

**v.Meku rFkk fudksckj iz'kklu**  
**ANDAMAN AND NICOBAR ADMINISTRATION**  
**lfpoky;/SECRETARIAT**

\*\*\*\*\*

Sri Vijaya Puram, dated the 02<sup>nd</sup> February, 2026.

PRESS NOTE

'Draft Recruitment Rules for the Group 'B' (Gazetted, Ministerial) posts of Senior Private Secretary and Private Secretary of Amalgamated Stenographic Cadre of A&N Administration has been hoisted in the website [www.andamannicobar.gov.in](http://www.andamannicobar.gov.in).

Claim & objections, if any, on the proposed RRs may be submitted to the Deputy Secretary (Perl), A&N Administration, Secretariat' within within 30 days of publication/uploading in the website.

(M V Rameshan)

Deputy Secretary (Perl.)

Forwarded to the Manager, Govt. Press, Sri Vijaya Puram with the request to publish the above press note in two consecutive days in the Daily Telegram.

Copy to the Assistant Manager(IT), EDP Cell, Secretariat with the request to make necessary arrangement to upload the draft recruitment rules for the posts of Senior Private Secretary and Private Secretary (copy enclosed) in the website for 30 days by inviting claims/objections from Stakeholders.

Digitally signed by  
M. V. Rameshan

Deputy Secretary (Perl.)  
Date: 02.02.2026  
19:23:51

अंडमान तथा निकोबार प्रशासन  
ANDAMAN AND NICOBAR ADMINISTRATION  
सचिवालय/SECRETARIAT  
\*\*\*\*\*

Sri Vijaya Puram, dated the 02<sup>nd</sup> February, 2026.

**NOTIFICATION**

No...../F.No.A-12018/17/2023-Perl-Section-Sectt.– 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. 132/2011/F.No.16-6(1)/2009-PW dated 28.04.2011 and Notification No. 208/2016/F.No.16-17/2016-PW dated 15.12.2016, the Lieutenant Governor/Administrator, Andaman and Nicobar Islands, hereby proposed makes the following rules regulating the method of recruitment to the Group 'B' (Gazetted) post of **Senior Private Secretary and Private Secretary** of the Amalgamated Stenographic Cadre of 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 (Senior Private Secretary & Private Secretary) Recruitment Rules, 2026.
- (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.

By order and in the name of the Lieutenant Governor,  
Andaman & Nicobar Islands

Deputy Secretary (Perl.)

**SCHEDULE-I**

**RECRUITMENT RULES FOR THE POST OF SENIOR PRIVATE SECRETARY OF THE AMALGAMATED STENOGRAPHIC CADRE OF ANDAMAN & NICOBAR ADMINISTRATION**

1	Name of the post	<b>Senior Private Secretary</b>
2	No. of Posts	<b>06 (Six)*2026</b> *Subject to variation dependent on workload
3	Classification	General Central Services Group 'B', Gazetted, Ministerial
4	Scale of Pay	Level-8 (Rs. 47600 -151100)  Note: Level - 9 (Rs 53100-167800) on completion of 4 (four) years.
5	Selection or Non-Selection	Selection
6	Age limit for direct recruitment	Not applicable
7	Educational and other qualifications for direct recruits	Not applicable
8	Whether educational qualifications and age limit prescribed for DR will apply to promotes	Not applicable
9	Period of Probation, if any	Nil
10	Method of recruitment Whether by DR or by promotion/deputation/absorption and percentage of the	By Promotion

	vacancies to be filled by various method.	
11	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	<p><b><u>Promotion:</u></b>  From amongst the Private Secretaries of A&amp;N Amalgamated Stenography Cadre in Level-7 (Rs 44900-142400) of pay matrix with 2 (Two) years regular service in the grade.</p> <p>(OR)</p> <p>With 6(six) years combined service of Private Secretary in Level-7 (Rs 44900-142400) and Personal Assistant in Level 6(Rs 35400-112400) of Stenography Cadre of which at least one year shall be in the grade of Private Secretary.</p> <p><b><u>Note1:</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</p>

		next Higher Grade along with their Juniors who have already completed such qualifying/eligibility service.
12	If Departmental promotion committee exists what is its composition	Group 'B' DPC (for considering promotion) consisting of :  1. Chief Secretary, A&N Admn –Chairman 2. Secretary(Perl), A&N Admn. – Member 3. Secretary(Law), A&N Admn. - Member
13	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

## **SCHEDULE –II**

### **RECRUITMENT RULES FOR THE POST OF PRIVATE SECRETARY OF THE AMALGAMATED STENOGRAPHIC CADRE OF ANDAMAN & NICOBAR ADMINISTRATION**

1	Name of the post	Private Secretary
2	No. of Posts	21 (Twenty one )*2026 *Subject to variation dependent on workload
3	Classification	General Central Services Group 'B', Gazetted Ministerial
4	Scale of Pay	Level-7 (Rs. 44900-142400)
5	Selection or Non-Selection	Selection
6	Age limit for direct recruitment	Not applicable
7	Educational and other qualifications for direct recruits	Not applicable

8	Whether educational qualifications and age limit prescribed for direct recruits will apply to promotes	Not applicable
9	Period of Probation, if any	Not applicable
10	Method of recruitment Whether by DR or by promotion/deputation/absorption and percentage of the vacancies to be filled by various method.	By Promotion
11	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	<p><b>Promotion:</b> From amongst the Personal Assistant in Level - 6 (Rs 35400-112400) in the Pay Matrix with 05 years regular service in the grade.</p> <p><b>Note1:</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 along with their Juniors who have already completed such qualifying/eligibility service.</p>

12	If Departmental promotion committee exists what is its composition	Group 'B' DPC(for considering promotion) consisting of :  1. Chief Secretary, A&N Admn –Chairman 2. Secretary (Perl), A&N Admn. – Member 3. Secretary (Law), 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 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. Any other duties assigned by Lt. Governor.

#### **B. Other Senior Private Secretary**

1. Overall supervision of the work of the Personal Sections of concerned Officer and initiation 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 and engagements for Chief Secretary, Development Commissioner and preparation of engagement diary.
4. Arrangement for mainland and inter Island tours of the Chief Secretary/Development Commissioner.
5. Follow up action on the tour diary of the officers to ensure its timely action;
6. Taking down dictation and typing;
7. Attending the duties during VVIPs visits etc.
8. Attending the telephone calls and passing to the CS/Development Commissioner;
9. Keeping safe custody of War Book and other top secret documents and sending report periodically;
10. Any other duties assigned by Chief Secretary.

#### ANNEXURE TO SCHEDULE

#### **JOB DESCRIPTION FOR THE POST PRIVATE SECRETARY**

1. Overall supervision of the work of the Personal Sections of concerned Officer and initiation of ACR in respect of the staff posted in the Personal Section of the officer;
2. Maintenance of classified file/records in the Personal Sections of Officer;
3. Arranging meetings and maintenance of engagement diary of the office and also reminding him the daily affairs;
4. Arranging mainland and inter Island tours of Chief Secretary/Principal Secretary/Development Commissioner/Super time Grade Officer;
5. Taking down dictation and typing and ensure its dispatch;
6. Attending the telephone calls which are coming to officer and also contacting other officer when need arise;
7. Follow up actions on the tour diary of the officers to ensure its timely action;
8. Attending the duties during VVIPs visits etc.