

**SCHEDULE- I**

|     |                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.  | Name of the Post.                                                                                                                                               | <b>DEPUTY CONTROLLER (EXAMS)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 2.  | No. of Post                                                                                                                                                     | 01 (One)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 3.  | Classification                                                                                                                                                  | Group 'A'                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 4.  | Scale of Pay                                                                                                                                                    | Level 12 (GP 7600) (Current month DA as applicable) or<br>Level 13 (GP 8700) at appropriate stage (Current month DA as applicable) provided he/she has completed 5 years of service in the pre-revised pay scale of Rs. 37400-67000 GP 8700                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 5   | Whether selection or non-selection post                                                                                                                         | Not Applicable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 6   | Age limit for direct recruits                                                                                                                                   | Preferably below 50 Years                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 7   | Educational and other qualifications required for the direct recruits.                                                                                          | <p><b>Essential:</b> A Master degree or equivalent in any discipline with at least 55% marks or its equivalent Grade of B in the UGC seven point's scale and consistently good academic record set out in these Regulations.</p> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>i. At least Nine years experience as Assistant Professor in the AGP of Rs. 6000 and above with experience in education Administration or</li> <li>ii. Comparable experience in research establishment and/or/ other institutions or higher education or</li> <li>iii. 5 years of administrative experience as Assistant Registrar or supervisory capacity in a Govt. office/ University / technological institution or an organization of repute which may include activities related to examinations, academics, establishment, general administration, R&amp;D student affairs, accounts etc.</li> </ul> <p><b>Desirable:</b> (i) A degree in Management/ Engineering from a recognized University/ Institute. ii) Experience of computer applications/e-office system.</p> |
| 8.  | Whether age and educational qualification prescribed for direct recruitment 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 deputation/absorption & % (percentage) of the posts to be filled by various methods. | Direct Recruitment on Short term contract/Deputation for tenure of two years or till attaining the age of 62 years, whichever is earlier. (Eligible for reappointment after observance of due selection process)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 11. | In case of recruitment by                                                                                                                                       | Employees of the Institute serving as Section officer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

|     |                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-----|-----------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     | deputation grades from which deputation to be made.                   | <p>with 8 years' experience in G P of Rs.4600/- Deputation/ Transfer on Deputation/ on Contract/ Tenure basis Officers under the Central/ State Governments/ Universities/ Recognized Research Institutes or Institutes of national importance or Universities/ University level Institution or PSU/ Industry:-</p> <p>a. i) Holding analogous post or<br/>ii) With at least 8 years' regular service in posts with GP of Rs.5400/- or equivalent; and having experience in administration, establishment and accounts matters.</p> <p>b. Possessing educational qualification and experience as prescribed in Sl. 7.</p>                                                                                                                                                                                                                                                                                  |
| 12. | If a DPC exists, what is its composition                              | <p>DPC - Not Applicable</p> <p><b>Composition of Search cum Selection Committee:</b></p> <ol style="list-style-type: none"> <li>1. Vice Chancellor - <b>Chairperson</b></li> <li>2. Registrar- <b>Member</b></li> <li>3. A nominee of Secretary(Edn) A&amp;N Administration who shall be a person of academic eminence - <b>Member</b></li> <li>4. Two members of Executive Council nominated by it- <b>Member</b></li> <li>5. One person not in service of the university nominated by Executive Council</li> <li>6. A representative of SC/ST/OBC/Minority/ Women /Differently abled categories, if any of candidate(s) representing these categories is /are the applicants and if any of the above members of the selection committee do not belong to that category to be nominated by Vice Chancellor</li> </ol> <p><b>From above 2,3 and 4 at least three of them should attend the meeting</b></p> |
| 13. | Circumstances in which UPSC is to be consulted in making recruitment. | Not Applicable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

## **SCHEDULE**

### **RECRUITMENT RULES FOR THE POST OF ACCOUNTANT IN THE A & N ADMINISTRATION**

|    |                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|----|----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1  | Name of post                                                                                                   | Accountant                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 2  | No of post                                                                                                     | 02 (Two) *2023<br>*(Subject to variation dependent on workload)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 3  | Classification                                                                                                 | Group 'C' (Municipal Services), Non-Gazetted                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 4  | Pay Level in the Pay Matrix                                                                                    | Level-5 (Rs. 29200-92300)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 5  | Whether selection post or no-selection post?                                                                   | Not applicable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 6  | Age limit for direct recruits                                                                                  | 18-33 years for Male<br>18-38 years for Female<br>(Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by the Central Govt.)<br><b><u>Note:</u></b><br>The crucial date for determining the age limit shall be the closing date for receipt of names from the candidates in India and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu & Kashmir State, Lahaul and Spiti District and Pandi Sub-Division of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep. |
| 7  | Educational and other qualifications required for the direct recruits                                          | <b><u>Essential Qualification:</u></b><br>(i) Bachelor's Degree in any stream from a recognized University.<br>(ii) Should qualify in the written test to be conducted by the Council in association with Pay & Account Organisation, Port Blair.<br><br><b><u>Desirable Qualifications:</u></b><br>Two years experience in dealing with Accounts matter.                                                                                                                                                                                                                                                                   |
| 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                                                                                    | 02 years<br><b><u>Mandatory Induction Training:</u></b><br>Employees under probation have to undergo Induction Training of at least two weeks duration to get confirmed in service. Successful completion of the training may be made a pre-requisite for completion of probation.                                                                                                                                                                                                                                                                                                                                          |
| 10 | Method of recruitment, whether by direct recruitment or by                                                     | 100% by direct recruitment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

|    |                                                                                                                 |                                                                                                                                                                                                                                                                                                     |
|----|-----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | promotion or by deputation / absorption, and percentage of the vacancies to be filled by various methods        |                                                                                                                                                                                                                                                                                                     |
| 11 | In case of recruitment, whether by direct recruitment or by promotion or by deputation / absorption to be made. | <b><u>Not Applicable</u></b>                                                                                                                                                                                                                                                                        |
| 12 | If a DPC exists, what is its composition                                                                        | <b><u>DPC for considering confirmation consisting of-</u></b> <ol style="list-style-type: none"> <li>1. Secretary, A &amp; N Admn. - Chairman</li> <li>2. Chief Accounts Officer - Member</li> <li>3. Deputy Secretary, ..... - Member</li> <li>4. Administrative Officer, .... - Member</li> </ol> |
| 13 | Circumstances in which UPSC is to be consulted in making recruitment                                            | Not applicable                                                                                                                                                                                                                                                                                      |

**The duties of the Accountant is mentioned below: -**

1. To be responsible for all correspondence related to employees of Establishment Wing (LTC, GPF, TA, EPF, Medical and others).
2. To scrutiny and passing of bills related to Establishment Wing.
3. To scrutiny and passing of bills related to Revenue Section.
4. To sanction and maintenance of registers of Long Term & Short Term advances of all employees.
5. To be responsible for all correspondence related to Council Members (Honorarium, TA & Others).
6. To Scrutiny and passing to Telephone Bill, Electric Bill, Permanent Advances Bill and other adjustment bills.
7. To calculate Income Tax and issue of Form 16 and TDS Certificate pertaining to Establishment Wing.
8. To supervise subordinate staffs.
9. Any other works assigned by Superiors from time to time.
10. To do any other duty as may be assigned by the Secretary/Council from time to time in the interest of the Council.

Deputy Secretary

**ANDAMAN AND NICOBAR ADMINISTRATION  
SECRETARIAT**

**NOTIFICATION**

Port Blair, dated the      April 2023.

No...../F.No.1-30/2018-UD - In exercise of the powers conferred under Sub-Section 2(a) of Section 203 of the Andaman and Nicobar Islands (Municipal) Regulation, 1994 and in supersession of earlier Recruitment Rules framed to this effect, the Lieutenant Governor (Administrator), Andaman and Nicobar Islands hereby proposes to make the following Rules regulating the method of Recruitment to Group 'C' post of Accountant and Group 'B' (Non-Gazetted) post of Commercial Accountant and Divisional Accountant in the Establishment of Port Blair Municipal Council, Andaman and Nicobar Administration:-

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

- (I) These rules may be called the Andaman and Nicobar Islands (Port Blair Municipal Council) Group 'C' post of Accountant and Group 'B' (Non-Gazetted) post of Commercial Accountant and Divisional Accountant Recruitment Rules, 2020.
- (II) They shall come into force on the date of their publication in the Official Gazette.

**2. NUMBER OF POSTS, CLASSIFIED AND LEVEL IN THE PAY:-**

The number of said posts, the classification and the scale of pay attached thereto shall be as specified in paras 2, 3 & 4 of the Schedule- I, II & III annexed hereto;

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

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

**4. DISQUALIFICATION:-**

**No person,**

- (a) Who has entered into or contracted a marriage with a person having a spouse living; or
- (b) Who having a spouse living, has entered into or contracted marriage with any person shall be eligible for appointment to the said post: Provided that the Lt. Governor (Administrator), A&N Islands, may, if satisfied, that such marriage is permissible under the personal law, applicable to such person and the other party to the marriage and there are other grounds for doing so exempt any person from the operation of these rules;

**5. POWER TO RELAX:-**

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

**6. SAVINGS:-**

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

Lieutenant Governor  
Andaman & Nicobar Islands

By order and in the name of the Lieutenant Governor,

Assistant Secretary (Perl.)

## **SCHEDULE**

### **RECRUITMENT RULES FOR THE POST OF ASSISTANT SECRETARY / ASSISTANT DIRECTOR (ADMN.)/ADMINISTRATIVE OFFICER IN THE AMALGAMATED CLERICAL CADRE OF A & N ADMINISTRATION**

|    |                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1  | Name of post                                                                                                                                                                             | Assistant Secretary /Administrative Officer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 2  | No of post                                                                                                                                                                               | 05 (Five) *2023<br>*(Subject to variation dependent on workload)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 3  | Classification                                                                                                                                                                           | General Central Services Group 'B', Gazetted, Ministerial                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 4  | Pay Band/Grade<br>Pay/Pay Scale                                                                                                                                                          | PB 2 Rs. 9300-34800 with GP Rs. 4600                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 5  | Whether selection post<br>or no-selection post?                                                                                                                                          | Selection                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 6  | Age limit for direct<br>recruits                                                                                                                                                         | Not Applicable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 7  | Educational and other<br>qualifications required<br>for the direct recruits                                                                                                              | Not Applicable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 8  | Whether age and<br>educational<br>qualifications prescribed<br>for direct recruits will<br>apply in the case of<br>promotees?                                                            | Not applicable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 9  | Period of probation, if<br>any                                                                                                                                                           | Not applicable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 10 | Method of recruitment,<br>whether by direct<br>recruitment or by<br>promotion or by<br>deputation / absorption,<br>and percentage of the<br>vacancies to be filled by<br>various methods | By Promotion                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 11 | In case of recruitment,<br>whether by direct<br>recruitment or by<br>promotion or by<br>deputation / absorption<br>to be made.                                                           | <b><u>Promotion:-</u></b><br>Superintendent / Head Clerk/Assistant In-Charge<br>of the Amalgamated Clerical Cadre in the pay in<br>PB-2 with Grade Pay of Rs. 4200 with 5 years<br>regular service in the grade who have completed<br>01/02 weeks training in any of the areas of<br>Administrative Vigilance & Disciplinary<br>Procedures/Office Management / RTI/Pay<br>Fixation/Purchase Management organised by ISTM.<br><br><b><u>Note:-</u></b><br>Where Juniors who have completed their qualifying<br>/ eligibility service are being considered for<br>promotion, their Seniors would also be considered |



|    |                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|----|----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    |                                                                      | <p>provided they are not short of the requisite qualifying / eligibility service by more than half of such qualifying / eligibility service, or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher Grade along with their Juniors who have already completed such qualifying / eligibility service.</p> <p><b><u>Note:</u></b><br/>For the purpose of computing minimum qualifying service of promotion, the service rendered on a regular basis by an officer prior to 01.01.2016/the date from which the revised pay structure based on the 7<sup>th</sup> CPC recommendation has been extended shall be deemed to be service rendered in the corresponding Level in the Pay Matrix extended based on the recommendations of the Commission.</p> |
| 12 | If a DPC exists, what is its composition                             | <p><b><u>Group 'B' DPC (for Promotion): -</u></b></p> <ol style="list-style-type: none"> <li>1. Chief Secretary, A &amp; N Admn. - Chairman</li> <li>2. Secretary (Perl.) - Member</li> <li>3. Secretary (Law) - Member</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 13 | Circumstances in which UPSC is to be consulted in making recruitment | Consultation with UPSC not necessary                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

## **DUTIES ATTACHED WITH THE POST OF ASSISTANT SECRETARY**

Besides the specific duties that may be allotted to the Branch officer (i.e. Assistant Secretary) by a general or special order of the A & N Administration, the general duties are:

1. To ensure strict discipline in the Sections under his charge;
2. To ensure that the instructions relating to disposal of Government's business are strictly adhered to,
3. To receive visitors and see that their requests, complaints and grievances are attended to,
4. To be responsible for prompt disposal of work in the sections under his charge;
5. To go through the dak and give directions to the office for its disposal;
6. To deal with urgent or important receipts/cases himself and dispose of as many cases as possible on his own initiative and responsibility after discussion with higher officers;
7. To keep a watch over timely submission of weekly and monthly arrear statements and other return and scrutinize them;
8. To allocate subjects to Dealing Clerks in the Branches, in consultation with the Section Officer concerned;
9. To make surprise visit to the Section to Check attendance and to see that the various instructions issued from time to time are strictly observed;
10. To inspect the sections once in a six months and to submit an inspection Note to the Secretary / Higher authority;
11. To keep himself acquainted with the moral and conduct of the staff working under him;
12. To discuss with the Section Officer, from time to time measures necessary for expeditious disposal of Government business and
13. To deal with any other work assigned by the Higher officers.

## **DUTIES ATTACHED WITH THE POST OF DEPUTY SECRETARY**

1. To serve as interface between Secretary and Sections function under the Secretary for disposing the cases involving establishment and administrative matters.
2. To coordinate various activities with the Secretary and Heads of Departments.
3. To receive visitors and see that their requests, complaints and grievances are attended to,
4. To deal with urgent or important receipts/cases himself and dispose of an many cases as possible on his own initiative and responsibility in consultation with the Secretary.
5. To discuss with the Section Officers, from time to time on the measures necessary for expeditious disposal of Government business.
6. To deal with any other work assigned by the higher officers.

**ANDAMAN AND NICOBAR ADMINISTRATION  
SECRETARIAT**

**NOTIFICATION**

Port Blair, dated the      April 2023.

No..... – In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, read with the Government of India, Ministry of Home Affairs, New Delhi, Notification No.....dated....., and in pursuance of DoPT's OM No..... the Lieutenant Governor (Administrator), Andaman & Nicobar Islands hereby makes the following Amendments to the Recruitment Rules to Group –B, Gazetted post of Assistant Secretary / Assistant Director (Admn.)/Administrative Officer in the Amalgamated Clerical Cadre Establishment of Andaman & Nicobar Administration published in the A & N Extraordinary Gazette Notification No..... dated .....

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

- (I) These Rules may be called the Union Territory of Andaman and Nicobar Islands Assistant Secretary / Assistant Director (Admn.)/Administrative Officer Recruitment (Amendment) Administration Multi-Tasking Staff Recruitment (Amendment) Rules, 2016.
- (II) They shall come into force on the date of their publication in the Official Gazette.

**AMENDMENTS**

2. (i) The existing Column-4 of the Schedule appended to the Recruitment Rules (hereinafter called for brevity as the “said Recruitment Rules”) shall be substituted as under:-

|                         |                                |
|-------------------------|--------------------------------|
| Level in the Pay Matrix | Level – 7 (Rs. 44900 – 142400) |
|-------------------------|--------------------------------|

- (ii) The existing entries against Column-11 of the Schedule shall be substituted as under:-

**Promotion:**

Superintendent / Head Clerk / Assistant-in-Charge of the Amalgamated Clerical Cadre in Level-6 (Rs. 35400-112400) in the Pay Matrix with 5 years regular service in the grade who have completed 01/02 weeks training in any of the areas of Administrative Vigilance & Disciplinary Procedures/Office Management / RTI/Pay Fixation/Purchase Management organised by ISTM.

**Note:-1.** Where Juniors who have completed their qualifying / eligibility service are being considered for promotion, their Seniors would also be considered provided they are not short of the requisite qualifying /

eligibility service by more than half of such qualifying / eligibility service, or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher Grade along with their Juniors who have already completed such qualifying / eligibility service.

**Note:2.** For the purpose of computing minimum qualifying service of promotion, the service rendered on a regular basis by an officer prior to 01.01.2016/the date from which the revised pay structure based on the 7<sup>th</sup> CPC recommendation has been extended shall be deemed to be service rendered in the corresponding Level in the Pay Matrix extended based on the recommendations of the Commission.

Lieutenant Governor  
Andaman & Nicobar Islands

By order and in the name of the Lieutenant Governor,

Deputy Secretary (Perl.)

**ANDAMAN AND NICOBAR ADMINISTRATION  
SECRETARIAT**

**NOTIFICATION**

Port Blair, dated the      April 2023.

No..... – In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, read with the Government of India, Ministry of Home Affairs, New Delhi, Notification No.....dated....., and in pursuance of Union Public Commission's Letter No..... dated....., and in supersession of A & N Administration's Notification No..... dated....., the Lieutenant Governor (Administrator), Andaman & Nicobar Islands hereby makes the following rules regulating the method of recruitment to the Group 'B' Gazetted post of Assistant Secretary / Assistant Director (Admn.)/Administrative Officer in the Amalgamated Clerical Cadre Establishment of Andaman & Nicobar Administration, namely:-

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

- (I) These Rules may be called the Union Territory of Andaman and Nicobar Islands Assistant Secretary / Assistant Director (Admn.)/Administrative Officer Recruitment Rules, 2012.
- (II) They shall come into force on the date of their publication in the Official Gazette.

**2. NUMBER OF POSTS, CLASSIFIED AND SCALE OF PAY:-**

The number of posts, the classification and scale of pay attached thereto shall be specified in para 2 to 4 of the Schedule I annexed to these rules;

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

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

**4. DISQUALIFICATION:-**

**No person,**

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

or

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

Provided that the Administrator, Andaman and Nicobar Administration, may if satisfied, that such marriage is permissible under the personal law applicable to such persons and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of the these rules.

**5. POWER TO RELAX:-**

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

**6. SAVINGS:-**

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

Lieutenant Governor  
Andaman & Nicobar Islands

By order and in the name of the Lieutenant Governor,

Assistant Secretary (Perl.)

**ANDAMAN AND NICOBAR ADMINISTRATION  
SECRETARIAT**

**NOTIFICATION**

Port Blair, dated the      July 2023.

No..... – In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, read with the Government of India, Ministry of Home Affairs, New Delhi, Notification No.....dated....., and in supersession of Schedule 2, 3 and 4 of the Andaman & Nicobar Administration Notification No..... dated..... published in the Andaman & Nicobar Gazette Extraordinary No..... dated..... and with the approval of UPSC vide letter No..... date....., the Lieutenant Governor (Administrator), Andaman & Nicobar Islands hereby makes the following rules regulating the method of recruitment to the posts of (i) Assistant Accounts Officer (ii) Accounts Officer/Pay & Accounts Officer and (iii) Senior Accounts Officer borne in the establishment of Chief Pay & Accounts Organization of Andaman & Nicobar Administration, namely:

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

- (I) These Rules may be called the Andaman and Nicobar Administration (Accounts Service (Group 'B') Recruitment Rules, 2012.
- (II) They shall come into force on the date of their publication in the Official Gazette.

**2. NUMBER OF POSTS, CLASSIFIED AND SCALE OF PAY:-**

The number of posts, the classification and scale of pay attached thereto shall be specified in paras 2 to 4 of the Schedule I, II & III respectively annexed to these rules;

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

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

**4. DISQUALIFICATION:-**

**No person,**

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

Or

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

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

**5. POWER TO RELAX:-**

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

**6. SAVINGS:-**

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

Lieutenant Governor  
Andaman & Nicobar Islands

By order and in the name of the Lieutenant Governor,

Assistant Secretary (Perl.)



## SCHEDULE -II

### RECRUITMENT RULES FOR THE POST OF ACCOUNTS OFFICER/PAY & ACCOUNTS OFFICER

|    |                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1  | Name of post                                                                                                                                                        | Accounts Officer/Pay & Accounts Officer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 2  | No of post                                                                                                                                                          | 02 (Two) *2023<br>*(Subject to variation dependent on workload)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 3  | Classification                                                                                                                                                      | General Central Services Group 'B', Gazetted, Ministerial                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 4  | Pay Band/Grade Pay/Pay Scale                                                                                                                                        | PB 2 Rs. 9300-34800 + GP Rs. 5400                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 5  | Whether selection post or non-selection post?                                                                                                                       | Selection                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 6  | Age limit for direct recruits                                                                                                                                       | NA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 7  | Educational and other qualifications required for the direct recruits                                                                                               | <b><u>NA</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 8  | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees?                                                      | <b><u>NA</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 9  | Period of probation, if any                                                                                                                                         | NA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 10 | Method of recruitment, whether by direct recruitment or by promotion or by deputation / absorption, and percentage of the vacancies to be filled by various methods | By promotion failing which by deputation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 11 | In case of recruitment, whether by direct recruitment or by promotion or by deputation / absorption to be made.                                                     | <p><b><u>Promotion:</u></b><br/>Assistant Accounts Officer in PB-2 of Rs. 9300-34800 with Grade Pay of Rs. 4800 with two years regular service in the grade and who have qualified Common Assistant Accounts Officer (CAAO) Examination conducted by the Controller General of Accounts, Ministry of Finance, New Delhi and have undergone training programmer of two weeks duration on Accounts matters to be conducted by the Chief Pay &amp; Accounts Office, Port Blair.</p> <p><b><u>Note:-1.</u></b> Where Juniors who have completed their</p> |

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p>qualifying / eligibility service are being considered for promotion, their Seniors would also be considered provided they are not short of the requisite qualifying / eligibility service by more than half of such qualifying / eligibility service, or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher Grade alongwith their Juniors who have already completed such qualifying / eligibility service.</p> <p><b><u>Note:2.</u></b> For the purpose of computing minimum qualifying service of promotion, the service rendered on a regular basis by an officer prior to 01.01.2016 / the date from which the revised pay structure based on the 7<sup>th</sup> CPC recommendation has been extended shall be deemed to be service rendered in the corresponding level in the Pay Matrix extended based on the recommendations of the Commission.</p> <p><b><u>Deputation:</u></b></p> <p>I. Officers under the Central Government:</p> <p>a) (i) Holding analogous posts on regular basis in the parent cadre / department; or<br/>(ii) With 2 years service in the grade rendered after appointment thereto on a regular basis in PB-2, Rs. 9300-34800 with Grade pay of Rs. 4800 or equivalent in the parent cadre/department; and</p> <p>b) Has passed SAS Examination or Common Assistant Accounts Officer Examination conducted by Controller General of Accounts, Ministry of Finance, New Delhi.</p> <p>II. Officers from any organised Accounts Service under the Central Government:</p> <p>a) (i) Holding the post of Accounts Officer/Audit Officer in the PB-2, Rs.9300-34800 with Grade Pay of Rs. 5400 on regular basis in the parent cadre/department; or<br/>(ii) Holding the post of Assistant Accounts Officers/Assistant Audit Officers in the PB-2, Rs. 9300-34800 +Grade Pay of Rs.4800 or equivalent with 2 years regular service in the Grade in the parent cadre/department; and</p> <p>b) Who have passed SAS or Common Assistant</p> |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|    |                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----|----------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    |                                                                      | <p>Accounts Officer Examination conducted by Controller General of Accounts, Ministry of Finance, New Delhi.</p> <p><b>Note 1:</b>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, deputationists shall not be eligible for consideration for appointment by promotion.</p> <p><b>Note 2:</b> Period of deputation including period of deputation in another ex-cadre post held the same or some other organization/department of the Central Govt. shall ordinarily not to exceed three 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> <p><b>Note 3:</b> For the purpose of appointment on deputation basis, the service rendered on a regular basis by an Officer prior to 01.01.2006 (the date from which the revised pay structure based on the 6<sup>th</sup> CPC recommendation has been extended) shall be deemed to be service rendered in the corresponding Grade Pay/Pay Scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised Scale of Pay into one grade with a common Grade Pay/Pay Scale, and where this benefit will extend only for the post(s) for which that Grade Pay/Pay Scale is the normal replacement grade without any up gradation.</p> |
| 12 | If a DPC exists, what is its composition                             | <p><b>Group 'C' DPC (for Promotion): -</b></p> <ol style="list-style-type: none"> <li>1. Chief Secretary, A &amp; N Admn. - Chairman</li> <li>2. Secretary (Fin), A &amp; N Admn. - Member</li> <li>3. Secretary (Law), A &amp; N Admn. - Member</li> <li>4. Director of Accounts &amp; Budget - Member</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 13 | Circumstances in which UPSC is to be consulted in making recruitment | Consultation with UPSC note necessary.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

**SCHEDULE- I**

|     |                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.  | Name of the Post.                                                                                                                              | <b>ASSISTANT REGISTRAR</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 2.  | No. of Post                                                                                                                                    | 01 (One)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 3.  | Classification                                                                                                                                 | Group 'A'                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 4.  | Scale of Pay                                                                                                                                   | Level 10 (Rs. 56100 + Current month DA as applicable)<br>Assistant Registrar shall be eligible for the higher level 11 after 8 years of service provided, as currently required, they have participated in two training programmes on education administration, each of approximately four weeks' duration and their Performance Appraisal Report are as per the benchmark scores/grades in UGC Regulations/guidelines.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 5   | Whether selection or non-selection post                                                                                                        | Not Applicable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 6   | Age limit for direct recruits                                                                                                                  | 35 years                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 7   | Educational and other qualifications required for the direct recruits.                                                                         | <p><b>Essential:</b> A Master degree or equivalent in any discipline with at least 55% marks or its equivalent Grade of B in the UGC seven point's scale and consistently good academic record set out in these Regulations.</p> <p><b>Experience:</b> At least five years relevant administrative experience in supervisory capacity in a Govt. office/ University / technological institution or an organization of repute which may include activities related to examinations academics, establishment, general administration, R&amp;D student affairs, accounts etc. in the Grade Pay/ Pay Matrix of Rs.4600 or Employees of the institute serving as Superintendent 8 years of experience in GP of Rs.4200/- equivalent.</p> <p>Proficiency in the use of variety of computer office applications M.S. Word, Excel, Power-Point or Equivalent.</p> <p><b>Desirable:</b> (i) A degree in Law/ Management/ Engineering from a recognized University/ Institute. ii) Experience of computer applications/e-office system. iii) A Chartered or Cost Accountant qualification from a recognized University/ Institute for the post of Deputy Registrar (Accounts/ Audit).</p> |
| 8.  | Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotes ?                               | Not applicable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 9.  | Period of probation, if any                                                                                                                    | Not applicable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 10. | Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption & % (percentage) of the posts to be filled by | Direct Recruitment on Short term contract/Deputation for tenure of two years or till attaining the age of 62 years, whichever is earlier. (Eligible for reappointment after observance of due selection process)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

|     |                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-----|-------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     | various methods.                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 11. | In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made. | <p>Promotion Employees of the Institute serving as Section officer with 8 years' experience in G P of Rs.4600/- Deputation/ Transfer on Deputation/ on Contract/ Tenure basis Officers under the Central/ State Governments/ Universities/ Recognized Research Institutes or Institutes of national importance or Universities/ University level Institution or PSU/ Industry:-</p> <p>a. i) Holding analogous post or<br/>ii) With at least 8 years' regular service in posts with GP of Rs.4600/- or equivalent; and having experience in administration, establishment and accounts matters.</p> <p>b. Possessing educational qualification and experience as prescribed in Sl.7.</p>                                                                                                                                                                                                                    |
| 12. | If a DPC exists, what is its composition                                                                                | <p>DPC - Not Applicable</p> <p><b>Composition of Search cum Selection Committee:</b></p> <ol style="list-style-type: none"> <li>1. Vice Chancellor – <b>Chairperson</b></li> <li>2. Registrar- <b>Member</b></li> <li>3. A nominee of Secretary (Edn) A&amp;N Administration who shall be a person of academic eminence - <b>Member</b></li> <li>4. Two members of Executive Council nominated by it- <b>Member</b></li> <li>5. One person not in service of the university nominated by Executive Council</li> <li>6. A representative of SC/ST/OBC/Minority/ Women /Differently abled categories, if any of candidate(s) representing these categories is /are the applicants and if any of the above members of the selection committee do not belong to that category to be nominated by Vice Chancellor</li> </ol> <p><b>From above 2,3 and 4 at least three of them should attend the meeting</b></p> |
| 13. | Circumstances in which UPSC is to be consulted in making recruitment.                                                   | Not Applicable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

## **SCHEDULE**

### **RECRUITMENT RULES FOR THE POST OF OFFICE SUPERINTENDENT IN THE AMALGAMATED CLERICAL CADRE OF A & N ADMINISTRATION**

|    |                                                                                                                                                                     |                                                                  |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|
| 1  | Name of post                                                                                                                                                        | Office Superintendent                                            |
| 2  | No of post                                                                                                                                                          | 05 (Five) *2023<br>*(Subject to variation dependent on workload) |
| 3  | Classification                                                                                                                                                      | General Central Services Group 'B', Non-Gazetted, Ministerial    |
| 4  | Pay Band/Grade Pay/Pay Scale                                                                                                                                        | PB 2 Rs. 9300-34800 with GP Rs. 4200                             |
| 5  | Whether selection post or no-selection post?                                                                                                                        | Selection                                                        |
| 6  | Age limit for direct recruits                                                                                                                                       | Not Applicable                                                   |
| 7  | Educational and other qualifications required for the 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                                                                                                                                         | No                                                               |
| 10 | Method of recruitment, whether by direct recruitment or by promotion or by deputation / absorption, and percentage of the vacancies to be filled by various methods | 100% by promotion                                                |

|    |                                                                                                                 |                                                                                                                                                                                                                                                                                                                     |
|----|-----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 11 | In case of recruitment, whether by direct recruitment or by promotion or by deputation / absorption to be made. | <b>Promotion:-</b> From Head Clerk / Assistant-In-Charge / Assistant in the pay in PB-2 Rs. 9300-34800 with GP Rs. 4200 with three years of regular service in the grade and have completed ½ weeks training in any of the areas of Office Management / RTI / Pay Fixation / Purchase Management organised by ISTM. |
| 12 | If a DPC exists, what is its composition                                                                        | <b>Group 'B' DPC (for Confirmation) consisting of: -</b><br>1. Chief Secretary, A & N Admn. - Chairman<br>2. Secretary (Perl.) - Member<br>3. Secretary (Law) - Member                                                                                                                                              |
| 13 | Circumstances in which UPSC is to be consulted in making recruitment                                            | Not applicable                                                                                                                                                                                                                                                                                                      |
| 14 | Job Description                                                                                                 | Attached as Annexure to the Schedule                                                                                                                                                                                                                                                                                |

### **JOB DESCRIPTION FOR THE POST OF “OFFICE SUPERINTENDENT”**

They are in-charge of a section besides the specific duties that may be assigned to the Section Officer by general or special orders, their general duties will be:-

1. To see that the section / office is kept neat and tidy and that files, papers etc. are arranged in an order manner;
2. To see to the maintenance of discipline and punctuality in attendance of the staff in the section / office;
3. To see to the training of the clerks under him;
4. To see that the Attendance Register is maintained correctly and submitted to the branch officer in due time;
5. To maintain an up-to-date distribution list of work among the Dealing Clerks in the section / office and to see that the work of the section / office for distribution of work among the clerks, he will assess the ability of each clerk to handle different kinds of jobs;
6. To make arrangements for the disposal of work entrusted to a dealing clerk during his absence;
7. To submit to the branch officer all receipts and files at dak stage unless there are instructions to the contrary;

8. To keep a careful watch on any hold up in the movements of dak between the section / office and higher officers;
9. To mark in the receipts in the name of dealing clerks in the section / office and to give directions to the dealing clerks for disposal;
10. To deal with important or complex receipts or cases himself;
11. To scrutinize the notes and drafts of dealing clerk for correctness and accuracy and add his own remarks or suggestion where necessary before submitting the case to the higher officers;
12. To deal with such cases himself as may be required by higher officers;
13. To give priority marking on dak, drafts letters etc. and to remove or revise such marking as and when necessary;
14. To make a draft or 'issue' after it has been approved and to give priority marking on it;
15. To give special instructions, where necessary on the draft as to the manner of its issue.g. "By Registered Post", "Insured Cover" etc.;
16. To see that all routine duties including maintenance of Registers etc. are carried out promptly and thoroughly;
17. To see that all Manual, Rules etc. of the section are kept up-to-date by inserting latest correction slips;
18. To see that the file numbers for receipts are entered by the dealing clerks regularly in the dak books;
19. To check the Receipt Register atleast once a week;
20. To see the proper maintenance of the following:-
  - a. Guard file
  - b. File index
  - c. File movement register
  - d. Receipt register
  - e. Issue register (where maintained)
  - f. Checklist of returns (both inward and outward)
  - g. All other registers prescribed from time to time

NOTE 2: For the purpose of computing minimum qualifying service of promotion, the service rendered on a regular basis by an officer prior to 01.01.2017 / the date from which the revised pay structure based on the 7<sup>th</sup> CPC recommendation has been extended shall be deemed to the service rendered in the corresponding level in the Pay Matrix extended based on the recommendations of the Commission.



Lieutenant Governor  
Andaman & Nicobar Islands

By order and in the name of the Lieutenant Governor,

Deputy Secretary (Perl.)

**ANDAMAN AND NICOBAR ADMINISTRATION  
SECRETARIAT**

**NOTIFICATION**

Port Blair, dated the      April 2023.

No..... – In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, read with the Government of India, Ministry of Home Affairs, New Delhi, Notification No.....dated....., and in pursuance of DoPT's OM No..... the Lieutenant Governor (Administrator), Andaman & Nicobar Islands hereby makes the following Amendments to the Recruitment Rules to Group –B (Non-Gazetted) post of Office Superintendent of the Amalgamated Clerical Cadre of Andaman & Nicobar Administration, namely:-

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

- (I) These Rules may be called the Andaman and Nicobar Administration Multi-Tasking Staff Recruitment (Amendment) Rules, 2013.
- (II) They shall come into force on the date of their publication in the Official Gazette.

**2. NUMBER OF POSTS, CLASSIFIED AND SCALE OF PAY:-**

The number of posts, the classification and scale of pay attached thereto shall be specified in para 2 to 4 of the Schedule annexed to these rules;

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

The method of recruitment, age limit, qualification and other matters relating to the said post shall be as specified in para 5 to 14 of the above said Schedule.

**4. DISQUALIFICATION:-**

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

Shall be eligible for appointment to the said posts:

Provided that the Administrator, Andaman and Nicobar Administration, may if satisfied, that such marriage is permissible under the personal law applicable to such persons and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of the these rules.

**5. POWER TO RELAX:-**

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

**6. SAVINGS:-**

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

Lieutenant Governor  
Andaman & Nicobar Islands

By order and in the name of the Lieutenant Governor,

Deputy Secretary (Perl.)

**AMENDMENTS**

7. (i) The existing Column-4 of the Schedule appended to the Recruitment Rules (hereinafter called for brevity as the "said Recruitment Rules") shall be substituted as under: -

|                         |                             |
|-------------------------|-----------------------------|
| Level in the Pay Matrix | Level 1 (Rs. 18000 – 56900) |
|-------------------------|-----------------------------|

Lieutenant Governor  
Andaman & Nicobar Islands

By order and in the name of the Lieutenant Governor,

Deputy Secretary (Perl.)

**ANDAMAN AND NICOBAR ADMINISTRATION  
SECRETARIAT**

**NOTIFICATION**

Port Blair, dated the      April 2023.

No..... – In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, read with the Government of India, Ministry of Home Affairs, New Delhi, Notification No.....dated....., and in pursuance of DoPT's OM No..... the Lieutenant Governor (Administrator), Andaman & Nicobar Islands hereby makes the following Amendments to the Recruitment Rules to Group –C (Non-Gazetted) post of Multi-Tasking Staff borne in the Secretariat Establishment of Andaman & Nicobar Administration published in the A & N Extraordinary Gazette Notification No..... dated .....

**1. Short Title and Commencement; -**

- (I) These Rules may be called the Andaman and Nicobar Administration Multi-Tasking Staff Recruitment (Amendment) Rules, 2016.
- (II) They shall come into force on the date of their publication in the Official Gazette.

**AMENDMENTS**

2. (i) The existing Column-4 of the Schedule appended to the Recruitment Rules (hereinafter called for brevity as the “said Recruitment Rules”) shall be substituted as under: -

|                         |                             |
|-------------------------|-----------------------------|
| Level in the Pay Matrix | Level 1 (Rs. 18000 – 56900) |
|-------------------------|-----------------------------|

Lieutenant Governor  
Andaman & Nicobar Islands

By order and in the name of the Lieutenant Governor,

Deputy Secretary (Perl.)

## **SCHEDULE**

### **RECRUITMENT RULES FOR THE POST OF PRIVATE SECRETARY OF THE STENOGRAPHY CADRE OF ANDAMAN AND NICOBAR ADMINISTRATION**

|    |                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1  | Name of post                                                                                                                                                        | Private Secretary                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 2  | No of post                                                                                                                                                          | 6 (Six) *2023<br>*(Subject to variation dependent on workload)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 3  | Classification                                                                                                                                                      | General Central Services Group 'B', Gazetted, Ministerial                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 4  | Pay Band/Grade Pay/Pay Scale                                                                                                                                        | PB-2 Rs. 9300-31800 (Grade Pay Rs. 4800)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 5  | Whether selection post or no-selection post?                                                                                                                        | Selection                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 6  | Age limit for direct recruits                                                                                                                                       | Not Applicable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 7  | Educational and other qualifications required for the direct recruits                                                                                               | Not Applicable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 8  | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees?                                                      | <b><u>Not applicable</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 9  | Period of probation, if any                                                                                                                                         | 2 (Two) Years                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 10 | Method of recruitment, whether by direct recruitment or by promotion or by deputation / absorption, and percentage of the vacancies to be filled by various methods | By promotion                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 11 | In case of recruitment, whether by direct recruitment or by promotion or by deputation / absorption to be made.                                                     | <b><u>Promotion:</u></b><br>Personal Assistant in the pay scale of Rs. 9300-34800 with Grade Pay of Rs. 4600 in PB-2 with 2 years regular service in the grade<br><br><b><u>Note:-1.</u></b> Where Juniors who have completed their qualifying / eligibility service are being considered for promotion, their Seniors would also be considered provided they are not short of the requisite qualifying / eligibility service by more than half of such qualifying / eligibility service, or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher Grade alongwith their Juniors who have already completed such qualifying / eligibility service.<br><br><b><u>Note:2.</u></b> For the purpose of computing minimum |

|    |                                                                      |                                                                                                                                                                                                                                                                                                                                                                          |
|----|----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    |                                                                      | qualifying service of promotion, the service rendered on a regular basis by an officer prior to 01.01.2016 / the date from which the revised pay structure based on the 7 <sup>th</sup> CPC recommendation has been extended shall be deemed to be service rendered in the corresponding level in the Pay Matrix extended based on the recommendations of the Commission |
| 12 | If a DPC exists, what is its composition                             | <b><u>Group 'B' DPC (for Promotion): -</u></b><br>1. Chief Secretary, A & N Admn. - Chairman<br>2. Secretary (Perl), A & N Admn. - Member<br>3. Secretary (Law) - Member                                                                                                                                                                                                 |
| 13 | Circumstances in which UPSC is to be consulted in making recruitment | Consultation with UPSC not necessary.                                                                                                                                                                                                                                                                                                                                    |

## **JOB DESCRIPTION FOR THE POST OF “SENIOR PRIVATE SECRETARY”**

### **A. Sr. PS to LG**

1. Maintenance of Classified files/records in the LG's Personal Section.
2. Maintenance of ACR dossiers in respect of Gazetted Officers of LG's Secretariat.
3. Arranging meetings, engagements for LG and preparation of engagement diary.
4. Arrangement in connection with LG's tours to mainland and within the Islands.
5. Taking down dictation & typing.
6. Attending the duties in the Raj Niwas during VIPs visit.
7. Overall supervision of the work in the LG's personal sections.
8. DDO of LG's Secretariat.
9. Any other duties assigned by Lt. Governor.

### **B. Sr. PS to LG**

1. Overall supervision of the work of the Personal Sections of concerned Officer and intimation of ACR in respect of staff posted in the Personal Section of the concerned officer;
2. Maintenance of Classified files/records in the Personal Sections of Officer.
3. Arranging meetings, engagements for Chief Secretary, Development Commissioner and preparation of engagement diary.
4. Arrangement for mainland and inter islands tours of the Chief Secretary/Development Commissioner
5. Taking down dictation & typing.
6. Attending the duties VVIPs visit etc.
7. Attending the telephone calls and passing to the CS/Development Commissioner.
8. Keeping safe custody of War Book and other top secret documents and sending report periodically;
9. Any other duties assigned by Lt. Governor.

**ANDAMAN AND NICOBAR ADMINISTRATION  
SECRETARIAT**

**NOTIFICATION**

Port Blair, dated the        July 2023.

No..... – In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, read with the Government of India, Ministry of Home Affairs, New Delhi, Notification No.....dated....., and in supersession of A & N Extraordinary Gazette Notification No..... dated ..... and the following Rules regulating the method of recruitment to the Group 'B' and Group 'C' post of Staff Card Driver (Special Grade) and Staff Card Driver (Ordinary Grade, Grade-II & Grade-I) respectively borne on the Secretariat establishment of the Andaman and Nicobar Administration, namely:

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

- (I) These Rules may be called the Andaman and Nicobar Administration (Staff Car Driver of Secretariat Establishment) Recruitment Rules, 2011.
- (II) They shall come into force on the date of their publication in the Official Gazette.

**2. NUMBER OF POSTS, CLASSIFIED AND SCALE OF PAY:-**

The number of posts, the classification and scale of pay attached thereto shall be specified in para 2 to 4 of the Schedule I to V annexed to these rules;

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

The method of recruitment, age limit, qualification and other matters relating to the said posts shall be as specified in para 5 to 13 of the above said Schedule.

**4. DISQUALIFICATION:-** No person,

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

Provided that the Administrator, Andaman and Nicobar Administration, may if satisfied, that such marriage is permissible under the personal law applicable to such persons and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of the these rules.

**5. POWER TO RELAX:-**

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

**6. SAVINGS:-**



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

Lieutenant Governor  
Andaman & Nicobar Islands

By order and in the name of the Lieutenant Governor,

Deputy Secretary (Perl.)

### **SCHEDULE**

|    |                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                 |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1  | Name of post                                                                                                                                                                                | Higher Grade Clerk                                                                                                                                                                                                                                                                                              |
| 2  | No of post                                                                                                                                                                                  | 05 (Five) *2023<br>*(Subject to variation dependent on workload)                                                                                                                                                                                                                                                |
| 3  | Classification                                                                                                                                                                              | Group 'B' (Non-Gazetted, Non-Ministerial)<br>(Andaman & Nicobar Islands)                                                                                                                                                                                                                                        |
| 4  | Pay Band/Grade<br>Pay/Pay Scale                                                                                                                                                             | Level-4 (Rs.25500 – 81100)                                                                                                                                                                                                                                                                                      |
| 5  | Whether selection post<br>or no-selection post?                                                                                                                                             | Not applicable                                                                                                                                                                                                                                                                                                  |
| 6  | Age limit for direct<br>recruits                                                                                                                                                            | Not Exceeding 35 years                                                                                                                                                                                                                                                                                          |
| 7  | Educational and other<br>qualifications required<br>for the direct recruits                                                                                                                 | <b><u>Essential:</u></b><br>(1) Degree from a recognized university<br>(2) Diploma in computer application<br>(3) A typing speed of 35 w.p.m in English or 30<br>w.p.m in hindi on computer<br>(35 w.p.m and 30 w.p.m correspond to 10500<br>KDPH/9000 KDPH on a average of 5 key<br>depression for each word). |
| 8  | Whether age and<br>educational<br>qualifications<br>prescribed for direct<br>recruits will apply in<br>the case of promotees?                                                               | Not applicable                                                                                                                                                                                                                                                                                                  |
| 9  | Period of probation, if<br>any                                                                                                                                                              | 2 (Two) years in direct recruitment                                                                                                                                                                                                                                                                             |
| 10 | Method of recruitment,<br>whether by direct<br>recruitment or by<br>promotion or by<br>deputation /<br>absorption, and<br>percentage of the<br>vacancies to be filled<br>by various methods | By deputation/promotion/by direct recruitment<br>/ failing which by short –term contract.                                                                                                                                                                                                                       |
| 11 | In case of recruitment,<br>whether by direct<br>recruitment or by<br>promotion or by<br>deputation /<br>absorption to be made.                                                              | <b><u>By promotion:</u></b><br>From Lower Grade Clerk in level 2 (19900 –<br>63200) of Pay Matrix or equivalent with 8 years<br>regular service in the grade.<br><br><b><u>Note:</u></b> For the purpose of computing minimum<br>qualifying service for promotion, the service                                  |

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p>rendered on regular basis by an officer prior to 01.01.2016 / the date fromm which the rvised pay structure based on the 7<sup>th</sup> CPC recommendations has been extended, shall be deemed to be service rendered in the corresponding pay/pay scale/pay band/pay matrix extended based on the recommendations of the Pay Commission.</p> <p><b>Note:</b> For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 01.01.2016/the date from which the revised pay structure based on the 7<sup>th</sup> CPC recommendations has been extended, shall be deemed to be service rendered in the corresponding pay/pay scale/pay band/pay matrix extended based on the recommendations of the Pay Commission.</p> <p><b>By Deputation:</b></p> <ol style="list-style-type: none"> <li>1. Officers of the Central/State Govt./UTs holding analogous posts on regular basis in the parents cadre / department.</li> </ol> <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> <li>2. Lower Grade Clerk in the level 2 (19900 – 63200) of Pay Matrix or equivalent with 08 years regular service in the grade.</li> </ol> <p><b>Short Term Contract:</b></p> <p>From the retired Officers of the Central/State Govt. UTs in level 4 (Rs. 25500-81100) of the pay Matrix or equivalent having good Administrative experience.</p> <p><b>Note 1:</b> Period of 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 ordinary not be exceed three 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> <p><b>Note 2:</b> The maximum age limit for appointment on short term contract shall be nor exceed 62 years as on the closing date of receipt</p> |
|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|    |                                                                      |                                                                                                                                                                                                        |
|----|----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    |                                                                      | of applications.                                                                                                                                                                                       |
| 12 | If a DPC exists, what is its composition                             | <b><u>Group 'C' DPC (for Promotion and Confirmation): -</u></b><br>1. Secretary (Perl.), A & N Admn. - Chairman<br>2. Secretary (Law), A & N Admn. - Member<br>3. Director (Fin), A & N Admn. - Member |
| 13 | Circumstances in which UPSC is to be consulted in making recruitment | Note Applicable                                                                                                                                                                                        |
| 14 | Job Description                                                      | Attached as Annexure to Schedule - II                                                                                                                                                                  |

**Annexure to Schedule**

**JOB DESCRIPTION FOR THE POST OF HIGHER GRADE CLERK**

1. To enter all receipts marked to him in his Day Book and to provide file numbers in the section diary for each receipts shown therein within 3 days of the receipt of such receipts.
2. To examine cases in the light of instructions, if any given or line of action indicated by his Section Officer or Higher Officer.
3. To seek assistance of Section Officer or Higher Officers for the disposal of work entrusted to him in case of difficulties.
4. To examine promptly all receipts marks to him and to submit them on the dues required dates.
5. To put up cases after examination to Section Officer on the dates required and where no date is specified within 3 days of the receipt of the cases.
6. To submit to the Branch Officer, through the Section Officer, weekly arrear statements along with details of files and papers which remain pending for more than 7 days.
7. To maintain a Suspense and Reminder Diary for taking action on due dates. It should be checked by the Dealing Clerk at the beginning of each working day.
8. To take prompt action regarding recording of cases.
9. To keep papers and files in a tidy condition.
10. To maintain a list of files he deals with and watch their movements, if the file is held up at any level for an untidy long period.
11. To comply with the instructions of the Section Officer or any Higher Officer.
12. To maintain properly the standing guard file and other registers.
13. To attend to such other work as may be assigned to him by the Section Officer or any Higher Officer.
14. To utilize computer for office work.

## **SCHEDULE - II**

### **RECRUITMENT RULES FOR THE POST OF LOWER GRADE CLERK OF THE AMALGAMATED CLERICAL CADRE OF A & N ADMINISTRATION**

|   |                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|---|----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Name of post                                                                                                   | Lower Grade Clerk                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 2 | No of post                                                                                                     | 19 (Nineteen) *2023<br>*(Subject to variation dependent on workload)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 3 | Classification                                                                                                 | General Central Services Group 'C', Non-Gazetted, Ministerial                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 4 | Pay Band/Grade Pay/Pay Scale                                                                                   | PB 1 Rs. 5200-20200 + GP Rs. 1900                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 5 | Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972           | Selection                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 6 | Whether selection post or no-selection post?                                                                   | Not Applicable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 7 | Age limit for direct recruits                                                                                  | 18-33 years for Male<br>18-38 years for Female<br>(Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by the Central Govt.)<br><b><u>Note:</u></b><br>The crucial date for determining the age limit shall be the closing date for receipt of names from Employment Exchange, A & N Islands/application from candidates                                                                                                                                                                                                                   |
| 8 | Educational and other qualifications required for the direct recruits                                          | <b><u>Essential:</u></b><br>(1) Pass in Senior School Certificate Examination (XIIth std) or equivalent from a recognised Board/University. Should qualify in the written competitive examination conducted by the A & N Administration / SSC.<br>(2) A typing speed of 30 w.p.m. in English or 25 w.p.m in Hindi on manual typewriter<br>(OR)<br>A typing speed of 35 w.p.m in English or 30 w.p.m. in Hindi Computer (35 w.p.m and 30 w.p.m correspond to 10500 KDPH/9000 KDPH on an average of 5 key depression for each work)<br><b><u>Desirable:-</u></b><br>Computer Education. |
| 9 | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees? | <b><u>Age:</u></b> No<br><b><u>Educational Qualification:</u></b> Yes to the extent indicated in para-11                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

|    |                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10 | Period of probation, if any                                                                                                                                         | 2 (Two) years                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 11 | Method of recruitment, whether by direct recruitment or by promotion or by deputation / absorption, and percentage of the vacancies to be filled by various methods | <p>(i) 90% by direct recruitment,<br/> (ii) 10% of the vacancies shall be filled from amongst the Group 'C' staff in the Grade Pay of Rs. 1800 of the A &amp; N Administration and who possess 12<sup>th</sup> Class pass or equivalent qualification and have rendered 3 years regular service in the grade on the basis of departmental qualifying examination.</p> <p>The minimum age limit for eligibility for examination is 45 years (50 years of age for the ST).</p> <p><b>NOTE:-</b><br/> If more of such employees than the number of vacancies available under Clause (ii) qualified at the examination such excess number of employees shall be considered for filling the vacancies arising in the subsequent years so that the employees qualifying at an earlier examination are considered before those who qualify at a later examination.</p> |
| 12 | In case of recruitment, whether by direct recruitment or by promotion or by deputation / absorption to be made.                                                     | As stated in para 11.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 13 | If a DPC exists, what is its composition                                                                                                                            | <p><b>Group 'C' DPC (for Promotion): -</b></p> <p>1. Secretary(Perl.), A &amp; N Admn. - Chairman<br/> 2. Director (Fin), A &amp; N Admn. - Member<br/> 3. Dy. Secretary (PWD/UD) - Member</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 14 | Circumstances in which UPSC is to be consulted in making recruitment                                                                                                | Note Applicable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 15 | Job Description                                                                                                                                                     | Attached as Annexure to Schedule - II                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

## **ANNEXURE TO SCHEDULE - II**

### **DUTIES ATTACHED WITH THE POST OF LOWER GRADE CLERK**

The following are the duties of Lower Grade Clerk entrusted with the diarising work:

1. To place all receipts on the Section Officer's table as and when received;
  2. To submit to the officers concerned, files and receipts 'Dak Pads' for perusal at the dak stage, as directed;
  3. To bring to the notice of the section officer any papers cases which are not received back from the officers to whom those papers cases were sent earlier at dak stage for perusal and return;
  4. To enter receipts/cases to the Section Diary;
  5. To distribute the receipts/cases to the Dealing Clerks to whom they have been marked, after obtaining the initials of the receptive dealing clerks in the Section Diary itself;
  6. To enter file number in para 7 of the Section Diary against each entry by noting them from the Day Books of the Dealing Clerks concerned;
  7. To bring to the notice of the Section Officer, all entries in the Section Diary, against which file number could not be noted for want of information from the Dealing Clerks;
  8. To maintain File Register up-to-date;
  9. To maintain File-Movement Register;
  10. To maintain a list of address of the Staff working in the Section Office;
  11. To prepare monthly indent for stationery articles and to arrange for its collection from the Stationery clerks;
  12. To arrange supply of stationery articles to the staff in the Section/Office under through the Daftry/Peon;
  13. To maintain proper maintenance of records kept in the section;
  14. To trace out old files records as may be required by Dealing Clerks, with the help of Daftry/Peon attached to the Section /Office;
  15. To maintain casual leave account of the staff working in the Section/office under the personal supervision of the Section Officer;
  16. To attend to routine typing and comparison work as may be required by the Section Officer;
  17. To deal with routine receipt and files;
  18. To keep section/office library, if any, in proper order;
  19. To maintain a Register of publications received in the Section/Office from time to time and to distribute them (including reference books) to the Staff/Officers as and when required;
  20. To initiate action for preparation of weekly, Arrears Statements and Monthly Statements of case pending disposal for over a month;
  21. Circulation of papers among the members of the staff in the Section/Office and its recording;
  22. To maintain a list of Departments/Offices under the A & N Administration;
  23. Correction to reference books; and
  24. To attend to such other items of work as may be entrusted by the Section Officer or Higher Officer
- .



**ANDAMAN AND NICOBAR ADMINISTRATION  
SECRETARIAT**

**NOTIFICATION**

Port Blair, dated the      April 2023.

No..... – In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, read with the Government of India, Ministry of Home Affairs, New Delhi, Notification No.....dated....., and in pursuance of DoPT's OM No..... the Lieutenant Governor (Administrator), Andaman & Nicobar Islands hereby makes the following Amendments to the Recruitment Rules to Group –C (Non-Gazetted) post of Higher Grade Clerk and Lower Grade Clerk of the Amalgamated Clerical Cadre of Andaman & Nicobar Administration published in the Andaman & Nicobar Extraordinary Gazette Notification No..... dated .....

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

- (I) These Rules may be called the Andaman and Nicobar Administration (Amalgamated Clerical Cadre) Recruitment (Amendment) Rules, 2016.
- (II) They shall come into force on the date of their publication in the Official Gazette.

**AMENDMENTS**

2. (i) The existing Column-4 of the Schedule appended to the Recruitment Rules (hereinafter called for brevity as the "said Recruitment Rules") shall be substituted as under:-

|                         |                               |
|-------------------------|-------------------------------|
| Level in the Pay Matrix | Level – 4 (Rs. 25500 – 81100) |
|-------------------------|-------------------------------|

- (ii) The existing entries against Column-12 of the Schedule – I shall be substituted as under:-

**Promotion:**

From amongst permanent Lower Grade Clerk of AC of A & N Administration in Level-2 (Rs. 19900-63200) in the Pay Matrix with 8(Eight) years regular service in the grade.

**Note:-1.** Where Juniors who have completed their qualifying / eligibility service are being considered for promotion, their Seniors would also be considered provided they are not short of the requisite qualifying / eligibility service by more than half of such qualifying / eligibility service, or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher Grade along with their Juniors who have already completed such qualifying / eligibility service.

**Note:2.** For the purpose of computing minimum qualifying service of promotion, the service rendered on a regular basis by an officer prior to 01.01.2016/the date from which the revised pay structure based on the 7<sup>th</sup>

CPC recommendation has been extended shall be deemed to be service rendered in the corresponding Level in the Pay Matrix extended based on the recommendations of the Commission.

- (iii) The existing Column-4 of the Schedule-II appended to the Recruitment Rules (hereinafter called for brevity as the 'said Recruitment Rules') shall be substituted as under:-

| Level in the Pay Matrix | Level – 2 (Rs. 19900 – 63200) |
|-------------------------|-------------------------------|
|-------------------------|-------------------------------|

Lieutenant Governor  
Andaman & Nicobar Islands

By order and in the name of the Lieutenant Governor,

Deputy Secretary (Perl.)

**ANDAMAN AND NICOBAR ADMINISTRATION  
SECRETARIAT**

**NOTIFICATION**

Port Blair, dated the      April 2023.

No..... – In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, read with the Government of India, Ministry of Home Affairs, New Delhi, Notification No.....dated....., and in pursuance of Union Public Commission's Letter No..... dated....., and in supersession of A & N Administration's Notification No..... dated....., and subsequent amendment Notification No..... dated....., the Lieutenant Governor (Administrator), Andaman & Nicobar Islands hereby makes the following rules regulating the method of recruitment to the Group 'C' posts of Higher Grade Clerk and Lower Grade Clerk of the Amalgamated Clerical Cadre of Andaman & Nicobar Administration, namely:-

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

- (I) These Rules may be called the Andaman and Nicobar Administration (Amalgamated Clerical Cadre) Recruitment (Amendment) Rules, 2016.
- (II) They shall come into force on the date of their publication in the Official Gazette.

**2. NUMBER OF POSTS, CLASSIFIED AND SCALE OF PAY:-**

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

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

The method of recruitment, age limit, qualification and other matters relating to the said post shall be as specified in paras 5 to 15 of the above said Schedule aforesaid.

**4. DISQUALIFICATION:-**

**No person,**

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

Provided that the Administrator, Andaman and Nicobar Administration, may if satisfied, that such marriage is permissible under the

personal law applicable to such persons and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of the these rules.

**5. POWER TO RELAX:-**

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

**6. SAVINGS:-**

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

Lieutenant Governor  
Andaman & Nicobar Islands

By order and in the name of the Lieutenant Governor,

Assistant Secretary (Perl.)

## **SCHEDULE**

### **RECRUITMENT RULES FOR THE POST OF MULTI TASKING STAFF IN THE SECRETARIAT ESTABLISHMENT**

|   |                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                    |
|---|-----------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Name of post                                                                                                    | MULTI TASKING STAFF                                                                                                                                                                                                                                                                                                                                                                |
| 2 | No of post                                                                                                      | 30 (Thirty) *2023<br>*(Subject to variant dependent on workload)                                                                                                                                                                                                                                                                                                                   |
| 3 | Classification                                                                                                  | General Central Services Group 'C', Non-Gazetted, Non-Ministerial                                                                                                                                                                                                                                                                                                                  |
| 4 | Pay Band/Grade<br>Pay/Pay Scale                                                                                 | PB-1 5200-20200 Grade Pay 1800                                                                                                                                                                                                                                                                                                                                                     |
| 5 | Whether selection post<br>or no-selection post?                                                                 | Not applicable                                                                                                                                                                                                                                                                                                                                                                     |
| 6 | Age limit for direct<br>recruits                                                                                | 18-33 years for male<br>18-36 years for female<br>(Relaxable for Govt. Servants upto 5 years in<br>accordance with the instructions / orders issued by<br>the Central Govt. from time to time.<br><b><u>Note:</u></b> The crucial date for determining the age limit<br>shall be the closing date for receipt of names /<br>applications from Employment Exchange /<br>candidates. |
| 7 | Educational and other<br>qualifications required<br>for the direct recruits                                     | <b><u>Essential:</u></b> Must have Passed Secondary School<br>Examination (X Std) from a recognized Board /<br>Institution.<br><b><u>Desirable:</u></b><br>(a) Training in Basic and refreshers courses in<br>Home Guards and Civil Defence.<br>(b) Ability to ride Bicycle                                                                                                        |
| 8 | Whether age and<br>educational<br>qualifications prescribed<br>for direct recruits will<br>apply in the case of | <b><u>Not applicable</u></b>                                                                                                                                                                                                                                                                                                                                                       |

|    |                                                                                                                                                                     |                                                                                                                                                                                                                                      |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | promotees?                                                                                                                                                          |                                                                                                                                                                                                                                      |
| 9  | Period of probation, if any                                                                                                                                         | 02 (Two) years                                                                                                                                                                                                                       |
| 10 | Method of recruitment, whether by direct recruitment or by promotion or by deputation / absorption, and percentage of the vacancies to be filled by various methods | 100% by direct recruitment                                                                                                                                                                                                           |
| 11 | In case of recruitment, whether by direct recruitment or by promotion or by deputation / absorption to be made.                                                     | Not applicable                                                                                                                                                                                                                       |
| 12 | If a DPC exists, what is its composition                                                                                                                            | <b><u>Group 'C' DPC (for Confirmation) consisting of:</u></b><br>1. Secretary (Perl), A & N Admn. - Chairman<br>2. Accounts Officer (Fin) - Member<br>3. Assistant Secretary (Perl) - Member<br>4. Assistant Secretary (GA) - Member |
| 13 | Circumstances in which UPSC is to be consulted in making recruitment                                                                                                | Not applicable                                                                                                                                                                                                                       |
| 14 | Job Description                                                                                                                                                     | Attached as Annexure to the Schedule                                                                                                                                                                                                 |

### **JOB DESCRIPTION FOR THE POST OF “MULTI TASKING STAFF”**

1. Physical Maintenance of records of the Section.
2. General cleanliness and upkeep of the Section / Office.
3. Carrying of files and other papers within the building.
4. Photocopy sending of FAX etc.
5. Other non-clerical work in the Section / Office.
6. Assistance in routine office work likely Diary, Dispatch etc. including on Computer.

7. Delivering of Dak (outside the building).
8. Watch & Ward duties.
9. Opening & Closing of rooms.
10. Cleaning of rooms.
11. Dusting of furniture, fixtures etc.
12. Cleaning of building, fixtures etc.
13. Work related to his ITI qualifications, if it exists.
14. Driving of vehicle, if in possession of valid driving licence.
15. Upkeep of parks, lawns, potted plants etc.
16. To assist the store staff in collection of stationery and other materials, equipments, furniture etc. from the firms and to stack in the store properly.
17. To assist the store staff for issuance of stationeries and other materials to different section on the basis of proper indent.
18. To assist in shifting furniture and equipments from one place to another in the office as directed by his office in-charge.
19. To assist the store staff in keeping unserviceable furniture / equipment stores in the proper manner at appropriate place.
20. Any other work assigned by the superior authority.

**ANDAMAN AND NICOBAR ADMINISTRATION  
SECRETARIAT**

**NOTIFICATION**

Port Blair, dated the      April 2023.

No..... – In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, read with the Government of India, Ministry of Home Affairs, New Delhi, Notification No.....dated....., and in pursuance of DoPT's OM No..... the Lieutenant Governor (Administrator), Andaman & Nicobar Islands hereby makes the following Amendments to the Recruitment Rules to Group –C (Non-Gazetted) post of Multi-Tasking Staff borne in the Secretariat Establishment of Andaman & Nicobar Administration published in the A & N Extraordinary Gazette Notification No..... dated .....

**1. Short Title and Commencement; -**

- (I) These Rules may be called the Andaman and Nicobar Administration Multi-Tasking Staff Recruitment (Amendment) Rules, 2016.
- (II) They shall come into force on the date of their publication in the Official Gazette.

**AMENDMENTS**

2. (i) The existing Column-4 of the Schedule appended to the Recruitment Rules (hereinafter called for brevity as the “said Recruitment Rules”) shall be substituted as under: -

|                         |                             |
|-------------------------|-----------------------------|
| Level in the Pay Matrix | Level 1 (Rs. 18000 – 56900) |
|-------------------------|-----------------------------|

Lieutenant Governor  
Andaman & Nicobar Islands

By order and in the name of the Lieutenant Governor,

Deputy Secretary (Perl.)



**ANDAMAN AND NICOBAR ADMINISTRATION  
SECRETARIAT**

**NOTIFICATION**

Port Blair, dated the      April 2023.

No..... – In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, read with the Government of India, Ministry of Home Affairs, New Delhi, Notification No.....dated....., and in pursuance of DoPT's OM No..... the Lieutenant Governor (Administrator), Andaman & Nicobar Islands hereby makes the following Amendments to the Recruitment Rules to Group –B (Non-Gazetted) post of Office Superintendent of the Amalgamated Clerical Cadre of Andaman & Nicobar Administration, namely:-

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

- (I) These Rules may be called the Andaman and Nicobar Administration Multi-Tasking Staff Recruitment (Amendment) Rules, 2013.
- (II) They shall come into force on the date of their publication in the Official Gazette.

**2. NUMBER OF POSTS, CLASSIFIED AND SCALE OF PAY:-**

The number of posts, the classification and scale of pay attached thereto shall be specified in para 2 to 4 of the Schedule annexed to these rules;

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

The method of recruitment, age limit, qualification and other matters relating to the said post shall be as specified in para 5 to 14 of the above said Schedule.

**4. DISQUALIFICATION:-**

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

Shall be eligible for appointment to the said posts:

Provided that the Administrator, Andaman and Nicobar Administration, may if satisfied, that such marriage is permissible under the personal law applicable to such persons and the other party to the marriage

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

**5. POWER TO RELAX:-**

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

**6. SAVINGS:-**

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

Lieutenant Governor  
Andaman & Nicobar Islands

By order and in the name of the Lieutenant Governor,

Deputy Secretary (Perl.)

**AMENDMENTS**

7. (i) The existing Column-4 of the Schedule appended to the Recruitment Rules (hereinafter called for brevity as the “said Recruitment Rules”) shall be substituted as under: -

|                         |                             |
|-------------------------|-----------------------------|
| Level in the Pay Matrix | Level 1 (Rs. 18000 – 56900) |
|-------------------------|-----------------------------|

Lieutenant Governor  
Andaman & Nicobar Islands

By order and in the name of the Lieutenant Governor,

Deputy Secretary (Perl.)

**ANDAMAN AND NICOBAR ADMINISTRATION  
SECRETARIAT**

**NOTIFICATION**

Port Blair, dated the      April 2023.

No..... – In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, read with the Government of India, Ministry of Home Affairs, New Delhi, Notification No.....dated....., and in pursuance of DoPT's OM No..... the Lieutenant Governor (Administrator), Andaman & Nicobar Islands hereby makes the following Amendments to the Recruitment Rules to Group –C (Non-Gazetted) post of Multi-Tasking Staff borne in the Secretariat Establishment of Andaman & Nicobar Administration published in the A & N Extraordinary Gazette Notification No..... dated .....

**3. Short Title and Commencement; -**

- (III) These Rules may be called the Andaman and Nicobar Administration Multi-Tasking Staff Recruitment (Amendment) Rules, 2016.
- (IV) They shall come into force on the date of their publication in the Official Gazette.

**AMENDMENTS**

4. (i) The existing Column-4 of the Schedule appended to the Recruitment Rules (hereinafter called for brevity as the “said Recruitment Rules”) shall be substituted as under: -

|                         |                             |
|-------------------------|-----------------------------|
| Level in the Pay Matrix | Level 1 (Rs. 18000 – 56900) |
|-------------------------|-----------------------------|

Lieutenant Governor  
Andaman & Nicobar Islands

By order and in the name of the Lieutenant Governor,

Deputy Secretary (Perl.)