

ANDAMAN AND NICOBAR ADMINISTRATION
SECRETARIAT

Port Blair 12th June 2025

NOTIFICATION

No. F.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. U-14039/2/83-ANL dated 21/02/1985 and in supersession of A&N Admn.'s Notification No. 12/2010/F.No.16-6/2006-PW dated 20.01.2010, Notification No. 49/2011/F.No.16-6/2006-PW dated 01.02.2011 and Notification No. 214/2016/F.No.16-17/2016-PW dated 15.12.2016, the Lieutenant Governor(Administrator), Andaman and Nicobar Islands, hereby makes the following rules regulating the method of recruitment to the Group 'B' (Non-Gazetted) post of **Head Clerk/Assistant In-charge/Assistant** of the Amalgamated Clerical Cadre in Andaman & Nicobar Administration, namely:-

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

1.Short title and commencement:-

(i) These rules may be called the Andaman and Nicobar Administration(Group 'B' Non-Gazetted post of **Head Clerk/Assistant In-charge/Assistant**)Recruitment Rules, **2025**.

(ii) They shall come into force on the date of their publication in the Official Gazette.

2. Number of posts, classification, and scale of pay:-

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

3. Method of recruitment, age limit, and 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 above said Schedule.

4. Disqualifications:-

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 these rules.

5. Powers to relax:-

Where the Administrator, Andaman and Nicobar Islands is of opinion that it is necessary or expedient so to do, he may, by order and for the 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 those rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes and Ex-servicemen and other special categories of persons, in accordance with the orders issued by the Central Government from time to time in this regard.

Admiral D.K. Joshi
PVSM, AVSM, YSM, NM, VSM(Retd.)

Lieutenant Governor,
Andaman & Nicobar Islands

By order and in the name of the Lieutenant Governor

(A Yesu Raj)
Assistant Secretary (Perl.)

SCHEDULE

RECRUITMENT RULES FOR THE POST OF OFFICE SUPERINTENDENT IN THE AMALGAMATED CLERICAL CADRE OF ANDAMAN & NICOBAR ADMINISTRATION

1	Name of post	Head Clerk/Assistant In-
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		Charge/Assistant
2	No. of Post	392 (Three hundred ninety two)* 2025 *Subject to variation dependent on workload
3	Classification	General Central Services Group 'B', Non-Gazetted Ministerial
4	Pay Band and Pay Level/Pay Scale	Level-6 (Rs. 35400-112400)
5	Whether Selection post or Non-selection post?	Selection
6	Age limit for direct recruits	Not applicable
7	Educational and other qualifications required for direct recruits	Not applicable
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees?	Not applicable
9	Period of probation, if any	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
		Promotion: From amongst Higher Grade Clerk of AC Cadre in Level-4 (Rs. 25500-81100) in the Pay Matrix with 10(Ten) years regular service in the grade Or combined service of 18(Eighteen) years in the grade of Higher Grade and Lower Grade Clerk of which at least 5(Five) years shall be at the level of Higher Grade and Lower Grade Clerk.
	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	Note: 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.
12	If a DPC exists, what is its composition?	<p>Group 'B' DPC (for considering promotion) consist of :</p> <ol style="list-style-type: none"> 1. Secretary(Perl.), A&N Admn. -Chairman 2. Secretary(PWD), A&N Admn. -Member 3. Secretary(Law), A&N Admn. - Member. <p>Group 'B' DCC (for considering confirmation) consist of :</p> <ol style="list-style-type: none"> 1. Secretary(Perl.), A&N Admn. -Chairman 2. Deputy Secretary(Fin-I), A&N Admn. -Member 3. Assistant Secretary(Perl), A&N Admn. - Member.
13	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable

ANNEXURE TO SCHEDULE

JOB DESCRIPTION FOR THE POST OF HEAD CLERK/ ASSISTANT IN-CHARGE/ASSISTANT

i. Secretariat:

This post in the Secretariat level attached to various Sections deals with sensitive and complex nature of work under close supervision of the Office Superintendent/Assistant Secretaries.

ii. Subordinate Offices:-

- a. Where the post of Office Superintendent exists, the Head Clerks deals with sensitive and complex nature of work regarding appointment, promotion, court cases, planning, budget and accounts etc. as may be assigned by and under close supervision of Office Superintendent;
- b. Where the post of Head Clerk alone is available, Head Clerks will be the supervisory staff for clerical staff attached to that Office.

The duties of Head Clerk/Assistant In-charge/Assistant while functioning as a Dealing Clerk shall be:

1. To enter all receipts marked to him in his Day Book and to provide file numbers in the Section Diary for each receipt showing 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 marked to him and to submit them on the due required dates;
5. To put up cases after examination to the 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 alongwith details of files and papers which remain pending for more than 7 days;
7. To maintain a Suspense and Reminder Dairy for taking action on due dated. 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 any unduly 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 register.