrying out corrections to his Officers's Reference Books.
15. Generally assisting the Officer in such manner as he may direct.