

अंडमान तथा निकोबार प्रशासन
ANDAMAN AND NICOBAR ADMINISTRATION
सचिवालय/SECRETARIAT

Port Blair, dated the

Dec, 2019

DRAFT NOTIFICATION

F.No.8-5/2012-13/DM-In exercise of the powers conferred by the Proviso to the Article 309 of Constitution of India, read with Government of India, Ministry of Home Affairs, New Delhi, Notification No. U 14039/2/83-ANL dated 21.02.1985, the Lieutenant Governor (Administration), Andaman and Nicobar Islands, hereby make the following rules regulating the method of recruitment to the Group 'B' Gazetted post of **Assistant Director (Admn.) (to be renamed as Assistant Director, Response & Mitigation), Assistant Director (Operation), Assistant Director (Logistic), Safety Officer, Disaster Management** Andaman & Nicobar Administration, namely:-

1. SHORT TITLE AND COMMENCEMENT:-

- (i) These Rules may be called the Union Territory of Andaman and Nicobar Islands **Assistant Director (Admn.) (to be renamed as Assistant Director, Response & Mitigation), Assistant Director (Operation), Assistant Director (Logistic), Safety Officer, Disaster Management** Recruitment Rules, 2019.
- (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 the scale of pay attached thereto shall be as specified in Columns 2 to 4 of the Scheduled I annexed to these rules.

3. METHOD OF RECRUITMENT, AGE LIMIT AND QUALIFICATION:-

The method of recruitment, age limit, qualifications and other matters relating to the said posts shall be as specified in columns 5 to 13 of the schedule aforesaid.

4. DISQUALIFICATION:-

No person,

- (a) Who has entered into or contracted a marriage with any person having 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 posts,

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 there are other grounds for so doing, exempt any person from the operation of these rules.

5. Power to Relax:-

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

6. Savings:-

“ Nothing in those rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes and Ex-Servicemen and other specials 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 Lieutenant Governor

Deputy Secretary (RR&DM)

Copy to:-

1. The Manager, Govt. Press, Port Blair with request to publish the Notification in the Andaman and Nicobar Gazettee forthwith. It is also requested that 25 copies of the relevant gazette Notification may be furnished to this Administration for record.
2. The Deputy Secretary (OL), A&N Administration along with a copy of R/Rules with the request for its translation in Hindi and send the Hindi version direct to the Manager, Govt. Press for publication in the A&N Gazette.
3. The legal Section, Secretariat, A&N Administration.
4. Spare Copies-5.

Deputy Secretary (RR&DM)

**DRAFT RECRUITMENT RULES FOR THE POST OF ASSISTANT DIRECTOR (ADMIN.)
IN THE DIRECTORATE OF DISASTER MANAGEMENT, A&N ADMINISTRATION**

S C H E D U L E

1.	Name of post	Assistant Director (Admn.) to be renamed as Asst. Director Response and Mitigation.
2.	No. of post	1 (One)
3.	Classification	General Central Services Group 'B' Gazetted Non Ministerial
4.	Pay Band and Grade Pay/pay scale	Pay level – 9 (53100- 167800)as per 7 th CPC
5.	Whether Selection Post or Non – Selection Post	Not Applicable
6.	Age limit for direct recruits	Not Applicable
7.	Educational and other qualifications required for direct recruits	Not Applicable
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees?	Not Applicable
9.	Period of probation, if any	Not Applicable
10.	Method of recruitment, whether by direct recruitment or by promotion or by transfer on deputation/absorption and percentage of the vacancies to be filled by various methods	By Deputation/Absorption
11.	In case of recruitment by promotion or deputation /absorption, grade from which promotion / deputation /absorption is to be made	<p><u>By Deputation/Absorption</u></p> <p>Officers of Central Govt. (or Central Govt./State Govt. or Union Territories):</p> <p>(a) (i) holding analogous posts on regular basis in the parent cadre/ department; or</p> <p>(ii) With 03 (Three) years' regular service in the grade rendered after appointment in the post on regular basis thereto in the scale of pay level-7 (44900-142400) as per 7th CPC in the parent cadre/ department; and</p> <p>(b) Possessing the following educational qualification and experience:-</p> <p>(i) Post Graduate Degree in Disaster Management from a recognised University; or</p> <p>(ii) Post Graduate Degree in any stream with short term (2-5 days) in service trainings on disaster</p>

		<p>management, preparedness, mitigation and capacity building from any recognized institute at State, National or International Level; and</p> <p>(iii) 03 (three) Years' Experience in the field of Disaster Management, Preparedness, Mitigation and Capacity Building.</p> <p>NOTE:</p> <p>The departmental officers in the feeder category who are in direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationist shall not be eligible for consideration for appointment by promotion. Period of the deputation including period of deputation in another ex- cadre post held immediately preceding this appointment in the same or some other organization/ department of the central govt. shall ordinarily not to exceed 3 years. The maximum age limit for appointment by deputation shall be not exceeding 56 years, as on the closing date of receipt of applications.</p>
12.	If a Departmental Promotion Committee exists, what is its composition?	NA
13.	Circumstances in which UPSC is to be consulted in making recruitment	Consultation with UPSC is necessary in each occasion.

ANNEXURE-2

Form to be filled by the Ministry/ Department while forwarding proposal to the Department of Personnel and Training and the Union Public Service Commission for framing Recruitment Rules for posts.

1	(a)	Name of the posts	:	Assistant Director (Administration) renamed as Assistant Director Response and Mitigation
	(b)	Name of the Ministry/ Department.	:	Directorate of Disaster Management A&N Administration
	(c)	Number of posts.	:	01 (One)
	(d)	Scale of pay	:	Pay level – 09 (53100- 167800)as per 7 th CPC
	(e)	Class and Service to which the posts belong	:	General Central Services Group ‘B’ Gazetted
	(f)	Ministerial or Non-Ministerial (of F.R. 9(17))	:	Non Ministerial
2	Appointing Authority.		:	Lt. Governor (Administrator) A&N Islands
3	Duties of the post in details		:	Attached
4	Describe briefly the method (s) adopted for filling the posts hitherto.		:	<p><u>By Deputation/Absorption</u></p> <p>Officers of Central Govt. (or Central Govt./State Govt. or Union Territories):</p> <p>(a) (i) holding analogous posts on regular basis in the parent cadre/ department; or</p> <p>(ii) With 003 (Three) years’ regular service in the grade rendered after appointment in the post on regular basis in the pay level-7 (44900- 142400)as per 7 CPC in the parent cadre/ department; and</p> <p>(b) Possessing the following educational qualification and experience:-</p> <p>(i) Post Graduate Degree in Disaster Management from a recognised University; or</p> <p>(ii) Post Graduate Degree in any stream with short term (2-5 days) in service trainings on disaster management, preparedness, mitigation and capacity building from any recognized institute at State, National and International Level; and</p> <p>(iii) 03 (three) Years’ Experience in the field of Disaster Management,</p>

			<p>Preparedness, Mitigation and Capacity Building.</p> <p>NOTE:</p> <p>The departmental officers in the feeder category who are in direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationist shall not be eligible for consideration for appointment by promotion. Period of the deputation including period of deputation in another ex- cadre post held immediately preceding this appointment in the same or some other organization/ department of the central govt. shall ordinarily not to exceed 3 years. The maximum age limit for appointment by deputation shall be not exceeding 56 years, as on the closing date of receipt of applications.</p>
5.	Method(s) of recruitment proposed.	:	By Deputation/Absorption
6.	If Promotion is proposed as a method of recruitment –		-
	(a) Designation and number of the posts proposed to be included in the field of promotion.	:	-
	(b) Number of years of qualifying Service proposed to be fixed before persons in the field become eligible for promotion (as per extent GoI instructions)	:	-
	(c) Percentage of vacancies in the grade proposed to be filled by promotion.	:	-
	(d) Have recruitment rules been framed for the post proposed in the field of promotion? If framed in consultation with the Commission, please quote Commission's reference No. If consultation with Commission was not required please attach a copy of rules framed. A copy of the rules should be sent DoPT along with the proposal.	:	-
	(e) If Recruitment were not framed for the posts in the field of promotion.		-
	(i) Please indicate briefly the method of recruitment actually adopted for filling the posts. Please also state the percentage of vacancies filled by each of the methods.	:	-
	(ii) Please state briefly the educational qualifications possessed by the persons in the field of promotion.	:	-

		(iii) In case the feeder posts are filled by promotion, the recruitment rules for the still lower posts including the lowest post to which direct recruitment is one of the methods of recruitment may be furnished.	:	-
	(f)	(i) Is the promotion to be made on Selection or Non- Selection basis?	:	-
		(ii) Reasons for the proposal in (i) above.	:	-
	(g)	If a D.P.C. exists, what is its composition?	:	-
	(h)	Indicate if the feeder posts are having promotion channels other than the one under consideration.	:	-
7		If promotion is not proposed as a method, please state why it is not considered desirable/ possible/ necessary.	:	Being an isolated post and new establishment, the post to be filled up by deputation/absorption
8		If direct recruitment is proposed as method of recruitment Please state).	:	-
	(a)	The percentage of vacancies proposed to be filled by direct recruitment.	:	-
	(b)	Indicate if there are any promotional avenues for the direct recruits?	:	-
	(c)	(i) Age for direct recruits (as per extent GoI instructions)	:	-
		(ii) Is age relaxation for Government Servants?	:	-
	(d)	Educational and other qualifications required for direct recruits. (It may please be noted that the essential qualifications prescribed are relaxable at Commission's discretion in case of candidates otherwise well qualified. <u>Essential:</u> <u>Desirable:</u>	:	-
	(e)	Whether essential qualifications to be prescribed are in accordance with any Act (s)? If so please quote the relevant Act (s) under which it is necessary and also supply relevant extracts from the Act(s).	:	-
	(f)	Has the post been advertised by the Commission in the past? If so, please quote Commission's reference No.	:	-
9		If Direct Recruitment is not proposed as a method, please state why it is not considered desirable/ possible/ necessary.	:	As suggested by the UPSC, since this post is newly created, no eligible officer would be available for promotion for the time being, therefore the Administration may consider

				filling up the post through deputation as a one-time measure, pending finalization of the recruitment rules.
10	(i)	If promotion and direct recruitment are both proposed as methods of recruitment, will the educational qualifications proposed for direct recruits apply in case of promotions?	:	-
	(ii)	If not, to what extent are the educational qualifications proposed to be relaxed in case of promotions?	:	-
11	(a)	Is deputation/absorption proposed as method of recruitment? If so, please state the reasons for the proposal. Please state clearly whether deputation or absorption or both are proposed.	:	Yes, being a new establishment the posts to be filled up by deputation/absorption .
	(b)	The percentage of vacancies proposed to be filled by this method.	:	100 %
	(c)	The period to which deputation will be limited..	:	05 (Five) Years (3+1+1)
	(d)	The names of the posts of grades or services etc. from which deputation/absorption is proposed	:	-
12	(a)	If any of the methods is proposed fails, by what method are such vacancies proposed to be filled.	:	Does not arise
	(b)	Whether the recruitment rules relate to a post which has been upgraded from Group 'C' to Group 'B' or Group 'B' to Group 'A' or within the same group? If so, whether the necessary provision for initial constitution has been proposed.	:	-
	(c)	Whether the recruitment rules relate to a post, which is proposed to be downgraded? If so, whether necessary safeguards have been suggested in respect of the existing incumbents of that post?	:	-
13	(a)	Special circumstances, if any, other than those covered by the rules, in which the Commission may be required to be consulted.	:	-
	(b)	Whether the Dept. of Personnel & Training have concurred in the proposal?	:	-
14.	If these proposals are being sent in response to any reference from the Commission, please quote Commission's reference No.		:	Under Secretary, UPSC letter No. 3/30(15)2013-RR dated 18.10.2013 and meeting held at UPSC, New Delhi on 10.04.2017 with Under Secretary (RR(II))

15	Name, addresses and telephone numbers of the Ministry's representatives with whom these proposals may be discussed, if necessary, for clarification/ early decision.	:	Principal Secretary (DM&RR), A&N Administration, Secretariat, Port Blair Phone No: 03192-233364
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Date:

Place:

Signature of the officer sending the proposal.

Telephone No. _____

ANNEXURE-3

Form to be filled by the Ministry/ Department while forwarding proposals to UPSC while proposing amendment to existing Requirement Rules

1	Name of the Post:	Not Applicable
2	Name of the Ministry/ Department:	Not Applicable
3	Reference No. in which Commission's advice on recruitment rules was conveyed:	Not Applicable
4	Date of notification of the original rules and subsequent amendments (copy of the original rules & subsequent amendments should be enclosed, duly flagged and referenced:	Not Applicable

Sl. No.	Name	Provision in the existing/ approved Rules	Revised provision proposed	Reasons for proposing revision
1.	2	3	4	5
1.	Name of the Post			
2.	No. of Posts			
3.	Classification			
4.	Scale of Pay			
5.	Selection/Non Selection			
6.	Age limit for direct recruitment			
7.	Educational & Other Qualificaitons for director recruitment			
8.	Whether educational qualifications and age limit prescribed for DR will apply to promotees			
9.	Period of probation, if any			
10.	Method of recruitment whether by DR or by promotion/deputation/absorption and percentage of the vacancy to be filled by various methods			
11.	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made			
12.	If departmental promotion committee exists what is its composition			
13.	Circumstances in which UPSC is to be consulted in making recruitment			

Signature of the officer
Sending the proposals
Telephone No. -----

Date:

Place:

Duties & Responsibilities for Assistant Director (Administration)

The Asst. Director (Admn.) shall:

- i. Coordinate with the activated Section Chiefs for planning and preparation of IAP in consultation with IC;
- ii. Ensure that decisions taken and directions issued in case of sudden disasters when the PS had not been activated are obtained from the IMO (Command Staff) and incorporated in the IAP;
- iii. Ensure collection, evaluation, and dissemination of information about the incidents including weather, environment toxicity, availability of resources etc. From concerned departments and other sources. The PS must have a databank of available resources with their locations from where it can be mobilised;
- iv. Coordinate by assessing the current situation, predicting probable course of the incident and preparing alternative strategies for the Operations by preparing the IAP. The IAP contains objectives reflecting the overall incident strategy and specific tactical actions and supporting information for the next operational period (24 hours is considered as one operational period). The plan may be oral or written. Written plan may have a number of attachments, including incident objectives, organisation assignment list IRS Form-005 (enclosed in Annexure-V), incident communication plan IRS Form-009 (enclosed in Annexure-IX), demobilisation plan IRS Form-010 (enclosed in Annexure-X), traffic plan, safety plan, and incident map etc. The major steps for preparing IAP are as follows;
 - a. Initial information and assessment of the damage and threat;
 - b. Assessment of resources required;
 - c. Formation of incident objectives and conducting strategy meetings;
 - d. Operations briefing;
 - e. Implementation of IAP;
 - f. Review of the IAP; and
 - g. Formulation of incident objectives for the next operational period, if required;
 - v. ensure that Incident Status Summary (IRS Form-002) enclosed in Annexure-II is filled and incorporated in the IAP;
- v. Ensure that Organisational Assignment List (Divisional / Group) IRS Form-005 as enclosed in Annexure – V is circulated among the Unit leaders and other responders of his Section;
- vi. Plan to activate and deactivate IRS organisational positions as appropriate, in consultation with the IC and OSC;
- vii. Determine the need for any specialised resources for the incident management;
- viii. Utilise IT solutions for pro-active planning, GIS for decision support and modelling capabilities for assessing and estimating casualties and for comprehensive response management plan;
- ix. Provide periodic projections on incident potential;
 - x. Report to the IC of any significant changes that take place in the incident status;
 - xi. Compile and display incident status summary at the ICP;
- xii. Oversee preparation and implementation of Incident Demobilisation Plan (IRS Form-010) enclosed in Annexure-X;
- xiii. Assign appropriate personnel, keeping their capabilities for the tasks in mind and maintain On Duty Officers List (IRS Form-007) for the day as enclosed in Annexure-VII;
- xiv. Ensure that record of various activities performed (IRS Form-004 enclosed in Annexure-IV) by members of Units are collected and maintained in the Unit Log (IRS Form-003) enclosed at Annexure-III; and
- xv. Perform any other duties assigned by IC.

The Asst. Director, DM (Administration) shall assist to Dy. Director in the field of situations, availability of resources and responsible for all documentation in the event of disaster (before/preset/after). He shall assist in all field during crisis situation. He also responsible for the management of establishment of Directorate of Disaster Management and extent all resources in field operations directly applicable to the accomplishment of the incident objectives.

Responsible for general supervision of the works of the Implementation Section, looks after implementation of proposals/schemes received under from NDMA, NIDM and MHA, Govt. of India. Processing of various proposals, collection and preparation of Statistics pertaining to availability of resources in these Islands and providing feed back to the monitoring Unit of the department to facilitate during operations. To report to Deputy Directors & Director (DM).

The Assistant Director, DM (Administration) is responsible for providing support in the various human resources which include recruitment, staffing, training and development and performance. He provides advice and assistance to supervisors and staff. This may include information on training needs and opportunities, job descriptions, performance reviews and departmental policies. Provide support to supervisors and staff to develop the skills and capabilities of staff. Provide advice and assistance when conducting staff performance evaluations and organize staff training sessions, workshops and activities. He is also responsible for all the procurement of Disaster Preparedness Materials, Emergency Communication Equipments and Relief Materials in order to ensure prompt and smooth procurement keeping the financial rules in mind, and resources of Directorate of DM and report to Deputy Directors & Director (DM) and any other duties that will be assigned.

Check List for referring RR proposals to UPSC

New Sl. No.	Details	Reply of Deptt		
		Yes	No	NA
1.	If the proposal is for framing RRs:-	Yes		
a.	Whether order regarding creation of post enclosed?	Yes		
b.	Whether signed copy of Annexure-II attached?	Yes		
c.	Whether, as a one time-measure, the mode of recruitment to the post was ever decided in consultation with the Commission?	Yes		
d.	If yes, please give the reference number and date of UPSC letter under which the approval of the commission was conveyed to the Ministry.	Under Secretary, UPSC letter No. 3/30(15)2013-RR dated 18.10.2013 and meeting held at UPSC, New Delhi on 10.04.2017 with Under Secretary (RR(II))		
e.	In case the post was created more than a year ago, whether a statement has been attached showing how the post is being made operational since its creation?	Yes appointed on Ad-hoc/Diverted capacity		
2	If the proposal is for amendment of existing RRs:-	Not Applicable		
a.	Whether copy of existing RRs attached?	-		
b.	Whether signed copy of Annexure-III attached?	-		
c.	Whether recruitment to the post had become in fructuous or been found difficult in the past, and if, whether it was due to any provisions of the existing RRs?	-		
e.	If yes, whether the details regarding such in fructuous cases have been provided?	-		
f.	Whether earlier reference No. of the Commission intimated	-		
3.	If the proposal is for deciding the method of recruitment as a one time measure, pending finalization of RRs:-	Yes		
a.	Whether the information in the prescribed performa has been furnished?	Yes		
b.	Whether the status of framing the RRs of the post has been indicated?	Yes		
c.	In case one time mode of recruitment is proposed for filling up a SAG level post, whether copies of the approval of the ACC and Minister-in-charge for filling up the post has been enclosed?	Not Applicable		
4.	Whether the draft 13 column schedule attached?	Yes		
5.	Whether the draft covering notification attached?	Yes		
6.	If the proposal is from a Ministry/Department:-	Department		
a.	Whether DOP&Trg had approved the proposal?	Yes		
b.	Whether the copies of the notes exchanged with DOPT&Trg.	Yes		

	Attached?	
c.	Whether the proposal has been approved by the competent authority in the Ministry/Department of Govt. of India?	No
d.	If answer to c. is yes, by whom: Minister-in-Charge/Secretary/Joint Secretary in the Ministry? (kindly refer to clause 2.1.1 of DoPT Circular)	NA
7.	If the proposal is from a UT Admn:-	Yes
a.	Whether framing/amending the RRs is within the delegated powers of the Administrator/Lt. Governor of the UT?	Yes
b.	If not, whether the proposal has been forwarded through nodal Ministry	No
8.	If the proposal is from a UT Admn. or a statutory body, whether it has been certified that the proposal has the approval of the competent authority?	Yes
9(a.)	Whether the RRs are being framed/amended to implement the judgment/direction of any court/tribunal?	No
b.	Whether any court case is involved	NA
c.	Whether the details of the case (s) have been given as per the attached performa	NA
10.	Whether the detailed list of duties attached to the post attached.	Yes
11.	Whether the detailed list of duties attached to the feeder post attached	No
12.	Whether the hierarchy chart showing the designation, pay scale and sanctioned strength of each post in the hierarchy attached?	No
13.	In case promotion has been proposed as a method of recruitment, whether existing RRs of the feeder post as well as the existing RRs of all other lower posts in the hierarchy furnished?	NA
14.	Whether alongwith promotion, deputation has been proposed under the “failing which” clause?	NA
15.	In case the post/feeder post was re-designated, whether copy of order reg. re designation of the post attached?	NA
16.	In case there is a variation in the number of post or in the number of feeder post, whether copies of orders regarding creation. Abolition of posts, as the case may be attached ?	NA
17.	In case there is a variation in the pay scale of the post or that of the feeder post, whether copies of orders regarding upgradation of the pay scale attached?	NA
18.a.	Whether it has been ensured the educational qualifications and experience proposed for direct recruitment/ deputation match with the duties and responsibilities of the post?	Yes
18 b.	Whether age limit prescribed is in order	No
18 c.	Whether provision for filling short-term vacancies made in the Recruitment Rules when direct recruitment is the only method	No
19.	Whether direct recruitment proposed under the failing which clause alongwith promotion is in order?	No
20	Whether the educational qualifications proposed for direct recruitment/deputation are in accordance with the norms prescribed in any Act or laid down by any statutory authority (eg. UGC, AICTE)	Yes
21.	Whether the term “or equivalent” has been avoided in the clause relating to educational qualifications for direct	Yes

	recruits/deputationists is accordance with para 3.8.1 of the DOPT&Trg. Guidelines dated 31.12.2010?	
22(a)	In case EQ of direct recruits are being modified and are to be applied to promotes, whether safeguards provided for feeder grade incumbents?	NA
(b)	Whether as per guidelines EQs are to be insisted upon for promotes	NA
(c)	Will EQs for Direct recruits apply to promotes (for Scientific and technical psots in Senior Time Scales and above)	NA
23 a.	Whether the quota proposed for promotion is as per the norms? (Kindly refer Clause 3.11.2 of DoPT Circular)	NA
b.	If not, the reasons for proposing higher promotion quota has been given?	NA
c.	Has composite method been proposed in cases where the firm strength of the feeder post is only one?	NA
d.	Whether counting of combined regular service in the feeder post and the next lower post for promotion has been proposed?	NA
e.	If yes, whether the reasons stated?	NA
f.	Certificate to the effect that feeder post has no other promotional avenues	NA
24 a.	Whether a provisions for training in the field relevant to the duties of the post has been incorporated while proposing the eligibility condition for promotion under col.11?	NA
b.	If no, reasons furnished?	NA
c.	If the qualifying service required for promotion is proposed to be enhance on account of the revised guidelines of DoPT&Trg. Whether a clause for retention of existing eligibility service for feeder grade incumbents has been inserted under col.11?	NA
25 a.	If deputation has been proposed as a method of recruitment, whether the field of deputation proposed is as per norms?	Yes
25 b.	Whether short term contract also included	No
25 c.	Whether along with promotion, deputation has been prescribed under the failing which clause.	No
26 a.	If re-employment of armed forces personnel (AFP) has been proposed, whether the rank of AFP indicated.	No
b.	Whether absorption has been included as a method of recruitment?	Yes
c.	If so, it has been provided that officers of only Central, State Govt. shall be eligible for consideration.	Yes
d.	Whether it has been specifically provided under col 13. That consultation with UPSC shall be necessary for considering absorption?	Yes
27 a.	Whether direct recruitment has been proposed ?	No
b.	If yes, whether promotional avenue is available for direct recruits?	No
28a.	If direct recruitment/ absorption/ re-employment of AFP have been included as methods of recruitment, Whether composition of Departmental Confirmation Committee specified?	No
28b.	Composition of DPC intimated	No
29a	Whether the proposal involves direct recruitment to a Group 'B' Non-Gazetted post?	No
b.	If yes, please mention the name of the recruiting agency	NA
c.	If recruitment is being made by an agency other than SSC, whether a copy of the no-objection certificate issued by SSC is attached?	NA

**DRAFT RECRUITMENT RULES FOR THE POST OF ASSISTANT DIRECTOR
(LOGISTICS) IN THE DIRECTORATE OF DISASTER MANAGEMENT, A&N
ADMINISTRATION**

S C H E D U L E

1.	Name of post	Assistant Director (Logistics)
2.	No. of post	1 (One)
3.	Classification	General Central Services Group 'B' Gazetted Non Ministerial
4.	Pay Band and Grade Pay/pay scale	Pay level – 9 (53100- 167800) as per 7 th CPC
5.	Whether Selection Post or Non – Selection Post	Not Applicable
6.	Age limit for direct recruits	Not Applicable
7.	Educational and other qualifications required for direct recruits	Not Applicable
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees?	Not Applicable
9.	Period of probation, if any	Not Applicable
10.	Method of recruitment, whether by direct recruitment or by promotion or by transfer on deputation/absorption and percentage of the vacancies to be filled by various methods	By Deputation/Absorption
11.	In case of recruitment by promotion or deputation /absorption, grade from which promotion / deputation /absorption is to be made	<p><u>By Deputation/Absorption</u></p> <p>Officers of Central Govt. (or Central Govt./State Govt. or Union Territories):</p> <p>(a) (i) holding analogous posts on regular basis in the parent cadre/ department; or</p> <p>(ii) With 03 (Three) years' regular service in the grade rendered after appointment in the post on regular basis in the pay level-7 (44900- 142400 as per 7 CPC in the parent cadre/ department; and</p> <p>(b) Possessing the following educational qualification and experience:-</p> <p>(i) Post Graduate Degree in Disaster Management from a recognised University; or</p> <p>(ii) Post Graduate Degree in any stream with short</p>

		<p>term (2-5 days)in service trainings on disaster management, preparedness, mitigation and capacity building from any recognized institute at State, National or International Level; and</p> <p>(iii) 03 (three) Years' Experience in the field of Disaster Management, Preparedness, Mitigation and Capacity Building.</p> <p>NOTE:</p> <p>The departmental officers in the feeder category who are in direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationist shall not be eligible for consideration for appointment by promotion. Period of the deputation including period of deputation in another ex- cadre post held immediately preceding this appointment in the same or some other organization/ department of the central govt. shall ordinarily not to exceed 3 years. The maximum age limit for appointment by deputation shall be not exceeding 56 years, as on the closing date of receipt of applications.</p>
12.	If a Departmental Promotion Committee exists, what is its composition?	NA
13.	Circumstances in which UPSC is to be consulted in making recruitment	Consultation with UPSC is necessary in each occasion.

ANNEXURE-2

Form to be filled by the Ministry/ Department while forwarding proposal to the Department of Personnel and Training and the Union Public Service Commission for framing Recruitment Rules for posts.

1	(a)	Name of the posts	:	Assistant Director (Logistics)
	(b)	Name of the Ministry/ Department.	:	Directorate of Disaster Management A&N Administration
	(c)	Number of posts.	:	01 (One)
	(d)	Scale of pay	:	Pay level – 09 (53100- 167800)as per 7 th CPC
	(e)	Class and Service to which the posts belong	:	General Central Services Group 'B' Gazetted
	(f)	Ministerial or Non-Ministerial (of F.R. 9(17))	:	Non Ministerial
2	Appointing Authority.		:	Lt. Governor (Administrator) A&N Islands
3	Duties of the post in details		:	Attached
4	Describe briefly the method (s) adopted for filling the posts hitherto.		:	<p><u>By Deputation/Absorption</u></p> <p>Officers of Central Govt. (or Central Govt./State Govt. or Union Territories):</p> <p>(a) (i) holding analogous posts on regular basis in the parent cadre/ department; or</p> <p>(ii) With 03 (Three) years' regular service in the grade rendered after appointment in the post on regular basis in the pay level-7 (44900- 142400) as per 7 CPC in the parent cadre/ department; and</p> <p>(b) Possessing the following educational qualification and experience:-</p> <p>(i) Post Graduate Degree in Disaster Management from a recognised University; or</p> <p>(ii) Post Graduate Degree in any stream with short term (2-5 days) in service trainings on disaster management, preparedness, mitigation and capacity building from any recognized institute at State, National or International Level; and</p> <p>(iii) 03 (Three) Years' Experience in the field of Disaster Management, Preparedness, Mitigation and Capacity Building.</p> <p>NOTE:</p>

			The departmental officers in the feeder category who are in direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationist shall not be eligible for consideration for appointment by promotion. Period of the deputation including period of deputation in another ex- cadre post held immediately preceding this appointment in the same or some other organization/ department of the central govt. shall ordinarily not to exceed 3 years. The maximum age limit for appointment by deputation shall be not exceeding 56 years, as on the closing date of receipt of applications.
5.	Method(s) of recruitment proposed.	:	By Deputation/Absorption
6.	If Promotion is proposed as a method of recruitment –		-
	(a) Designation and number of the posts proposed to be included in the field of promotion.	:	-
	(b) Number of years of qualifying Service proposed to be fixed before persons in the field become eligible for promotion (As per extent GoI instruction)	:	-
	(c) Percentage of vacancies in the grade proposed to be filled by promotion.	:	-
	(d) Have recruitment rules been framed for the post proposed in the field of promotion? If framed in consultation with the Commission, please quote Commission's reference No. If consultation with Commission was not required please attach a copy of rules framed.	:	-
	(e) If Recruitment were not framed for the posts in the field of promotion.		-
	(i) Please indicate briefly the method of recruitment actually adopted for filling the posts. Please also state the percentage of vacancies filled by each of the methods.	:	-
	(ii) Please state briefly the educational qualifications possessed by the persons in the field of promotion.	:	-
	(iii) In case the feeder posts are filled by promotion, the recruitment rules for the still lower posts including the lowest post to which direct recruitment is one of the methods of recruitment may be furnished.	:	-
	(f) (i) Is the promotion to be made on	:	

		Selection or Non- Selection basis?	-
		(ii)Reasons for the proposal in (i) above.	-
	(g)	If a D.P.C. exists, what is its composition?	-
	(h)	Indicate if the feeder posts are having promotion channels other than the one under consideration.	-
7		If promotion is not proposed as a method, please state why it is not considered desirable/ possible/ necessary.	Yes, being new establishment, the post to be filled up by deputation/absorption
8		If direct recruitment is proposed as method of recruitment Please state	-
	(a)	The percentage of vacancies proposed to be filled by direct recruitment.	-
	(b)	Indicate if there are any promotional avenues for the direct recruits?	-
	(c)	(i)Age for direct recruits(as per extent GoI instructions)	-
		(ii)Is age relaxation for Government Servants?	-
	(d)	Educational and other qualifications required for direct recruits. (It may please be noted that the essential qualifications prescribed are relaxable at Commission's discretion in case of candidates otherwise well qualified. <u>Essential:</u> <u>Desirable:</u>	-
	(e)	Whether essential qualifications to be prescribed are in accordance with any Act (s)? If so please quote the relevant Act (s) under which it is necessary and also supply relevant extracts from the Act(s).	-
	(f)	Has the post been advertised by the Commission in the past? If so, please quote Commission's reference No.	-
9		If Direct Recruitment is not proposed as a method, please state why it is not considered desirable/ possible/ necessary.	As suggested by the UPSC, since this post is newly created, no eligible officer would be available for promotion for the time being, therefore the Administration may consider filling up the post through deputation as a one-time measure, pending finalization of the recruitment rules.
10	(i)	If promotion and direct recruitment are both proposed as methods of recruitment, will the educational qualifications proposed for direct recruits apply in case of promotions?	-

	(ii)	If not, to what extent are the educational qualifications proposed to be relaxed in case of promotions.	:	-
11	(a)	Is deputation/absorption proposed as method of recruitment? If so, please state the reasons for the proposal. Please state clearly whether deputation or absorption or both are proposed.	:	Yes, being a new establishment the posts to be filled up by deputation/absorption .
	(b)	The percentage of vacancies proposed to be filled by this method.	:	100%
	(c)	The period to which deputation will be limited..	:	05 (Five) Years (3+1+1)
	(d)	The names of the posts of grades or services etc. from which deputation/absorption is proposed	:	-
12	(a)	If any of the methods is proposed fails, by what method are such vacancies proposed to be filled.	:	Does not arise
	(b)	Whether the recruitment rules relate to a post which has been upgraded from Group 'C' to Group 'B' or Group 'B' to Group 'A' or within the same group? If so, whether the necessary provision for initial constitution has been proposed.	:	-
	(c)	Whether the recruitment rules relate to a post, which is proposed to be downgraded? If so, whether necessary safeguards have been suggested in respect of the existing incumbents of that post?	:	-
13	(a)	Special circumstances, if any, other than those covered by the rules, in which the Commission may be required to be consulted.	:	-
	(b)	Whether the Deptt of Personnel & Training have concurred in the proposal?	:	-
14.		If these proposals are being sent in response to any reference from the Commission, please quote Commission's reference No.	:	Under Secretary, UPSC letter No. 3/30(15)2013-RR dated 18.10.2013 and meeting held at UPSC, New Delhi on 10.04.2017 with Under Secretary (RR(II))
15		Name, addresses and telephone numbers of the Ministry's representatives with whom these proposals may be discussed, if necessary, for clarification/ early decision.	:	Principal Secretary (DM&RR), A&N Administration, Secretariat, Port Blair Phone No: 03192-233364

Date:

Place:

Signature of the officer sending the proposal.
Telephone No. _____

Form to be filled by the Ministry/ Department while forwarding proposals to UPSC while proposing amendment to existing Requirement Rules

1	Name of the Post:	Not Applicable
2	Name of the Ministry/ Department:	Not Applicable
3	Reference No. in which Commission's advice on recruitment rules was conveyed:	Not Applicable
4	Date of notification of the original rules and subsequent amendments (copy of the original rules & subsequent amendments should be enclosed, duly flagged and referenced:	Not Applicable

Sl. No.	Name	Provision in the existing/ approved Rules	Revised provision proposed	Reasons for proposing revision
1.	2	3	4	5
1.	Name of the Post			
2.	No. of Posts			
3.	Classification			
4.	Scale of Pay			
5.	Selection/Non Selection			
6.	Age limit for direct recruitment			
7.	Educational & Other Qualificaitons for director recruitment			
8.	Whether educational qualifications and age limit prescribed for DR will apply to promotees			
9.	Period of probation, if any			
10.	Method of recruitment whether by DR or by promotion/deputation/absorption and percentage of the vacancy to be filled by various methods			
11.	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made			
12.	If departmental promotion committee exists what is its composition			
13.	Circumstances in which UPSC is to be consulted in making recruitment			

Signature of the officer
Sending the proposals
Telephone No. -----

Date:

Place:

Duties and Responsibilities of Assistant Director (Logistics)

The Assistant Director (logistics) shall:

- i. coordinate with the activated Section Chiefs;
- ii. provide logistic support to all incident response effort including the establishment of SA, Incident Base, Camp, Relief Camp, Helipad etc.;
- iii. participate in the development and implementation of the IAP;
- iv. keep RO and IC informed on related financial issues;
- v. ensure that Organisational Assignment List (Divisional / Group) IRS Form-005 as enclosed in Annexure – V is circulated among the Branch Directors and other responders of his Section;
- vi. request for sanction of Imprest Fund, if required;
- vii. supervise the activated Units of his Section;
- viii. ensure the safety of the personnel of his Section;
- ix. assign work locations and preliminary work tasks to Section personnel;
- x. ensure that a plan is developed to meet the logistic requirements of the IAP with the help of Comprehensive Resource Management System;
- xi. brief Branch Directors and Unit Leaders;
- xii. anticipate over all logistic requirements for relief Operations and prepare accordingly;
- xiii. constantly review the Communication Plan, Medical Plan and Traffic Plan to meet the changing requirements of the situation;
- xiv. assess the requirement of additional resources and take steps for their procurement in consultation with the RO and IC;
- xv. provide logistic support for the IDP as approved by the RO and IC;
- xvi. ensure release of resources in conformity with the IDP;
- xvii. ensure that the hiring of the requisitioned resources is properly documented and paid by the FB;
- xviii. assign appropriate personnel, keeping their capabilities for the tasks to be carried out and maintain On Duty Officers List (IRS Form-007) for the day as enclosed in Annexure-VII;
- xix. ensure that cost analysis of the total response activities is prepared;
- xx. ensure that record of various activities performed (IRS Form-004 enclosed in Annexure-IV) by members of Branches and Units are collected and maintained in the Unit Log IRS Form 003 as enclosed at Annexure-III; and
- xxi. Perform any other duties as assigned by RO or IC.

He is responsible for providing facilities, services, and material in support of occurrence of the incident. The Assistant Director participates in development and implementation of the incident plan, activates and supervises duties assigned to him. To control and to look after single-handed the work of the Zonal Office to conduct inspection of Relief Godowns, Relief Shelters and stores of Public Distribution System situated in each and every Islands and keep them ready to face any crises caused by Disasters in future. Supervise Logistics Officers in the Headquarters and Regional locations. Assist to Director (DM) in order to ensure prompt and smooth procurement keeping the financial rules in mind, Prepare draft annual budget for logistics and to report to Director (DM) and any other duties that will be assigned.

He is responsible for providing Transport facilities, services, and necessary evacuation material to the evacuation teams during in emergencies. The transportation and evacuation section works under him, depending upon the requirement it may activate up to other functional groups like Road, Water and Air and to guide the responder's roles and responsibilities of the section and its functional groups have been enumerated. He shall assists the Director (DM) in managing and directing emergency Services training activities and coordinate with the Search & Rescue and

Disaster Relief officers to ensure that training programs are adequate. Develops and implements proposals for transit system service improvements and modifications. evaluates and analyzes issues, and recommends and implements solutions for effective execution in evacuation and transportation of victims from affected areas. Provides direction and guidance in public transportation policies and priorities. Provide evacuation routes to evacuation and Transport teams. Monitors and evaluates the efficiency and effectiveness of transportation service delivery methods and procedures including operations and maintenance, monitors and assures with public transportation regulations and standards. Assist in the development of short and long range emergency transit plans, management and legislative efforts. Monitors vehicle maintenance and safety programs, resolves maintenance and service issues; assures that staff complies with safety and service standards, and adhere to policies and procedures. Analyzes and assists in the development of accident, safety, and training programs; evaluates the effectiveness of those programs. Conducts a variety of organization studies, investigations, and operational studies; recommends modifications to departmental policies, and procedures as appropriate. Assist in the development and administration of the department's budget and report to Director (DM) and any other duties that will be assigned.

Check List for referring RR proposals to UPSC

New Sl. No.	Details	Reply of Deptt		
		Yes	No	NA
1.	If the proposal is for framing RRs:-	Yes		
a	Whether order regarding creation of post enclosed?	Yes		
b.	Whether signed copy of Annexure-II attached?	Yes		
c.	Whether, as a one time-measure, the mode of recruitment to the post was ever decided in consultation with the Commission?	Yes		
d.	If yes, please give the reference number and date of UPSC letter under which the approval of the commission was conveyed to the Ministry.	Under Secretary, UPSC letter No. 3/30(15)2013-RR dated 18.10.2013 and meeting held at UPSC, New Delhi on 10.04.2017 with Under Secretary (RR(II))		
e.	In case the post was created more than a year ago, whether a statement has been attached showing how the post is being made operational since its creation?	Yes , appointed on Ad-hoc/ Diverted capacity		
2	If the proposal is for amendment of existing RRs:-	Not Applicable		
a.	Whether copy of existing RRs attached?	-		
b.	Whether signed copy of Annexure-III attached?	-		
c.	Whether recruitment to the post had become infructuous or been found difficult in the past, and if, whether it was due to any provisions of the existing RRs?	-		
e.	If yes, whether the details regarding such infructuous cases have been provided?	-		
f.	Whether earlier reference No. of the Commission intimated	-		
3.	If the proposal is for deciding the method of recruitment as a one time measure, pending finalization of RRs:-	Yes		
a.	Whether the information in the prescribed performa has been furnished?	Yes		
b.	Whether the status of framing the RRs of the post has been indicated?	Yes		
c.	In case one time mode of recruitment is proposed for filling up a SAG level post, whether copies of the approval of the ACC and Minister-in-charge for filling up the post has been enclosed?	Not Applicable		
4.	Whether the draft 13 column schedule attached?	Yes		
5.	Whether the draft covering notification attached?	Yes		
6.	If the proposal is from a Ministry/Department:-	Department		
a.	Whether DOP&Trg had approved the proposal?	Yes		
b.	Whether the copies of the notes exchanged with DOPT&Trg. Attached?	Yes		
c.	Whether the proposal has been approved by the competent authority in the Ministry/Department of Govt. of India?	No		
d.	If answer to c. is yes, by whom: Minister-in-Charge/Secretary/Joint Secretary in the Ministry? (kindly refer to	NA		

	clause 2.1.1 of DoPT Circular)	
7.	If the proposal is from a UT Admn:-	Yes
a.	Whether framing/amending the RRs us within the delegated powers of the Administrator/Lt. Governor of the UT?	Yes
b.	If not, whether the proposal has been forwarded through nodal Ministry	No
8.	If the proposal is from a UT Admn. or a statutory body, whether it has been certified that the proposal has the approval of the competent authority?	Yes
9(a.)	Whether the RRs are being framed/amended to implement the judgment/direction of any court/tribunal?	No
b.	Whether any court case is involved	NA
c.	Whether the details of the case (s) have been given as per the attached performa	NA
10.	Whether the detailed list of duties attached to the post attached.	Yes
11.	Whether the detailed list of duties attached to the feeder post attached	No
12.	Whether the hierarchy chart showing the designation, pay scale and sanctioned strength of each post in the hierarchy attached?	No
13.	In case promotion has been proposed as a method of recruitment, whether existing RRs of the feeder post as well as the existing RRs of all other lower posts in the hierarchy furnished?	NA
14.	Whether alongwith promotion, deputation has been proposed under the “failing which” clause?	NA
15.	In case the post/feeder post was re-designated, whether copy of order reg. re designation of the post attaché?	NA
16.	In case there is a variation in the number of post or in the number of feeder post, whether copies of orders regarding creation. Abolition of posts, as the case may be attached ?	NA
17.	In case there is a variation in the pay scale of the post or that of the feeder post, whether copies of orders regarding upgradation of the pay scale attached?	NA
18.a.	Whether it has been ensured the educational qualifications and experience proposed for direct recruitment/ deputation match with the duties and responsibilities of the post?	Yes
18 b.	Whether age limit prescribed is in order	No
18 c.	Whether provision for filling short-term vacancies made in the Recruitment Rules when direct recruitment is the only method	No
19.	Whether direct recruitment proposed under the failing which clause alongwith promotion is in order?	No
20	Whether the educational qualifications proposed for direct recruitment/deputation are in accordance with the norms prescribed in any Act or laid down by any statutory authority (eg. UGC, AICTE)	Yes
21.	Whether the term “or equivalent” has been avoided in the clause relating to educational qualifications for direct recruits/deputationists is accordance with para 3.8.1 of the DOPT&Trg. Guidelines dated 31.12.2010?	Yes
22(a)	In case EQ of direct recruits are being modified and are to be applied to promotes, whether safeguards provided for feeder grade incumbents?	NA

(b)	Whether as per guidelines EQs are to be insisted upon for promotes	NA
(c)	Will EQs for Direct recruits apply to promotes (for Scientific and technical posts in Senior Time Scales and above)	NA
23 a.	Whether the quota proposed for promotion is as per the norms? (Kindly refer Clause 3.11.2 of DoPT Circular)	NA
b.	If not, the reasons for proposing higher promotion quota has been given?	NA
c.	Has composite method been proposed in cases where the firm strength of the feeder post is only one?	NA
d.	Whether counting of combined regular service in the feeder post and the next lower post for promotion has been proposed?	NA
e.	If yes, whether the reasons stated?	NA
f.	Certificate to the effect that feeder post has no other promotional avenues	NA
24 a.	Whether a provisions for training in the field relevant to the duties of the post has been incorporated while proposing the eligibility condition for promotion under col.11?	NA
b.	If no, reasons furnished?	NA
c.	If the qualifying service required for promotion is proposed to be enhance on account of the revised guidelines of DoPT&Trg. Whether a clause for retention of existing eligibility service for feeder grade incumbents has been inserted under col.11?	NA
25 a.	If deputation has been proposed as a method of recruitment, whether the field of deputation proposed is as per norms?	Yes
25 b.	Whether short term contract also included	No
25 c.	Whether along with promotion, deputation has been prescribed under the failing which clause.	No
26 a.	If re-employment of armed forces personnel (AFP) has been proposed, whether the rank of AFP indicated.	No
b.	Whether absorption has been included as a method of recruitment?	Yes
c.	If so, it has been provided that officers of only Central, State Govt. shall be eligible for consideration.	Yes
d.	Whether it has been specifically provided under col 13. That consultation with UPSC shall be necessary for considering absorption?	Yes
27 a.	Whether direct recruitment has been proposed ?	No
b.	If yes, whether promotional avenue is available for direct recruits?	No
28a.	If direct recruitment/ absorption/ re-employment of AFP have been included as methods of recruitment, Whether composition of Departmental Confirmation Committee specified?	No
28b.	Composition of DPC intimated	No
29a	Whether the proposal involves direct recruitment to a Group 'B' Non-Gazetted post?	No
b.	If yes, please mention the name of the recruiting agency	NA
c.	If recruitment is being made by an agency other than SSC, whether a copy of the no-objection certificate issued by SSC is attached?	NA

**DRAFT RECRUITMENT RULES FOR THE POST OF ASSISTANT DIRECTOR
(OPERATION) IN THE DIRECTORATE OF DISASTER MANAGEMENT, A&N
ADMINISTRATION**

S C H E D U L E

1.	Name of post	Assistant Director (Operation)
2.	No. of post	1 (One)
3.	Classification	General Central Services Group 'B' Gazetted Non Ministerial
4.	Pay Band and Grade Pay/pay scale	Pay level – 09 (53100- 167800) as per 7 th CPC
5.	Whether Selection Post or Non – Selection Post	Not Applicable
6.	Age limit for direct recruits	Not Applicable
7.	Educational and other qualifications required for direct recruits	Not Applicable
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees?	Not Applicable
9.	Period of probation, if any	Not Applicable
10.	Method of recruitment, whether by direct recruitment or by promotion or by transfer on deputation/absorption and percentage of the vacancies to be filled by various methods	By Deputation/Absorption
11.	In case of recruitment by promotion or deputation /absorption, grades from which promotion / deputation /absorption to be made	<p><u>By Deputation/Absorption</u></p> <p>Officers of Central Govt. (or Central Govt./State Govt. or Union Territories):</p> <p>(a) (i) holding analogous posts on regular basis in the parent cadre/ department; or</p> <p>(ii) With 03 (Three) years' regular service in the grade rendered after appointment in the post on regular basis in the pay level-7 (44900- 142400) as per 7 CPC in the parent cadre/ department; and</p> <p>(b) Possessing the following educational qualification and experience:-</p> <p>(i) Post Graduate Degree in Disaster Management from a recognised University; or</p>

		<p>(ii) Post Graduate Degree in any stream with short term (2-5 days) in service trainings on disaster management, preparedness, mitigation and capacity building from any recognized institute at State, National or International Level; and</p> <p>(iii) 03 (three) Years' Experience in the field of Disaster Management, Preparedness, Mitigation and Capacity Building.</p> <p>NOTE:</p> <p>The departmental officers in the feeder category who are in direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationist shall not be eligible for consideration for appointment by promotion. Period of the deputation including period of deputation in another ex- cadre post held immediately preceding this appointment in the same or some other organization/ department of the central govt. shall ordinarily not to exceed 3 years. The maximum age limit for appointment by deputation shall be not exceeding 56 years, as on the closing date of receipt of applications.</p>
12.	If a Departmental Promotion Committee exists, what is its composition?	NA
13.	Circumstances in which UPSC is to be consulted in making recruitment	Consultation with UPSC is necessary in each occasion.

ANNEXURE-2

Form to be filled by the Ministry/ Department while forwarding proposal to the Department of Personnel and Training and the Union Public Service Commission for framing Recruitment Rules for posts.

1	(a)	Name of the posts	:	Assistant Director (Operation)
	(b)	Name of the Ministry/ Department.	:	Directorate of Disaster Management A&N Administration
	(c)	Number of posts.	:	01 (One)
	(d)	Scale of pay	:	Pay level – 09 (53100- 167800)as per 7 th CPC
	(e)	Class and Service to which the posts belong	:	General Central Services Group 'B' Gazetted
	(f)	Ministerial or Non-Ministerial (of F.R. 9(17))	:	Non Ministerial
2	Appointing Authority			Lt. Governor (Administrator) A&N Islands
3	Duties of the post in details			Attached
4	Describe briefly the method (s) adopted for filling the posts hitherto.			<p><u>By Deputation/Absorption</u></p> <p>Officers of Central Govt. (or Central Govt./State Govt. or Union Territories):</p> <p>(a) (i) holding analogous posts on regular basis in the parent cadre/ department; or</p> <p style="padding-left: 40px;">(ii) With 03 (Three) years regular service in the grade rendered after appointment in the post on regular basis in the pay level-7(44900-142400) as per 7 CPC in the parent cadre/ department; and</p> <p>(b) Possessing the following educational qualification and experience:-</p> <p style="padding-left: 40px;">(i) Post Graduate Degree in Disaster Management from a recognised University; or</p> <p style="padding-left: 40px;">(ii) Post Graduate Degree in any stream with short term (2-5 days) in service trainings on disaster management, preparedness, mitigation and capacity building from any recognized institute at State, National or International Level; and</p> <p style="padding-left: 40px;">(iii) 03 (three) Years Experience in the field of Disaster Management, Preparedness, Mitigation and Capacity Building.</p> <p>NOTE:</p> <p>The departmental officers in the feeder category who are in direct line of promotion will not be eligible for consideration for appointment on</p>

			deputation. Similarly, deputationist shall not be eligible for consideration for appointment by promotion. Period of the deputation including period of deputation in another ex- cadre post held immediately preceding this appointment in the same or some other organization/ department of the central govt. shall ordinarily not to exceed 3 years. The maximum age limit for appointment by deputation shall be not exceeding 56 years, as on the closing date of receipt of applications.
5.	Method(s) of recruitment proposed.	:	By Deputation/Absorption
6.	If Promotion is proposed as a method of recruitment –		-
	(a) Designation and number of the posts proposed to be included in the field of promotion.	:	-
	(b) Number of years of qualifying Service proposed to be fixed before persons in the field become eligible for promotion (as per extent GoI instructions)	:	-
	(c) Percentage of vacancies in the grade proposed to be filled by promotion.	:	-
	(d) Have recruitment rules been framed for the post proposed in the field of promotion? If framed in consultation with the Commission, please quote Commission's reference No. If consultation with Commission was not required please attach a copy of rules framed. A copy of the rules should be sent DoPT along with the proposal.	:	-
	(e) If Recruitment were not framed for the posts in the field of promotion.		-
	(i) Please indicate briefly the method of recruitment actually adopted for filling the posts. Please also state the percentage of vacancies filled by each of the methods.	:	-
	(ii) Please state briefly the educational qualifications possessed by the persons in the field of promotion.	:	-
	(iii) In case the feeder posts are filled by promotion, the recruitment rules for the still lower posts including the lowest post to which direct recruitment is one of the methods of recruitment may be furnished.	:	-
	(f) (i) Is the promotion to be made on Selection or Non- Selection basis?	:	-
	(ii) Reasons for the proposal in (i)	:	-

		above.		
	(g)	If a D.P.C. exists, what is its composition?	:	-
	(h)	Indicate if the feeder posts are having promotion channels other than the one under consideration.	:	-
7		If promotion is not proposed as a method, please state why it is not considered desirable/ possible/ na.	:	Being new establishment, the post to be filled up by deputation/absorption
8		If direct recruitment is proposed as method of recruitment Please state.	:	-
	(a)	The percentage of vacancies proposed to be filled by direct recruitment.	:	-
	(b)	Indicate if there are any promotional avenues for the direct recruits?	:	-
	(c)	(i)Age for direct recruits (as per extent GoI instructions)	:	-
		(ii)Is age relaxation for Government Servants?	:	-
	(d)	Educational and other qualifications required for direct recruits. (It may please be noted that the essential qualifications prescribed are relaxable at Commission's discretion in case of candidates otherwise well qualified. <u>Essential:</u> <u>Desirable:</u>	:	-
	(e)	Whether essential qualifications to be prescribed are in accordance with any Act (s)? If so please quote the relevant Act (s) under which it is necessary and also supply relevant extracts from the Act(s).	:	-
	(f)	Has the post been advertised by the Commission in the past? If so, please quote Commission's reference No.	:	-
9		If Direct Recruitment is not proposed as a method, please state why it is not considered desirable/ possible/ necessary.	:	As suggested by the UPSC, since this post is newly created, no eligible officer would be available for promotion for the time being, therefore the Administration may consider filling up the post through deputation as a one-time measure, pending finalization of the recruitment rules.
10	(i)	If promotion and direct recruitment are both proposed as methods of recruitment, will the educational qualifications proposed for direct recruits apply in case of promotions?	:	-
	(ii)	Is deputation/absorption proposed as method of recruitment? If so, please state the reasons for the proposal. Please state clearly whether	:	-

		deputation or absorption or both are proposed.		
11	(a)	Is deputation/absorption proposed as method of recruitment? If so, please state the reasons for the proposal. Please state clearly whether deputation or absorption or both are proposed.	:	Yes, being a new establishment the posts to be filled up by deputation/absorption .
	(b)	The percentage of vacancies proposed to be filled by this method.	:	100%
	(c)	The period to which deputation will be limited..	:	05 (Five) Years (3+1+1)
	(d)	The names of the posts of grades or services etc. from which deputation/absorption is proposed	:	-
12	(a)	If any of the methods is proposed fails, by what method are such vacancies proposed to be filled.	:	NA
	(b)	Whether the recruitment rules relate to a post which has been upgraded from Group 'C' to Group 'B' or Group 'B' to Group 'A' or within the same group? If so, whether the necessary provision for initial constitution has been proposed.	:	-
	(c)	Whether the recruitment rules relate to a post, which is proposed to be downgraded? If so, whether necessary safeguards have been suggested in respect of the existing incumbents of that post?	:	-
13	(a)	Special circumstances, if any, other than those covered by the rules, in which the Commission may be required to be consulted.	:	-
	(b)	Whether the Dept. of Personnel & Training have concurred in the proposal?	:	-
14.	If these proposals are being sent in response to any reference from the Commission, please quote Commission's reference No.		:	Under Secretary, UPSC letter No. 3/30(15)2013-RR dated 18.10.2013 and meeting held at UPSC, New Delhi on 10.04.2017 with Under Secretary (RR(II))
15	Name, addresses and telephone numbers of the Ministry's representatives with whom these proposals may be discussed, if necessary, for clarification/ early decision.		:	Principal Secretary (DM&RR), A&N Administration, Secretariat, Port Blair Phone No: 03192-233364

Date

Signature of the officer sending the proposal.

Telephone No. _____

ANNEXURE-3

Form to be filled by the Ministry/ Department while forwarding proposals to UPSC while proposing amendment to existing Requirement Rules

1	Name of the Post:	Not Applicable
2	Name of the Ministry/ Department:	Not Applicable
3	Reference No. in which Commission's advice on recruitment rules was conveyed:	Not Applicable
4	Date of notification of the original rules and subsequent amendments (copy of the original rules & subsequent amendments should be enclosed, duly flagged and referenced:	Not Applicable

Sl. No.	Name	Provision in the existing/ approved Rules	Revised provision proposed	Reasons for proposing revision
1.	2	3	4	5
1.	Name of the Post			
2.	No. of Posts			
3.	Classification			
4.	Scale of Pay			
5.	Selection/Non Selection			
6.	Age limit for direct recruitment			
7.	Educational & Other Qualificaitons for director recruitment			
8.	Whether educational qualifications and age limit prescribed for DR will apply to promotees			
9.	Period of probation, if any			
10.	Method of recruitment whether by DR or by promotion/deputation/absorption and percentage of the vacancy to be filled by various methods			
11.	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made			
12.	If departmental promotion committee exists what is its composition			
13.	Circumstances in which UPSC is to be consulted in making recruitment			

Signature of the officer

Sending the proposals

Telephone No. -----

Date:

Place:

Duties and Responsibilities of Assistant Director (Operations)

The Assistant Director (Ops.) Shall:

- i. coordinate with the activated Section Chiefs;
- ii. manage all field operations for the accomplishment of the incident objectives;
- iii. ensure the overall safety of personnel involved in the OS and the affected communities;
- iv. deploy, activate, expand and supervise organisational elements (Branch, Division, Group, etc.) in his Section in consultation with IC and in accordance with the IAP;
- v. assign appropriate personnel, keeping their capabilities for the task in mind and maintain On Duty Officers list (IRS Form-007) for the day as enclosed in Annexure-VII;
- vi. request IC for providing a Deputy OSC for assistance, if required;
- vii. brief the personnel in OS at the beginning of each operational period;
- viii. ensure resolution of all conflicts, information sharing, coordination and cooperation between the various Branches of his Section;
- ix. prepare Section Operational Plan in accordance with the IAP; if required;
- x. suggest expedient changes in the IAP to the IC;
- xi. consult the IC from time-to-time and keep him fully briefed;
- xii. determine the need for additional resources and place demands accordingly and ensure their arrival;
- xiii. ensure record of various activities performed (IRS Form-004 enclosed in Annexure-IV) by members of Branches, Divisions, Units/Groups are collected and maintained in the Unit Log IRS Form-003 and
- xiv. perform such other duties as assigned by RO / IC.

The Assistant Director, DM (Operation) is responsible for linking up the overall emergency communication System of Directorate of Disaster Management and all Emergency Operation Centres of A&N Islands. He/She shall Design, Develop and Programming, System Administration, Database Administration, Network operation & Management. He/She shall maintain all the emergency communication link with Indian National Institute of Ocean Information Services, Disaster Management Control Room with Disaster Management System (DMS). He /She shall also have the responsibility to link up with Indian Tsunami Early Warning System developed by the INCOIS. All correspondence with National Disaster Management Authorities (NDMA). Preparedness towards Orientation-cum-Coordination Conference and arrangements for Table Top Exercises for the Mock Drill on Earthquake, First Aid and towards Safety workshops and training. He/She shall be responsible for disseminate the incident reports , hazards report and disaster report in case of any earthquake to the authorities of State Disaster Management Authority, UT Disaster Management Executive Committee and to Ministry of Home Affairs. He/She shall also organise training programme with the village voluntary task forces in coordination with the Non-Governmental Organisations. He/She is responsible for overall control of the State Control Room and its coordination with all other means of emergency communication.

Overall supervision of works related to Installation, Operation and Maintenance of the Computer System and Emergency Communication Programme works of the department. Provide

assistance and Training to users in day-to-day communication network. Management of Data in a Client/Server Computer System. General supervision of works of the Communication Section in DM and report to Director (DM) and any other duties that will be assigned. He/She shall be responsible for creating a web based window programme for the Directorate of Disaster Management in Andaman and Nicobar Islands.

He/She shall also coordinate and update the functions of the available communication in these Islands in support of the VSAT communication and DCN (Development of Communication Network) and the network developed by the Dr. B.R. Ambedkar Institute of Technology, Port Blair and with installation of VOIP linkup with 45 stations at Mainland and MHA, NDMA, NIDM, INCOIS, NIOT, ISRO IMD and other agencies.

Check List for referring RR proposals to UPSC

New Sl. No.	Details	Reply of Deptt		
		Yes	No	NA
1.	If the proposal is for framing RRs:-	Yes		
a.	Whether order regarding creation of post enclosed?	Yes		
b.	Whether signed copy of Annexure-II attached?	Yes		
c.	Whether, as a one time-measure, the mode of recruitment to the post was ever decided in consultation with the Commission?	Yes		
d.	If yes, please give the reference number and date of UPSC letter under which the approval of the commission was conveyed to the Ministry.	Under Secretary, UPSC letter No. 3/30(15)2013-RR dated 18.10.2013 and meeting held at UPSC, New Delhi on 10.04.2017 with Under Secretary (RR(II))		
e.	In case the post was created more than a year ago, whether a statement has been attached showing how the post is being made operational since its creation?	Yes, appointed on Ad-hoc/ Diverted capacity		
2	If the proposal is for amendment of existing RRs:-	Not Applicable		
a.	Whether copy of existing RRs attached?	-		
b.	Whether signed copy of Annexure-III attached?	-		
c.	Whether recruitment to the post had become infructuous or been found difficult in the past, and if, whether it was due to any provisions of the existing RRs?	-		
e.	If yes, whether the details regarding such infructuous cases have been provided?	-		
f.	Whether earlier reference No. of the Commission intimated	-		
3.	If the proposal is for deciding the method of recruitment as a one time measure, pending finalization of RRs:-	Yes		
a.	Whether the information in the prescribed performa has been furnished?	Yes		
b.	Whether the status of framing the RRs of the post has been indicated?	Yes		
c.	In case one time mode of recruitment is proposed for filling up a SAG level post, whether copies of the approval of the ACC and Minister-in-charge for filling up the post has been enclosed?	Not Applicable		
4.	Whether the draft 13 column schedule attached?	Yes		
5.	Whether the draft covering notification attached?	Yes		
6.	If the proposal is from a Ministry/Department:-	Department		
a.	Whether DOP&Trg had approved the proposal?	Yes		
b.	Whether the copies of the notes exchanged with DOPT&Trg. Attached?	Yes		
c.	Whether the proposal has been approved by the competent authority in the Ministry/Department of Govt. of India?	No		
d.	If answer to c. is yes, by whom: Minister-in-Charge/Secretary/Joint Secretary in the Ministry? (kindly refer to clause 2.1.1 of DoPT Circular)	NA		
7.	If the proposal is from a UT Admn:-	Yes		

a.	Whether framing/amending the RRs us within the delegated powers of the Administrator/Lt. Governor of the UT?	Yes
b.	If not, whether the proposal has been forwarded through nodal Ministry	No
8.	If the proposal is from a UT Admn. or a statutory body, whether it has been certified that the proposal has the approval of the competent authority?	Yes
9(a.)	Whether the RRs are being framed/amended to implement the judgment/direction of any court/tribunal?	No
b.	Whether any court case is involved	NA
c.	Whether the details of the case (s) have been given as per the attached performa	NA
10.	Whether the detailed list of duties attached to the post attached.	Yes
11.	Whether the detailed list of duties attached to the feeder post attached	No
12.	Whether the hierarchy chart showing the designation, pay scale and sanctioned strength of each post in the hierarchy attached?	No
13.	In case promotion has been proposed as a method of recruitment, whether existing RRs of the feeder post as well as the existing RRs of all other lower posts in the hierarchy furnished?	NA
14.	Whether alongwith promotion, deputation has been proposed under the “failing which” clause?	NA
15.	In case the post/feeder post was re-designated, whether copy of order reg. re designation of the post attaché?	NA
16.	In case there is a variation in the number of post or in the number of feeder post, whether copies of orders regarding creation. Abolition of posts, as the case may be attached ?	NA
17.	In case there is a variation in the pay scale of the post or that of the feeder post, whether copies of orders regarding upgradation of the pay scale attached?	NA
18.a.	Whether it has been ensured the educational qualifications and experience proposed for direct recruitment/ deputation match with the duties and responsibilities of the post?	Yes
18 b.	Whether age limit prescribed is in order	No
18 c.	Whether provision for filling short-term vacancies made in the Recruitment Rules when direct recruitment is the only method	No
19.	Whether direct recruitment proposed under the failing which clause alongwith promotion is in order?	No
20	Whether the educational qualifications proposed for direct recruitment/deputation are in accordance with the norms prescribed in any Act or laid down by any statutory authority (eg. UGC, AICTE)	Yes
21.	Whether the term “or equivalent” has been avoided in the clause relating to educational qualifications for direct recruits/deputationists is accordance with para 3.8.1 of the DOPT&Trg. Guidelines dated 31.12.2010?	Yes
22(a)	In case EQ of direct recruits are being modified and are to be applied to promotes, whether safeguards provided for feeder grade incumbents?	NA
(b)	Whether as per guidelines EQs are to be insisted upon for promotes	NA
(c)	Will EQs for Direct recruits apply to promotes (for Scientific and technical psots in Senior Time Scales and above)	NA

23 a.	Whether the quota proposed for promotion is as per the norms? (Kindly refer Clause 3.11.2 of DoPT Circular)	NA
b.	If not, the reasons for proposing higher promotion quota has been given?	NA
c.	Has composite method been proposed in cases where the firm strength of the feeder post is only one?	NA
d.	Whether counting of combined regular service in the feeder post and the next lower post for promotion has been proposed?	NA
e.	If yes, whether the reasons stated?	NA
f.	Certificate to the effect that feeder post has no other promotional avenues	NA
24 a.	Whether a provisions for training in the field relevant to the duties of the post has been incorporated while proposing the eligibility condition for promotion under col.11?	NA
b.	If no, reasons furnished?	NA
c.	If the qualifying service required for promotion is proposed to be enhance on account of the revised guidelines of DoPT&Trg. Whether a clause for retention of existing eligibility service for feeder grade incumbents has been inserted under col.11?	NA
25 a.	If deputation has been proposed as a method of recruitment, whether the field of deputation proposed is as per norms?	Yes
25 b.	Whether short term contract also included	No
25 c.	Whether along with promotion, deputation has been prescribed under the failing which clause.	No
26 a.	If re-employment of armed forces personnel (AFP) has been proposed, whether the rank of AFP indicated.	No
b.	Whether absorption has been included as a method of recruitment?	Yes
c.	If so, it has been provided that officers of only Central, State Govt. shall be eligible for consideration.	Yes
d.	Whether it has been specifically provided under col 13. That consultation with UPSC shall be necessary for considering absorption?	Yes
27 a.	Whether direct recruitment has been proposed ?	No
b.	If yes, whether promotional avenue is available for direct recruits?	No
28a.	If direct recruitment/ absorption/ re-employment of AFP have been included as methods of recruitment, Whether composition of Departmental Confirmation Committee specified?	No
28b.	Composition of DPC intimated	No
29a	Whether the proposal involves direct recruitment to a Group 'B' Non-Gazetted post?	No
b.	If yes, please mention the name of the recruiting agency	NA
c.	If recruitment is being made by an agency other than SSC, whether a copy of the no-objection certificate issued by SSC is attached?	NA

**RECRUITMENT RULES FOR THE POST OF SAFETY OFFICER IN THE DIRECTORATE
OF DISASTER MANAGEMENT, A&N ADMINISTRATION****S C H E D U L E**

1.	Name of post	Safety officer
2.	No. of post	1 (one)
3.	Classification	General Central Services Group 'B', Gazetted, Non-Ministerial
4.	Pay Band and Grade Pay/pay scale	Pay level – 08(47600-151100) as per 7 th CPC
5.	Whether Selection Post or Non – Selection Post	Not Applicable
6.	Age limit for direct recruits	Not Applicable
7.	Educational and other qualifications required for direct recruits	Not Applicable
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees?	Not Applicable
9.	Period of probation, if any	Not Applicable
10.	Method of recruitment, whether by direct recruitment or by promotion or by transfer on deputation/absorption and percentage of the vacancies to be filled by various methods	By Deputation/Absorption
11.	In case of recruitment by promotion or deputation /absorption, grades from which promotion / deputation /absorption to be made	<p><u>By Deputation/Absorption</u></p> <p>Officers of Central Govt. (or Central Govt./State Govt. or Union Territories):</p> <p>(a) (i) holding analogous posts on regular basis in the parent cadre/ department; or</p> <p>(ii) With 06 (Six) years regular service in the grade rendered after appointment in the post on regular basis in the Pay level -6 (35400-112400) as per 7 CPC in the parent cadre/ department; and</p> <p>(b) Possessing the following educational qualification and experience:-</p> <p>(i) Bachelor Degree in any stream from a recognised university with Diploma (01 Year) in Disaster Management; or</p> <p>(ii) Bachelor Degree in any stream with short term (2-5 days) in-service trainings on disaster management, preparedness, mitigation and capacity building from any recognized institute at State, National or International</p>

		<p>Level; and</p> <p>(iii) 02 (Two) Years' Experience in the field of Disaster Management, Preparedness, Mitigation and Capacity Building.</p> <p>NOTE:</p> <p>The departmental officers in the feeder category who are in direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationist shall not be eligible for consideration for appointment by promotion. Period of the deputation including period of deputation in another ex- cadre post held immediately preceding this appointment in the same or some other organization/ department of the central govt. shall ordinarily not to exceed 3 years. The maximum age limit for appointment by deputation shall be not exceeding 56 years, as on the closing date of receipt of applications.</p>
12.	If a Departmental Promotion Committee exists, what is its composition?	NA
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

ANNEXURE-2

Form to be filled by the Ministry/ Department while forwarding proposal to the Department of Personnel and Training and the Union Public Service Commission for framing Recruitment Rules for posts.

1	(a)	Name of the posts	:	Safety Officer
	(b)	Name of the Ministry/ Department.	:	Directorate of Disaster Management A&N Administration
	(c)	Number of posts.	:	01 (One)
	(d)	Scale of pay	:	Pay level – 08(47600-151100) as per 7 th CPC
	(e)	Class and Service to which the posts belong	:	Group ‘B’ “General Central Services Gazetted’
	(f)	Ministerial or Non-Ministerial (of F.R. 9(17))	:	Non Ministerial
2	Appointing Authority			: Lt. Governor (Administrator) A&N Islands
3	Duties of the post in details			: Attached
4.	Describe briefly the method (s) adopted for filling the posts hitherto.			<p><u>By Deputation/Absorption</u></p> <p>Officers of Central Govt. (or Central Govt./State Govt. or Union Territories):</p> <p>(a) (i) holding analogous posts on regular basis in the parent cadre/ department; or</p> <p>(ii) With 06(Six) years’ regular service in the grade rendered after appointment in the post on regular basis in the Pay level -6 (35400-112400) as per 7 CPC in the parent cadre/ department; and</p> <p>(b) Possessing the following educational qualification and experience:-</p> <p>(i) Bachelor Degree in any stream from a recognised university with Diploma (01 Year) in Disaster Management; or</p> <p>(ii) Bachelor Degree in any stream with short term (2-5 days) in-service trainings on disaster management, preparedness, mitigation and capacity building from any recognized institute at State, National or International Level; and</p> <p>(iii) 02 (Two) Years’ Experience in the field of Disaster Management, Preparedness, Mitigation and Capacity Building.</p>

			NOTE: The departmental officers in the feeder category who are in direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationist shall not be eligible for consideration for appointment by promotion. Period of the deputation including period of deputation in another ex- cadre post held immediately preceding this appointment in the same or some other organization/ department of the central govt. shall ordinarily not to exceed 3 years. The maximum age limit for appointment by deputation shall be not exceeding 56 years, as on the closing date of receipt of applications.
5.	Method(s) of recruitment proposed.	:	By Deputation/Absorption
6.	If Promotion is proposed as a method of recruitment –		-
	(a) Designation and number of the posts proposed to be included in the field of promotion.	:	-
	(b) Number of years of qualifying Service proposed to be fixed before persons in the field become eligible for promotion (as per extent GoI instructions)	:	-
	(c) Percentage of vacancies in the grade proposed to be filled by promotion.	:	-
	(d) Have recruitment rules been framed for the post proposed in the field of promotion? If framed in consultation with the Commission, please quote Commission's reference No. If consultation with Commission was not required please attach a copy of rules framed. A copy of the rules should be sent DoPT along with the proposal.	:	-
	(e) If Recruitment were not framed for the posts in the field of promotion.		-
	(i) Please indicate briefly the method of recruitment actually adopted for filling the posts. Please also state the percentage of vacancies filled by each of the methods.	:	-
	(ii) Please state briefly the educational qualifications possessed by the persons in the field of promotion.	:	-
	(iii) In case the feeder posts are filled by promotion, the recruitment rules	:	-

		for the still lower posts including the lowest post to which direct recruitment is one of the methods of recruitment may be furnished.		
	(f)	(i)Is the promotion to be made on Selection or Non- Selection basis?	:	-
		(ii)Reasons for the proposal in (i) above.	:	-
	(g)	If a D.P.C. exists, what is its composition?	:	-
	(h)	Indicate if the feeder posts are having promotion channels other than the one under consideration.	:	-
7		If promotion is not proposed as a method, please state why it is not considered desirable/ possible/ necessary.	:	Being an isolated post and new establishment, the post to be filled up by deputation/absorption
8		If direct recruitment is proposed as method of recruitment Please state.	:	-
	(a)	The percentage of vacancies proposed to be filled by direct recruitment.	:	-
	(b)	Indicate if there are any promotional avenues for the direct recruits?	:	
	(c)	(i)Age for direct recruits (as per extent GoI instructions)	:	-
		(ii)Is age relaxation for Government Servants?	:	-
	(d)	Educational and other qualifications required for direct recruits. (It may please be noted that the essential qualifications prescribed are relaxable at Commission's discretion in case of candidates otherwise well qualified. <u>Essential:</u> <u>Desirable:</u>	:	-
	(e)	Whether essential qualifications to be prescribed are in accordance with any Act (s)? If so please quote the relevant Act (s) under which it is necessary and also supply relevant extracts from the Act(s).	:	-
	(f)	Has the post been advertised by the Commission in the past? If so, please quote Commission's reference No.	:	-
9		If Direct Recruitment is not proposed as a method, please state why it is not considered desirable/ possible/ necessary.	:	As suggested by the UPSC, since this post is newly created, no eligible officer would be available for promotion for the time being, therefore the Administration may consider filling up the post through deputation as a one-time measure, pending finalization of the

				recruitment rules.
10	(i)	If promotion and direct recruitment are both proposed as methods of recruitment, will the educational qualifications proposed for direct recruits apply in case of promotions?	:	-
	(ii)	If not, to what extent are the educational qualifications proposed to be relaxed in case of promotions?	:	-
11	(a)	Is deputation/absorption proposed as method of recruitment? If so, please state the reasons for the proposal. Please state clearly whether deputation or absorption or both are proposed.	:	Yes, being a new establishment the posts to be filled up by deputation/absorption .
	(b)	The percentage of vacancies proposed to be filled by this method.	:	100%
	(c)	The period to which deputation will be limited..	:	05 (Five) Years (3+1+1)
	(d)	The names of the posts of grades or services etc. from which deputation/absorption is proposed	:	-
12	(a)	If any of the methods is proposed fails, by what method are such vacancies proposed to be filled.	:	Does Not arise
	(b)	Whether the recruitment rules relate to a post which has been upgraded from Group 'C' to Group 'B' or Group 'B' to Group 'A' or within the same group? If so, whether the necessary provision for initial constitution has been proposed.	:	-
	(c)	Whether the recruitment rules relate to a post, which is proposed to be downgraded? If so, whether necessary safeguards have been suggested in respect of the existing incumbents of that post?	:	-
13	(a)	Special circumstances, if any, other than those covered by the rules, in which the Commission may be required to be consulted.	:	-
	(b)	Whether the Dept. of Personnel & Training have concurred in the proposal?	:	-
14.	If these proposals are being sent in response to any reference from the Commission, please quote Commission's reference No.		:	Under Secretary, UPSC letter No. 3/30(15)2013-RR dated 18.10.2013 and meeting held at UPSC, New Delhi on 10.04.2017 with Under Secretary (RR(II))
15	Name, addresses and telephone numbers of the Ministry's representatives with whom		:	Principal Secretary (DM&RR), A&N Administration, Secretariat, Port Blair

	these proposals may be discussed, if necessary, for clarification/ early decision.		Phone No: 03192-233364
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Date:

Place:

Signature of the officer sending the proposal.

Telephone No. _____

ANNEXURE-3

Form to be filled by the Ministry/ Department while forwarding proposals to UPSC while proposing amendment to existing Requirement Rules

1	Name of the Post:	Not Applicable
2	Name of the Ministry/ Department:	Not Applicable
3	Reference No. in which Commission's advice on recruitment rules was conveyed:	Not Applicable
4	Date of notification of the original rules and subsequent amendments (copy of the original rules & subsequent amendments should be enclosed, duly flagged and referenced:	Not Applicable

Sl. No.	Name	Provision in the existing/ approved Rules	Revised provision proposed	Reasons for proposing revision
1.	2	3	4	5
1.	Name of the Post			
2.	No. of Posts			
3.	Classification			
4.	Scale of Pay			
5.	Selection/Non Selection			
6.	Age limit for direct recruitment			
7.	Educational & Other Qualificaitons for director recruitment			
8.	Whether educational qualifications and age limit prescribed for DR will apply to promotees			
9.	Period of probation, if any			
10.	Method of recruitment whether by DR or by promotion/deputation/absorption and percentage of the vacancy to be filled by various methods			
11.	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made			
12.	If departmental promotion committee exists what is its composition			
13.	Circumstances in which UPSC is to be consulted in making recruitment			

Signature of the officer
Sending the proposals
Telephone No. -----

Date:

Place:

Duties & Responsibilities of Safety Officer

The Safety Officer shall:

- i. Recommend measures for assuring safety of responders and to assess or anticipate hazardous and unsafe situations and review it regularly;
- ii. Ask for assistants and assign responsibilities as required;
- iii. Participate in planning meetings for preparation of IAP;
- iv. Review the IAP for safety implications;
- v. Obtain details of accidents that have occurred within the incident area if required or as directed by IC and inform the appropriate authorities;
- vi. Review and approve the Site Safety Plan, as and when required;
- vii. Maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV); and
- viii. Perform such other duties as assigned by IC.

The safety officer's function is to develop and recommend measures for assuring the safety of personal, and to assess anticipate hazardous and unsafe situations. The Safety Officer shall exercise authority to stop or prevent unsafe acts and may also give general advice/guidelines for safety during crisis time.

He shall ask for assistance and assigned responsibilities as and when required. He shall participate in planning meetings for preparation of incident action plan during crisis and review the incident action plan for safety implications. The safety officer may also obtain details of accidents that have occurred. If required inform the appropriate authorities.

He shall perform safety audit of Health, Fire and natural hazards in A&N Islands and other duties as assigned by the authority concerned and maintain records of various activities performed and report to Assistant Directors, Deputy Director & Director (DM) and any other duties that will be assigned.

Check List for referring RR proposals to UPSC

New Sl. No.	Details	Reply of Deptt		
		Yes	No	NA
1.	If the proposal is for framing RRs:-	Yes		
a	Whether order regarding creation of post enclosed?	Yes		
b.	Whether signed copy of Annexure-II attached?	Yes		
c.	Whether, as a one time-measure, the mode of recruitment to the post was ever decided in consultation with the Commission?	Yes		
d.	If yes, please give the reference number and date of UPSC letter under which the approval of the commission was conveyed to the Ministry.	Under Secretary, UPSC letter No. 3/30(15)2013-RR dated 18.10.2013 and meeting held at UPSC, New Delhi on 10.04.2017 with Under Secretary (RR(II))		
e.	In case the post was created more than a year ago, whether a statement has been attached showing how the post is being made operational since its creation?	Yes on Ad-hoc/ Diverted		
2	If the proposal is for amendment of existing RRs:-	Not Applicable		
a.	Whether copy of existing RRs attached?	-		
b.	Whether signed copy of Annexure-III attached?	-		
c.	Whether recruitment to the post had become infructuous or been found difficult in the past, and if, whether it was due to any provisions of the existing RRs?	-		
e.	If yes, whether the details regarding such infructuous cases have been provided?	-		
f.	Whether earlier reference No. of the Commission intimated	-		
3.	If the proposal is for deciding the method of recruitment as a onetime measure, pending finalization of RRs:-	Yes		
a.	Whether the information in the prescribed performa has been furnished?	Yes		
b.	Whether the status of framing the RRs of the post has been indicated?	Yes		
c.	In case one time mode of recruitment is proposed for filling up a SAG level post, whether copies of the approval of the ACC and Minister-in-charge for filling up the post has been enclosed?	Not Applicable		
4.	Whether the draft 13 column schedule attached?	Yes		
5.	Whether the draft covering notification attached?	Yes		
6.	If the proposal is from a Ministry/Department:-	Department		
a.	Whether DOP&Trg had approved the proposal?	Yes		
b.	Whether the copies of the notes exchanged with DOPT&Trg. Attached?	Yes		
c.	Whether the proposal has been approved by the competent authority in the Ministry/Department of Govt. of India?	No		
d.	If answer to c. is yes, by whom: Minister-in-Charge/Secretary/Joint	NA		

	Secretary in the Ministry? (kindly refer to clause 2.1.1 of DoPT Circular)	
7.	If the proposal is from a UT Admn:-	Yes
a.	Whether framing/amending the RRs us within the delegated powers of the Administrator/Lt. Governor of the UT?	Yes
b.	If not, whether the proposal has been forwarded through nodal Ministry	No
8.	If the proposal is from a UT Admn. or a statutory body, whether it has been certified that the proposal has the approval of the competent authority?	Yes
9(a.)	Whether the RRs are being framed/amended to implement the judgment/direction of any court/tribunal?	No
b.	Whether any court case is involved	NA
c.	Whether the details of the case (s) have been given as per the attached performa	NA
10.	Whether the detailed list of duties attached to the post attached.	Yes
11.	Whether the detailed list of duties attached to the feeder post attached	No
12.	Whether the hierarchy chart showing the designation, pay scale and sanctioned strength of each post in the hierarchy attached?	No
13.	In case promotion has been proposed as a method of recruitment, whether existing RRs of the feeder post as well as the existing RRs of all other lower posts in the hierarchy furnished?	NA
14.	Whether alongwith promotion, deputation has been proposed under the “failing which” clause?	NA
15.	In case the post/feeder post was re-designated, whether copy of order reg. re designation of the post attaché?	NA
16.	In case there is a variation in the number of post or in the number of feeder post, whether copies of orders regarding creation. Abolition of posts, as the case may be attached ?	NA
17.	In case there is a variation in the pay scale of the post or that of the feeder post, whether copies of orders regarding upgradation of the pay scale attached?	NA
18.a.	Whether it has been ensured the educational qualifications and experience proposed for direct recruitment/ deputation match with the duties and responsibilities of the post?	Yes
18 b.	Whether age limit prescribed is in order	No
18 c.	Whether provision for filling short-term vacancies made in the Recruitment Rules when direct recruitment is the only method	No
19.	Whether direct recruitment proposed under the failing which clause alongwith promotion is in order?	No
20	Whether the educational qualifications proposed for direct recruitment/deputation are in accordance with the norms prescribed in any Act or laid down by any statutory authority (eg. UGC, AICTE)	Yes
21.	Whether the term “or equivalent” has been avoided in the clause relating to educational qualifications for direct recruits/deputationists is accordance with para 3.8.1 of the DOPT&Trg. Guidelines dated 31.12.2010?	Yes
22(a)	In case EQ of direct recruits are being modified and are to be applied to promotes, whether safeguards provided for feeder grade	NA

	incumbents?	
(b)	Whether as per guidelines EQs are to be insisted upon for promotes	NA
(c)	Will EQs for Direct recruits apply to promotes (for Scientific and technical posts in Senior Time Scales and above)	NA
23 a.	Whether the quota proposed for promotion is as per the norms? (Kindly refer Clause 3.11.2 of DoPT Circular)	NA
b.	If not, the reasons for proposing higher promotion quota has been given?	NA
c.	Has composite method been proposed in cases where the firm strength of the feeder post is only one?	NA
d.	Whether counting of combined regular service in the feeder post and the next lower post for promotion has been proposed?	NA
e.	If yes, whether the reasons stated?	NA
f.	Certificate to the effect that feeder post has no other promotional avenues	NA
24 a.	Whether a provisions for training in the field relevant to the duties of the post has been incorporated while proposing the eligibility condition for promotion under col.11?	NA
b.	If no, reasons furnished?	NA
c.	If the qualifying service required for promotion is proposed to be enhance on account of the revised guidelines of DoPT&Trg. Whether a clause for retention of existing eligibility service for feeder grade incumbents has been inserted under col.11?	NA
25 a.	If deputation has been proposed as a method of recruitment, whether the field of deputation proposed is as per norms?	Yes
25 b.	Whether short term contract also included	No
25 c.	Whether along with promotion, deputation has been prescribed under the failing which clause.	No
26 a.	If re-employment of armed forces personnel (AFP) has been proposed, whether the rank of AFP indicated.	No
b.	Whether absorption has been included as a method of recruitment?	Yes
c.	If so, it has been provided that officers of only Central, State Govt. shall be eligible for consideration.	Yes
d.	Whether it has been specifically provided under col 13. That consultation with UPSC shall be necessary for considering absorption?	Yes
27 a.	Whether direct recruitment has been proposed ?	No
b.	If yes, whether promotional avenue is available for direct recruits?	No
28a.	If direct recruitment/ absorption/ re-employment of AFP have been included as methods of recruitment, Whether composition of Departmental Confirmation Committee specified?	No
28b.	Composition of DPC intimated	No
29a	Whether the proposal involves direct recruitment to a Group 'B' Non-Gazetted post?	No
b.	If yes, please mention the name of the recruiting agency	NA
c.	If recruitment is being made by an agency other than SSC, whether a copy of the no-objection certificate issued by SSC is attached?	NA