

F. No. 1-11/LGS/2019(PF)
उपराज्यपाल का सचिवालय
LIEUTENANT GOVERNOR'S SECRETARIAT
राज निवास / **RAJ NIWAS**

Sri Vijaya Puram, dated the 23rd October, 2025

To

✓ The Executive Officer,
SOVTECH, DBRAIT,
Old Pahargaon,
Sri Vijaya Puram.

Sub:- Upload of draft RRs on the official website of A&N
Administration— reg.

Sir,

I am directed to forward herewith a copy of draft Recruitment Rules (both hard & soft copies) in respect of the Group-'C' (Non-Gazetted/Non Ministerial) posts of **Cook** and **Assistant Cook** under the establishment of the LG's Secretariat, Raj Niwas, duly approved by the Hon'ble LG, A&N Islands.

It is requested that the same may kindly be uploaded on the official website of the A&N Administration for information and wide publicity, inviting claims and objections from stakeholders within a period of 30 days.

Encl: As above

Yours faithfully,

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23.10.25
Sr. Private Secretary to LG

(E-Comp. No.:120392

File No.:A-12018/1/2025-Office RN-LGS)

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LIEUTENANT GOVERNOR'S SECRETARIAT
 राज निवास /RAJ NIWAS

Sri Vijaya Puram, dated the 23rd October, 2025

NOTIFICATION

No./2025/F.No.1-88/LGS/2013-14/PF-II - 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 Notification No. 110/2014/F.No.1-88/LGC/2013-14(PF-II) dated 14.08.2014, the Lieutenant Governor (Administrator), Andaman and Nicobar Islands hereby makes the following rules regulating the method of recruitment to the Group 'C' post of **Cook and Assistant Cook** borne in the establishment of Lieutenant Governor's Secretariat, Raj Niwas, Sri Vijaya Puram, namely:-

Objections and suggestions are invited from the stakeholders/persons to be affected thereby. The objections and suggestions (if any), should reach the Sr. Private Secretary to LG, Raj Niwas, Sri Vijaya Puram, within 30 days from the date of its publication in the official website/Portal.

1. SHORT TITLE AND COMMENCEMENT:-

- (i) These rules may be called the Lieutenant Governor's Secretariat, Raj Niwas, Andaman & Nicobar Islands (Cook and Assistant Cook) Recruitment Rules, 2025.
- (ii) These shall come into force on the date of its 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 Column 2 to 4 of Schedule annexed to these Rules.

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

The method of recruitment, age limit, educational qualification and other matters relating thereto shall be as specified in Column 5 to 13 of the Schedule aforesaid.

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 or contracted a marriage with any person, shall be eligible for appointment to the said post;

Provided that the Lieutenant Governor(Administrator), Andaman and Nicobar Islands, may, if satisfied, that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the provision of this rules.

5. POWER TO RELAX:-

Where the Lieutenant Governor (Administrator), Andaman and Nicobar Islands, is of the opinion that it is necessary or expedient to do so, he may, by order and for reasons to be recorded in writing, if necessary, relax any of the provisions of these rules with respect to any class or categories 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 specified 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 and Nicobar Islands**


Senior Private Secretary to LG

SCHEDULE -I

**DRAFT RECRUITMENT RULE FOR THE POST OF COOK IN THE LIEUTENANT
GOVERNOR'S SECRETARIAT, RAJ NIWAS**

1.	Name of post	Cook
2.	No. of post	01 (One)* 2025 *Subject to variation dependent on workload
3.	Classification	General Central Service Group 'C' (Non-Gazetted, Non-Ministerial)
4.	Pay Band/Pay Level /Scale of Pay	Level-4 (Rs. 25500-81100)
5.	Whether Selection or Non-Selection?	Non-Selection.

6.	Age limit for direct recruitment	<p>18-33 years for male 18-38 years for female</p> <p>(The upper age-limit is relaxable for departmental candidate upto 40 years in accordance with the instructions or orders issued by the Central Government)</p> <p>Note:- The crucial dated 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 Chamba District of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep)</p>
7.	Educational and other qualifications required for direct recruits	<p>Essential</p> <ol style="list-style-type: none"> 1. Must have passed Senior Secondary School (XIIth Std) from recognized Board/Institute. 2. Three-year Diploma in Hotel Management & Catering Technology awarded by recognized Board/ University/ Institute 3. Should qualify the skill test. <p>Desirable</p> <ol style="list-style-type: none"> 1. Two (2) years' experience in the field of Cooking in a reputed Hotel/ Restaurant.
8.	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees?	<p>Age: No Edu. Qualification : No.</p>
9.	Period of probation, if any	<p>02 (Two) years for direct recruits. (A mandatory induction training of at least two weeks duration is a pre-requisite for completion of probation).</p>
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods.	<p>By Promotion failing which by direct recruitment</p>

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11.	In case of recruitment by direct or by promotion or by deputation/absorption, grades from which promotion/deputation absorption to be made	From amongst Assistant Cook of Raj Niwas establishment in Level-2 (Rs.19900-63200) in the Pay Matrix with 8 (Eight) years regular service in the grade.
12.	If a DPC exists, what is its composition?	Group 'C' DPC for Promotion & DCC for Confirmation:- i) Secretary to LG - Chairperson ii) DS(Perl)/AS (Perl) - Member iii) Sr.PS to LG - Member.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

ANNEXURE TO SCHEDULE -I

DUTIES AND RESPONSIBILITIES OF COOK

1. To prepare food according to the menu and specific requirements of the Hon'ble Lieutenant Governor.
2. To ensure proper storage of cooked food until it is served or distributed.
3. To maintain cooking ranges and other kitchen appliances in good working condition.
4. To monitor stock levels, and ensure proper storage of supplies/ingredients.
5. To supervise the duties of auxiliary staff working in the kitchen.
6. To observe strict personal hygiene and wear designated kitchen attire (e.g. aprons) during duty hours.
7. To ensure cleanliness and sanitation of the kitchen, including utensils and workspaces.
8. To prepare and/or assist in the preparation of food during special events/ occasions and official functions, as per instructions.
9. To take necessary safety precautions to prevent fire hazards and injuries to kitchen staff.
10. To perform any other kitchen-related duties as assigned by the Hon'ble Lieutenant Governor or Superior Officers.



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SCHEDULE-II**DRAFT RECRUITMENT RULE FOR THE POST OF ASSISTANT COOK IN THE LT.
GOVERNOR'S SECRETARIAT, RAJ NIWAS**

1.	Name of post	Assistant Cook
2.	No. of post	01 (One) 2025* *Subject to variation dependent on workload
3.	Classification	General Central Service Group 'C' (Non-Gazetted, Non-Ministerial)
4.	Pay Band/ Pay Level /Scale of Pay	Level-2 (Rs. 19900-63200)
5.	Whether Selection or Non-Selection?	Not Applicable
6.	Age limit for direct recruitment	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 orders issued by the Central Government) Note:- The crucial dated 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 Chamba District of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep)
7.	Educational and other qualifications required for direct recruits	<u>Essential</u> 1. Must have passed Secondary School (Xth Std.) examination from recognized Board/Institute 2. Trade Diploma in Food production 3. Should qualify the skill test. <u>Desirable</u> 1. Two (2) years' experience in the field of Cooking in a reputed Hotel/ Restaurant.



8.	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees?	Not Applicable
9.	Period of probation, if any	02 (Two) years (A mandatory induction training of at least two weeks duration is a pre-requisite for completion of probation.)
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	100% by direct recruitment
11.	In case of recruitment by direct or by promotion or by deputation/absorption, grades from which promotion/deputation/absorption to be made	Not Applicable
12.	If a DPC exists, what is its composition?	Group 'C' DCC for confirmation i) Secretary to LG - Chairperson ii) DS (Perl)/AS(Perl) - Member iii) Sr.PS to LG - Member
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

ANNEXURE TO SCHEDULE -II

DUTIES AND RESPONSIBILITIES OF ASSISTANT COOK

1. To assist the Cook in daily kitchen operations and perform the duties of the Cook in his absence.
2. To prepare food as per the menu and the specific requirements of the Hon'ble Lt. Governor under the guidance of Cook.
3. To ensuring proper storage of food until it is served or distributed.
4. To maintaining cleanliness and hygiene of the kitchen, including cleaning equipment and work areas.

5. To help in the maintenance and upkeep of kitchen equipment and appliances.
6. To monitor stock levels, assist in ordering, and ensure proper storage of supplies/ingredients
7. To assist in the preparation of food during special events/occasions and official functions, as per instructions.
8. To observe personal hygiene and wear designated kitchen attire (e.g. aprons) during duty hours.
9. To perform any other duties related to kitchen operations as assigned by the Cook or Superior Officers.



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