

*Revised/Corrected*

**ANDAMAN AND NICOBAR ADMINISTRATION  
SECRETARIAT**

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**NOTIFICATION**

Port Blair dated the April, 2019.

No...../2019/F.No.1-12/2018-Archives - In exercise of the powers conferred by the provision to Article 309 of the Constitution read with the Govt. of India, Ministry of Home Affairs, Notification No. U-14039/2/83-ANL dated 21.02.1985 and in pursuance of DOP's OM No.14017/13/2016-Estt (RR) dated 09.08.2016 and in supersession of the Notification No. G.S.R.No.86/10-5 (RRA)/79-AR dated 30<sup>th</sup> May,1981 the Lieutenant Governor (Administrator), Andaman & Nicobar Islands hereby make the following Rules regulating the method of recruitment to the post of Assistant Archivist borne in the establishment of A&N Archives, Secretariat under the Andaman & Nicobar Administration, namely :-

**1. SHORT TITLE AND COMMENCEMENT:-**

- (i) These Rules may be called the Andaman and Nicobar Administration, A&N Archives of Secretariat (Assistant Archivist) Recruitment Rules, 2019.
- (ii) They shall come into force on the date of their publication in the Official Gazette.

**2. APPLICATION:-**

These Rules shall apply for Recruitment to the post of Assistant Archivist in A&N Archives of Secretariat under the Andaman and Nicobar Administration as specified in para 1 of the Schedule annexed hereto.

**3. NUMBER OF POSTS, CLASSIFICATION AND SCALE OF PAY:-**

The number of said posts, their classification and the scale of pay attached thereto shall be as specified in paras 2 to 4 of the Schedule annexed to these rules.

**4. METHOD OF RECRUITMENT, AGE LIMIT, and QUALIFICATION ETC:-**

The method of Recruitment, Age Limit, qualification and other matters relating thereto shall be as specified in paras 5 to 14 of the said Schedule.

...contd..2<sup>nd</sup>/-

5. **DISQUALIFICATION:-**

No person,

- (a) Who has entered into or contracted a 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 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 of the marriage and that there are other grounds for so doing, exempt any person from operation of the rule.

6. **POWER TO RELAX:-**

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

7.

**SAVING:-**

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

**Admiral D.K.Joshi**  
**PVSM, AVSM, YSM, NM.VSM (Retd)**  
**Lieutenant Governor**  
**Andaman & Nicobar Islands**

**By order and in the name of the Lieutenant Governor.**

**Assistant Secretary (Archives)**

**SCHEDULE**  
**RECRUITMENT RULES (ASSISTANT ARCHIVIST) FOR GROUP 'B' NON-GAZETTED, NON MINISTERIAL POST IN THE A&N ARCHIVES, SECRETARIAT OF THE A&N ADMINISTRATION.**

01	Name of Post	Assistant Archivist
02	No. of Post	01 (one) post
03	Classification	General Central Service, Group 'B' Non-Gazetted, Non-Ministerial
04	Level in the Pay Matrix	Level - 6 (Rs.35400 - 112400)
05	Whether Selection post or non-selection post	Not applicable
06	Age limit for direct recruits	Not applicable
07	Educational and other qualifications required for direct recruits	Not applicable
08	Whether age & educational qualifications as prescribed for direct recruits will apply in the case of promotes	Not applicable
09	Period of probation if any	02 years for promotes from Group 'C' post.
10	Method of recruitment whether by direct recruitment or by promotion/deputation/transfer and percentage of the vacancies to be filled by various methods.	Deputation/ Promotion :
11	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made.	Deputation: Officers from the Central Govt./State Govt./ Union Territories. a) i) holding analogous posts on regular basis in the parent cadre/departement (or ) ii) with 6 years regular service in the grade rendered after appointment there to on a regular basis in the pay level 5 (Rs.29200 - 92300) (or) iii) with 10 years regular service in the grade rendered after appointment there to on a regular basis in the pay level -4 (Rs.25500 - 81100) (and ) (b) Possessing the following educational qualification & experience :- i) Bachelor Degree in any stream from a recognized University. (ii) training in the Certificate Course in Archives keeping/Records Management conducted by the National Archives of India or any other recognized institution with at least 02 (Two) years experience in Archives.  Promotion : The Records Keeper Grade - I working in A&N Archives establishment, Secretariat,

		<p>having 18 years regular service in the pay level -2 (Rs.19900 – 63200) will also be considered along with the others and in case, he/she is selected for appointment to the post, the same shall be deemed to have been filled by promotion, with the following education qualification:</p> <p>i) Bachelor Degree in any stream from a recognized University.</p> <p>(ii) training in the Certificate Course in Archives keeping/Records Management conducted by the National Archives of India or any other recognized institution</p>
12	If a departmental Promotion Committee exists what is its Composition.	<p>Group “B” DPC ( for considering cases of Confirmation)</p> <p>1. Chief Secretary – Chairman.  2. Commr-cum-Secy (PerI) - Member  3. Secretary (Archives) – Member.  4. Dy. Secy/Asst Secy (PerI) – Member.</p>
13	The Union Public Service Commission shall be consulted for selecting an officer for appointment on deputation and transfer and amending/relaxing any of the provision of these rules.	Not applicable.

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SECRETARIAT**

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**NOTIFICATION**

Port Blair dated the ..... April, 2019.

No...../2019/F.No.1-12/2018-Archives - In exercise of the powers conferred by the provision to Article 309 of the Constitution read with the Govt. of India, Ministry of Home Affairs, Notification No...14/3/60-ANL Dated 11<sup>th</sup> April, 1960 and in pursuance of DOP's OM No. AB 14017/13/2016-Estt (RR) dated 09.08.2016, in supersession of the Notification No. 109/2002/F.No.1-12/2000-CRS dated 17<sup>th</sup> June, 2002 the Lieutenant Governor (Administrator), Andaman & Nicobar Islands hereby make the following Rules regulating the method of recruitment to the Group 'C' posts borne in the establishment of A&N Archives, Secretariat under the Andaman & Nicobar Administration, namely :-

**1. SHORT TITLE AND COMMENCEMENT:-**

- (i) These Rules may be called the Andaman and Nicobar Administration, A&N Archives of Secretariat (Group 'C' Posts) Recruitment Rules, 2019.
- (ii) They shall come into force on the date of their publication in the Official Gazette.

**2. APPLICATION:-**

These Rules shall apply for Recruitment to Group 'C' posts in A&N Archives of Secretariat under the Andaman and Nicobar Administration as specified in para 1 of the Schedule-I, II and III annexed hereto.

**3. NUMBER OF POSTS, CLASSIFICATION AND SCALE OF PAY:-**

The number of said posts, their classification and the scale of pay attached thereto shall be as specified in paras 2 to 4 of the Schedule annexed to these rules.

**4. METHOD OF RECRUITMENT, AGE LIMIT, and QUALIFICATION ETC:-**

The method of Recruitment, Age Limit, qualification and other matters relating thereto shall be as specified in paras 5 to 14 of the said Schedule.

...contd..2<sup>nd</sup>/-

5. **DISQUALIFICATION:-**

No person,

- (a) Who has entered into or contracted a 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 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 of the marriage and that there are other grounds for so doing, exempt any person from operation of the rule.

6. **POWER TO RELAX:-**

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

7. **SAVING:-**

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

**Admiral D.K.Joshi**  
**PVSM, AVSM, YSM, NM.VSM (Retd)**  
**Lieutenant Governor**  
**Andaman and Nicobar Islands**

**By order and in the name of the Lieutenant Governor.**

**Assistant Secretary (Archives)**

*Revised*

**SCHEDULE - I**

**RECRUITMENT RULES (BINDER) FOR GROUP 'C' NON-GAZETTED, NON MINISTERIAL POST IN THE A&N ARCHIVES, SECRETARIAT OF THE A&N ADMINISTRATION.**

01	Name of the Post	<b>Binder</b>
02	No. of Post	<b>01 (One)</b> 2001 subject to variation depending upon workload.
03	Classification of Post	General Central Service, Group 'C' Non-Gazetted, Non- Ministerial.
04	Level in the Pay Matrix	Level - 1 (Rs.18000 - Rs.38700)
05	Whether selection or non-selection	Not applicable
06	Age Limit for direct recruitment	Between 18-33 years for male and 18-38 years for females (relaxed for Govt. Servants up to 5 years) in accordance with the instructions of orders issued by the Central Govt.  Note: The Crucial date for determining the age limit shall be the closing date for receipt of names / applications from Employment Exchanges/Candidates.
07	Educational and other Qualifications required for direct recruitment	Essential :- a) Matriculation (Xth Standard) pass. b) Knowledge of Binding with at least 1 (one) year experience of binding in Govt. or Private institution.
08	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes.	No
09	Period of probation, if any	02 (Two) years for direct recruits.
10	Method of recruitment whether by promotion or by transfer and percentage of vacancies to be filled by various methods.	100 % by direct recruitment.
11	In case of recruitment by promotion or transfer grade from which promotion is to be made	NA
12	If a DPC. Exists, what is its composition.	Group 'C' Departmental confirmation Committee consisting of :- 1. Commr-cum-Secy (Perl) - Chairman 2. Secretary (Archives) - Member 3. Dy. Secy/Asst Secy (Arch) - Member 4. Dy.Secy/Asst.Secy (Perl) - Member
13	Circumstances in which U.P.S.C is to be consulted in making recruitment.	Not applicable.

## **Nature of Jobs**

### **Nature of Jobs for the post of Binder.**

- 1) To stitch and bind Files/Records/Vouchers of Records Room of Secretariat/A&N Archives.
- 2) To stitch/bind and arrange the series of records available in the Records Room and A&N Archives.
- 3) To stitch and bind the private collection of papers received from various private persons.
- 4) To check and change all the damaged file covers with new ones.
- 5) To collect and distribute stationery to the members of the staff in the A&N Archives under the Supervision of the office-in-charge.
- 6) To attend to any other work as may be assigned to him as and when required by the higher officers/officials.

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**SCHEDULE - II**  
**RECRUITMENT RULES (MENDER) FOR GROUP 'C' NON-GAZETTED, NON MINISTERIAL POST IN THE A&N ARCHIVES, SECRETARIAT OF THE A&N ADMINISTRATION.**

01	Name of the Post	<b>Mender</b>
02	No. of Post	<b>02 (Two)</b> 2001 subject to variation depending upon workload.
03	Classification of Post	General Central Service, Group 'C' Non-Gazetted, Non- Ministerial.
04	Level in the Pay Matrix	Level - 1 (Rs.18000 - Rs.38700)
05	Whether selection or non-selection	Not applicable
06	Age Limit for direct recruitment	Between 18-33 years for male and 18-38 years for females (relaxed for Govt. Servants up to 5 years) in accordance with the instructions of orders issued by the Central Govt.  Note: The Crucial date for determining the age limit shall be the closing date for receipt of names / applications from Employment Exchanges/Candidates.
07	Educational and other Qualifications required for direct recruitment	Essential :-  a) Matriculation (Xth Standard) pass.  b) Knowledge of Mending with at least 1 (one) year experience of mending in Govt. or Private institution.
08	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes.	No
09	Period of probation, if any	02 (Two) years for direct recruits.
10	Method of recruitment whether by promotion or by transfer and percentage of vacancies to be filled by various methods.	100 % by direct recruitment.
11	In case of recruitment by promotion or transfer grade from which promotion is to be made	NA
12	If a DPC. Exists, what is its composition.	Group 'C' Departmental confirmation Committee consisting of :-  1. Commr-cum-Secy (Perl) - Chairman 2. Secretary (Archives) - Member 3. Dy. Secy/Asst Secy (Arch) - Member 4. Dy.Secy/Asst.Secy (Perl) - Member
13	Circumstances in which U.P.S.C is to be consulted in making recruitment.	Not applicable.

**Nature of Jobs for the post of Mender.**

- 1) To mend files and records of the Records Room and A&N Archives.
- 2) He/she should have a general idea about the management of file/records/vouchers in the records Room and A&N Archives.
- 3) He/she should know description of the files/records/vouchers available in the records Room and A&N Archives.
- 4) He/she should know the location of files/records/vouchers of various sections as recorded in the records Room and A&N Archives.
- 5) To ensure cleanliness of the records Room and A&N Archives with the help of Peons/Sweepers.
- 6) He/she should ensure that the requisition slip of the files/records requested by section kept in the appropriate place from where the files/records are removed.
- 7) To see that all tables & records in the Section present a neat and tidy appearance.
- 8) Before leaving the office he/she should switch off all the lights/fans and close the doors and windows of the Records Room and A&N Archives.
- 9) He/she should attend to any other work as may be assigned to him as and when required by the officer – in- Charge.

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SCHEDULE - III

**RECRUITMENT RULES (RECORDS KEEPER GRADE - I) FOR GROUP 'C' NON-GAZETTED, NON MINISTERIAL POST IN THE A&N ARCHIVES, SECRETARIAT OF THE A&N ADMN.**

01	Name of the Post	<b>Records Keeper Grade - I</b>
02	No. of Post	01 (one) (2002) subject to variation depending upon workload.
03	Classification of Post	General Central Services, Group 'C' Non-Gazetted, Non- Ministerial.
04	Level in the Pay Matrix	Level - 2 (Rs.19900 - 63200)
05	Whether selection or non-selection	Not applicable
06	Age Limit for direct recruitment	NA
07	Educational and other Qualifications required for direct recruitment	NA
08	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes.	NA
09	Period of probation, if any	2 (Two) years.
10	Method of recruitment whether by promotion or by transfer and percentage of vacancies to be filed by various methods.	100 % by promotion failing which by deputation.
11	In case of recruitment by promotion or transfer grade from which promotion is to be made	<b>Promotion:</b> From amongst the Records Keeper/Binder/MTS of the Secretariat Establishment in the pay level 1 of Rs.18000 - 56900 of with 3 (three) years regular service in the grade and having the experience of binding/mending the records/files. <b>Deputation :</b> Officials of A&N Administration a) (i) holding analogous post or (ii)with 3 years regular service in the post in the pay level 1 of Rs.18000 - 56900. (or) (b) having 3 years experience in keeping of records.
12	If a DPC. Exists, what is its composition.	Group 'C' Departmental Promotion Committee consisting of :- 1. Commr-cum-Secy (Perl) - Chairman 2. Secretary (Archives) - Member 3. Dy. Secy/Asst Secy (Arch) - Member 4. Dy.Secy/Asst.Secy (Perl) - Member
13	Circumstances in which U.P.S.C is to be consulted in making recruitment.	Not applicable.