

**ANDAMAN & NICOBAR ADMINISTRATION  
SECRETARIAT**

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Sri Vijay Puram, dated the      February, 2026.

**NOTIFICATION**

No.....F.No.8-5/2012-13/DM-In exercise of power conferred by the to the Articles 309 of Constitution of India read with Government of India, Ministry of Home Affairs, New Delhi, Notification No. U 14039/2/83-ANL dated 21.02.1985 and in consultation with the UPSC as communicated vide letter No.....dated....., the Lieutenant Governor (Administrator), Andaman and Nicobar Islands, hereby proposes to make the following rules regulating the method of recruitment to the Group 'B' Gazatted Post of Assistant Director (Response & Mitigation), Assistant Director (Operation), Assistant Director (Logistic), Safety Officer, Disaster Management, Andaman and Nicobar Administration, namely;

Objections and suggestions are invited from the stakeholders/persons to be affected thereby. The objections and suggestions (if any) should reach the Office of Director (Disaster Management), A&N Administration within 30 days from the date of its publication in the official website.

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

(i) These rules may be called the Union Territory of Andaman and Nicobar Islands **Assistant Director (Response & Mitigation), Assistant Director (Operation), Assistant Director (Logistic), Safety Officer** 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 post, its classification, and the scale of pay attached there to shall be as specified in Column 2 to 4 of the Scheduled I, II, III & IV annexed to these rules.

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

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

**4. DISQUALIFICATION: -**

No person,

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

Shall be eligible to the appointment to the said posts,

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

**5. POWER TO RELAX: -**

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

**6. SAVINGS: -**

“Nothing in those rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Schedule 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 DK Joshi, PVSM, AVSM, YSM, NM, VSM (Retd.)  
Lieutent Governor,  
Andaman & Nicobar Islands

By order and in the name of Lieutent Governor

**Deputy Secretary (DM & RR) )**

### **SCHEDULE-I**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Proposed</b>
1.	Name of post	Assistant Director (Response & Mitigation)
2.	No. of post	1 (one)* 2025
3.	Classification	General Central Services Group 'B' Gazetted Non -Ministerial
4.	Scale of Pay, Pay Level and Grade Pay (in Rs.)	Level - 9 (Rs ) of pay matrixs.
5.	Whether Selection Post or Non - Selection Post	Not Applicable
6.	Age limit for Direct Recruits	Not exceeding 35 years.  1. Relaxable for Govt. Servants upto five years in accordance with the instructions or orders issued by the Central Government.  2. The crucial date for determining the age limit shall be as advertised by the UPSC/SSC.
7.	Educational and other qualifications required for direct recruits	<b>Essential</b>  <b>Qualification:</b> Post Graduate Degree in Disaster Management from a recognized University.  <b>OR</b>  i. Graduate Degree in any stream from a recognized University and  ii. Post Graduate Diploma in Disaster Management from a recognized Institute.  <b>Experience:</b> 02 years experience in dealing with Administrative/Establishment matter in a Government Office or Public Sector Undertaking or Autonomous Organization or Universities or Statutory Body with one year experience in handling of relief operation.  <b>Desirable</b>

		<p>PhD. in Disaster Management and experience in handling relief operations.</p> <p><b>Note 1:</b> Qualifications are relaxable at the discretion of the UPSC for reasons to be recorded in writing in the case of candidates otherwise well qualified.</p> <p><b>Note 2:</b> The Qualification regarding experience is relaxable at the discretion of the UPSC/Competent Authority for reasons to be recorded in writing, in the case of candidates belonging to SC/ST candidates if any, at any stage of selection the UPSC/Competent Authority is of the opinion that sufficient number of candidates from these Communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.</p>
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	<p>01 (one) Year for direct recruits.</p> <p><i>Direct recruits would be required to successfully complete a mandatory induction training of at least two weeks duration, as prescribed by the competent authority for completion of probation.</i></p>
10.	Method of recruitment, whether by direct recruitment or by promotion or by transfer on deputation and percentage of the vacancies to be filled by various methods	By Deputation/ absorption failing which by direct recruitment
11.	In case of recruitment by promotion or deputation or direct, grade from which promotion /deputation /direct is to be made	<p><b><u>By Deputation</u></b></p> <p>Officers under the Central Govt. or State Govt. or Union Territories or Public Sector Undertakings or Universities or Recognized Research Institutions or Semi-Government Organizations or Statutory Organizations or Autonomous Organizations.</p> <p>a. Holding analogous posts on regular basis in the parent cadre/ other department.</p> <p style="text-align: center;"><b>OR</b></p> <p>With 02 (two) years regular service in the grade rendered after appointment thereto on a regular basis in the posts in the scale of Pay Level-8 (47600-151100) or equivalent in the parent cadre/ department.</p> <p style="text-align: center;"><b>OR</b></p> <p>With 03 years regular service in the grade rendered after appointment in the post on regular basis thereto in the</p>

		<p>scale of pay Level-7 (44900-142400) as per 7 CPC in the parent cadre/other department.</p> <p style="text-align: center;">AND</p> <p>b. Possessing the educational qualification and experience prescribed for direct recruits under column 7.</p> <p><b>NOTE:</b> Period of the deputation including period of deputation in another ex- cadre post held immediately preceding this appointment in the same or some other organization/ department of the central govt. shall ordinarily not to exceed 3 years. The maximum age limit for appointment by deputation shall be not exceeding 56 years, as on the closing date of receipt of applications.</p>
12.	If a Departmental Promotion/ Confirmation Committee exists, what is its composition?	<p><b>Departmental Confirmation Committee (DCC) for considering confirmation consist of:</b></p> <ol style="list-style-type: none"> <li>1. Chief Secretary, A&amp;N Admn. - Chairman</li> <li>2. Secretary (DM), A&amp;N Admn. - Member</li> <li>3. Secretary (Personnel), A&amp;N Admn. - Member</li> </ol>
13.	Circumstances in which UPSC is to be consulted in making recruitment	Consultation with UPSC is necessary while making direct recruitment.

### **Duties & Responsibilities for Assistant Director (Response & Mitigation)**

*The Asst. Director (Response & Mitigation) shall:*

- i. Coordinate with the activated Section Chiefs for planning and preparation of IAP in consultation with IC;
- ii. Ensure that decisions taken and directions issued in case of sudden disasters when the PS had not been activated are obtained from the IMO (Command Staff) and incorporated in the IAP;
- iii. Ensure collection, evaluation, and dissemination of information about the incidents including weather, environment toxicity, availability of resources etc. From concerned departments and other sources. The PS must have a databank of available resources with their locations from where it can be mobilised;
- iv. Coordinate by assessing the current situation, predicting probable course of the incident and preparing alternative strategies for the Operations by preparing the IAP. The IAP contains objectives reflecting the overall incident strategy and specific tactical actions and supporting information for the next operational period (24 hours is considered as one operational period). The plan may be oral or written. Written plan may have a number of attachments, including incident objectives, organisation assignment list IRS Form-005 (enclosed in Annexure-V), incident communication plan IRS Form-009 (enclosed in Annexure-IX), demobilisation plan IRS Form-010 (enclosed in Annexure-X), traffic plan, safety plan, and incident map etc. The major steps for preparing IAP are as follows;
  - a. Initial information and assessment of the damage and threat;

- b. Assessment of resources required;
  - c. Formation of incident objectives and conducting strategy meetings;
  - d. Operations briefing;
  - e. Implementation of IAP;
  - f. Review of the IAP; and
  - g. Formulation of incident objectives for the next operational period, if required;
- v. ensure that Incident Status Summary (IRS Form-002) enclosed in Annexure-II is filled and incorporated in the IAP;
- v. Ensure that Organisational Assignment List (Divisional / Group) IRS Form-005 as enclosed in Annexure - V is circulated among the Unit leaders and other responders of his Section;
- vi. Plan to activate and deactivate IRS organisational positions as appropriate, in consultation with the IC and OSC;
- vii. Determine the need for any specialised resources for the incident management;
- viii. Utilise IT solutions for pro-active planning, GIS for decision support and modelling capabilities for assessing and estimating casualties and for comprehensive response management plan;
- ix. Provide periodic projections on incident potential;
- x. Report to the IC of any significant changes that take place in the incident status;
- xi. Compile and display incident status summary at the ICP;
- xii. Oversee preparation and implementation of Incident Demobilisation Plan (IRS Form-010) enclosed in Annexure-X;
- xiii. Assign appropriate personnel, keeping their capabilities for the tasks in mind and maintain On Duty Officers List (IRS Form-007) for the day as enclosed in Annexure-VII;
- xiv. Ensure that record of various activities performed (IRS Form-004 enclosed in Annexure-IV) by members of Units are collected and maintained in the Unit Log (IRS Form-003) enclosed at Annexure-III; and
- xv. Perform any other duties assigned by IC.

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

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

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

## **SCHEDULE-II**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Proposed</b>
1.	Name of post	Assistant Director (Operation)
2.	No. of post	1 (one)* 2025
3.	Classification	General Central Services Group 'B' Gazetted Non Ministerial
4.	Scale of Pay, Pay Level and Grade Pay (in Rs.)	Level - 9 (Rs ..... ) of the pay matrix.
5.	Whether Selection Post or Non - Selection Post	Not Applicable
6.	Age limit for Direct Recruits	<p>Not exceeding 35 years.</p> <ol style="list-style-type: none"> <li>1. Relaxable for Govt. Servants upto five years in accordance with the instructions or orders issued by the Central Government.</li> <li>2. The crucial date for determining the age limit shall be as advertised by the UPSC/SSC.</li> </ol>
7.	Educational and other qualifications required for direct recruits	<p><b><u>Essential</u></b></p> <ol style="list-style-type: none"> <li>1. <b><u>Qualification</u></b> <p>Post Graduate in Electronics &amp; Communication Engineering or Electronics &amp; Telecommunication Engineering from a recognised University.</p> <p style="text-align: center;">OR</p> <p>Post Graduate Degree in Disaster Management from a recognised University with one year Diploma in Computer Application.</p> <p style="text-align: center;">OR</p> <p>Masters degree in Economics/Commerce/ Mathematic Statistics/ Operation Research from a recognized university with One year Diploma in Computer Application.</p> <p style="text-align: center;">-</p> </li> <li>2. <b><u>Experience:</u></b> 02 years experience in the field of Disaster preparedness &amp; relief operation with one year experience in compilation, presentation and analysis of</li> </ol>

		<p>Statistical data in a Government Office or Public Sector Undertaking or Autonomous Organization or Universities or Statutory Body,</p> <p><b><u>Desirable</u></b> PhD. in Disaster Management and experience in handling relief operations.</p> <p><b>Note 1:</b> Qualifications are relaxable at the discretion of the UPSC for reasons to be recorded in writing in the case of candidates otherwise well qualified.</p> <p><b>Note 2:</b> The Qualification regarding experience is relaxable at the discretion of the UPSC/Competent Authority for reasons to be recorded in writing, in the case of candidates belonging to SC/ST candidates if any, at any stage of selection the UPSC/Competent Authority is of the opinion that sufficient number of candidates from these Communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.</p>
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	<p>01 (one) Year for direct recruits.</p> <p><i>Direct recruits would be required to successfully complete a mandatory induction training of at least two weeks duration, as prescribed by the competent authority for completion of probation.</i></p>
10.	Method of recruitment, whether by direct recruitment or by promotion or by transfer on deputation and percentage of the vacancies to be filled by various methods	By Deputation/ absorption failing which by direct recruitment
11.	In case of recruitment by promotion or deputation or direct, grade from which promotion /deputation /direct is to be made	<p><b><u>By Deputation</u></b></p> <p>Officers under the Central Govt. or State Govt. or Union Territories or Public Sector Undertakings or Universities or Recognized Research Institutions or Semi-Government Organizations or Statutory Organizations or Autonomous Organizations.</p> <p>a. Holding analogous posts on regular basis in the parent cadre/ other department.</p> <p style="text-align: center;"><b>OR</b></p> <p>With 02 (Two) years regular service in the grade rendered</p>

		<p>after appointment thereto on a regular basis in the posts in the scale of Pay Level-8 (47600-151100) or equivalent in the parent cadre/ department.</p> <p style="text-align: center;"><b>OR</b></p> <p>With 03 (Three) years regular service in the grade rendered after appointment in the post on regular basis thereto in the scale of pay Level-7 (44900-142400) as per 7 CPC in the parent cadre/other department.</p> <p style="text-align: center;"><b>AND</b></p> <p>b. Possessing the educational qualification and experience prescribed for direct recruits under column 7.</p> <p><b>NOTE:</b> Period of the deputation including period of deputation in another ex- cadre post held immediately preceding this appointment in the same or some other organization/ department of the central govt. shall ordinarily not to exceed 3 years. The maximum age limit for appointment by deputation shall be not exceeding 56 years, as on the closing date of receipt of applications.</p>
12.	If a Departmental Promotion/ Confirmation Committee exists, what is its composition?	<p><b>Departmental Confirmation Committee (DCC) for considering confirmation consist of:</b></p> <ol style="list-style-type: none"> <li>1. Chief Secretary, A&amp;N Admn. - Chairman</li> <li>2. Secretary (DM), A&amp;N Admn. - Member</li> <li>3. Secretary (Personnel), A&amp;N Admn. - Member</li> </ol>
13.	Circumstances in which UPSC is to be consulted in making recruitment	Consultation with UPSC is necessary while making direct recruitment.

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### **Duties and Responsibilities of Assistant Director (Operations)**

*The Assistant Director (Ops.) Shall:*

- i. Coordinate with the activated Section Chiefs;
- ii. manage all field operations for the accomplishment of the incident objectives;
- iii. ensure the overall safety of personnel involved in the OS and the affected communities;
- iv. deploy, activate, expand and supervise organisational elements (Branch, Division,



Group, etc.)

in his Section in consultation with IC and in accordance with the IAP;

v. assign appropriate personnel, keeping their capabilities for the task in mind and maintain On

Duty Officers list (IRS Form-007) for the day as enclosed in Annexure-VII;

vi. request IC for providing a Deputy OSC for assistance, if required;

vii. brief the personnel in OS at the beginning of each operational period;

viii. ensure resolution of all conflicts, information sharing, coordination and cooperation between

the various Branches of his Section;

ix. prepare Section Operational Plan in accordance with the IAP; if required;

x. suggest expedient changes in the IAP to the IC;

xi. consult the IC from time-to-time and keep him fully briefed;

xii. determine the need for additional resources and place demands accordingly and ensure their

arrival;

xiii. ensure record of various activities performed (IRS Form-004 enclosed in Annexure-IV) by

members of Branches, Divisions, Units/Groups are collected and maintained in the Unit Log IRS Form-003 and

xiv. perform such other duties as assigned by RO / IC.

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

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

He/She shall also coordinate and update the functions of the available communication in these Islands in support of the VSAT communication and DCN (Development of Communication Network) and the network developed by the Dr. B.R.

Ambedker Institute of Technology, Port Blair and with installation of VOIP linkup with 45 stations at Mainland and MHA, NDMA, NIDM, INCOIS, NIOT, ISRO IMD and other agencies.

### **SCHEDULE-III**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Proposed</b>
1.	Name of post	Assistant Director (Logistics)
2.	No. of post	1 (one)*2025
3.	Classification	General Central Services Group 'B' Gazetted Non Ministerial
4.	Scale of Pay, Pay Level and Grade Pay (in Rs.)	Level - 9 (Rs ) of the pay matrixs.
5.	Whether Selection Post or Non - Selection Post	Not Applicable
6.	Age limit for Direct Recruits	Not exceeding 35 years.  1. Relaxable for Govt. Servants upto five years in accordance with the instructions or orders issued by the Central Government.  2. The crucial date for determining the age limit shall be as advertised by the UPSC/SSC.
7.	Educational and other qualifications required for direct recruits	<p><b><u>Essential</u></b></p> <p><b>1. <u>Qualification</u></b></p> <p>Master Degree in Computer Engineering from a recognised University.</p> <p style="text-align: center;">OR</p> <p>Master of Business Administration [MBA] (Logistics Management) with One year Diploma in Computer Application.</p> <p style="text-align: center;">OR</p> <p>Masters degree in Economics/Commerce/ Mathematic Statistics/ Operation Research from a recognized university with One year Diploma in Computer Application.</p> <p>—</p> <p><b>2. <u>Experience:</u></b></p> <p><b>02</b> years experience in the field of preparation of Plan, conduct of Training, organization of Mock exercise with one year experience in compilation, presentation and analysis of Statistical data in a Government Office or Public Sector Undertaking or Autonomous Organization or Universities or Statutory Body.</p> <p>—</p> <p><b><u>Desirable</u></b></p> <p>Diploma in Disaster Management and experience in handling relief operations.</p>

		<p><b>Note 1:</b> Qualifications are relaxable at the discretion of the UPSC for reasons to be recorded in writing in the case of candidates otherwise well qualified.</p> <p><b>Note 2:</b> The Qualification regarding experience is relaxable at the discretion of the UPSC/Competent Authority for reasons to be recorded in writing, in the case of candidates belonging to SC/ST candidates if any, at any stage of selection the UPSC/Competent Authority is of the opinion that sufficient number of candidates from these Communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.</p>
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	<p>01 (one) Year for direct recruits.</p> <p><i>Direct recruits would be required to successfully complete a mandatory induction training of at least two weeks duration, as prescribed by the competent authority for completion of probation.</i></p>
10.	Method of recruitment, whether by direct recruitment or by promotion or by transfer on deputation and percentage of the vacancies to be filled by various methods	By Deputation/ absorption, failing which by direct recruitment
11.	In case of recruitment by promotion or deputation or direct, grade from which promotion /deputation /direct is to be made	<p><b><u>By Deputation</u></b></p> <p>Officers under the Central Govt. or State Govt. or Union Territories or Public Sector Undertakings or Universities or Recognized Research Institutions or Semi-Government Organizations or Statutory Organizations or Autonomous Organizations.</p> <p>a. Holding analogous posts on regular basis in the parent cadre/ other department.</p> <p style="text-align: center;"><b>OR</b></p> <p>With 02 (Two) years regular service in the grade rendered after appointment thereto on a regular basis in the posts in the scale of Pay Level-8 (47600-151100) or equivalent in the parent cadre/ department.</p> <p style="text-align: center;"><b>OR</b></p> <p>With 03 (Three) years regular service in the grade rendered after appointment in the post on regular basis thereto in the scale of pay Level-7 (44900-142400) as per 7 CPC in the parent cadre/other department.</p>

		<p style="text-align: center;">AND</p> <p>b. Possessing the educational qualification and experience prescribed for direct recruits under column 7.</p> <p><b>NOTE:</b> Period of the deputation including period of deputation in another ex- cadre post held immediately preceding this appointment in the same or some other organization/ department of the central govt. shall ordinarily not to exceed 3 years. The maximum age limit for appointment by deputation shall be not exceeding 56 years, as on the closing date of receipt of applications.</p>
12.	If a Departmental Promotion/ Confirmation Committee exists, what is its composition?	<p><b>Departmental Confirmation Committee (DCC) for considering confirmation consist of :</b></p> <p>1. Chief Secretary, A&amp;N Admn. - Chairman 2. Secretary (DM), A&amp;N Admn. - Member 3. Secretary (Personnel), A&amp;N Admn. - Member</p>
13.	Circumstances in which UPSC is to be consulted in making recruitment	Consultation with UPSC is necessary while making direct recruitment.

### **Duties and Responsibilities of Assistant Director (Logistics)**

*The Assistant Director (logistics) shall:*

- i. coordinate with the activated Section Chiefs;
- ii. provide logistic support to all incident response effort including the establishment of SA, Incident Base, Camp, Relief Camp, Helipad etc.;
- iii. participate in the development and implementation of the IAP;
- iv. keep RO and IC informed on related financial issues;
- v. ensure that Organisational Assignment List (Divisional / Group) IRS Form-005 as enclosed in Annexure - V is circulated among the Branch Directors and other responders of his Section;
- vi. request for sanction of Imprest Fund, if required;
- vii. supervise the activated Units of his Section;
- viii. ensure the safety of the personnel of his Section;
- ix. assign work locations and preliminary work tasks to Section personnel;
- x. ensure that a plan is developed to meet the logistic requirements of the IAP with the help of Comprehensive Resource Management System;
- xi. brief Branch Directors and Unit Leaders;
- xii. anticipate over all logistic requirements for relief Operations and prepare

accordingly;

- xiii. constantly review the Communication Plan, Medical Plan and Traffic Plan to meet the changing requirements of the situation;
- xiv. assess the requirement of additional resources and take steps for their procurement in consultation with the RO and IC;
- xv. provide logistic support for the IDP as approved by the RO and IC;
- xvi. ensure release of resources in conformity with the IDP;
- xvii. ensure that the hiring of the requisitioned resources is properly documented and paid by the FB;
- xviii. assign appropriate personnel, keeping their capabilities for the tasks to be carried out and maintain On Duty Officers List (IRS Form-007) for the day as enclosed in Annexure-VII;
- xix. ensure that cost analysis of the total response activities is prepared;
- xx. ensure that record of various activities performed (IRS Form-004 enclosed in Annexure - IV) by members of Branches and Units are collected and maintained in the Unit Log IRS Form 003 as enclosed at Annexure-III; and
- xxi. Perform any other duties as assigned by RO or IC.

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

He is responsible for providing Transport facilities, services, and necessary evacuation material to the evacuation teams during in emergencies. The transportation and evacuation section works under him, depending upon the requirement it may activate up to other functional groups like Road, Water and Air and to guide the responder's roles and responsibilities of the section and its functional groups have been enumerated. He shall assists the Director (DM) in managing and directing emergency Services training activities and coordinate with the Search & Rescue and Disaster Relief officers to ensure that training programs are adequate. Develops and implements proposals for transit system service improvements and modifications. evaluates and analyzes issues, and recommends and implements solutions for effective execution in evacuation and transportation of victims from affected areas. Provides direction and guidance in public transportation policies and priorities. Provide evacuation routes to evacuation and Transport teams. Monitors and evaluates the efficiency and effectiveness of transportation service delivery methods and procedures including operations and maintenance, monitors and assures with public transportation regulations and standards. Assist in the development of short and long range emergency transit plans, management and legislative efforts. Monitors vehicle maintenance and safety programs, resolves maintenance and service issues; assures that staff complies with safety and service standards, and adhere to policies and procedures. Analyzes and

assists in the development of accident, safety, and training programs; evaluates the effectiveness of those programs. Conducts a variety of organization studies, investigations, and operational studies; recommends modifications to departmental policies, and procedures as appropriate. Assist in the development and administration of the department's budget and report to Director (DM) and any other duties that will be assigned.

#### **SCHEDULE-IV**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Proposed</b>
1.	Name of post	Safety Officer
2.	No. of post	1 (one)* 2025
3.	Classification	General Central Services Group 'B' Gazetted Non Ministerial
4.	Scale of Pay, Pay Level and Grade Pay (in Rs.)	Level - 8 (Rs ) of the pay matrixs.
5.	Whether Selection Post or Non - Selection Post	Not Applicable
6.	Age limit for Direct Recruits	Not exceeding 30 years.  1. Relaxable for Govt. Servants upto five years in accordance with the instructions or orders issued by the Central Government.  2. The crucial date for determining the age limit shall be as advertised by the UPSC/SSC.
7.	Educational and other qualifications required for direct recruits	<p><b><u>Essential</u></b></p> <p>1. <b><u>Qualification</u></b></p> <p>Post Graduate Degree in Civil Engineer from a recognised University.</p> <p style="text-align: center;"><b>OR</b></p> <p>i. Graduate Degree in Civil Engineer from a recognized University and</p> <p>ii. Post Graduate Diploma in Safety Management.</p> <p>2. <b><u>Experience:</u></b> One Year experience in Safety Management in a Government Office or Public Sector Undertaking or Autonomous Organization or Universities or Statutory Body.</p> <p><b><u>Desirable</u></b></p> <p>Post Graduate Diploma in Disaster Management.</p> <p><b>Note 1:</b> Qualifications are relaxable at the discretion of the UPSC for reasons to be recorded in writing in the case of candidates otherwise well qualified.</p>

		<p><b>Note 2:</b> The Qualification regarding experience is relaxable at the discretion of the UPSC/Competent Authority for reasons to be recorded in writing, in the case of candidates belonging to SC/ST candidates if any, at any stage of selection the UPSC/Competent Authority is of the opinion that sufficient number of candidates from these Communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.</p>
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	<p>02 (Two) Year for direct recruits.</p> <p><i>Direct recruits would be required to successfully complete a mandatory induction training of at least two weeks duration, as prescribed by the competent authority for completion of probation.</i></p>
10.	Method of recruitment, whether by direct recruitment or by promotion or by transfer on deputation and percentage of the vacancies to be filled by various methods	By Deputation/ absorption, failing which on direct recruitment
11.	In case of recruitment by promotion or deputation or direct, grade from which promotion /deputation /direct is to be made	<p><b><u>By Deputation</u></b></p> <p>Officers under the Central Govt. or State Govt. or Union Territories or Public Sector Undertakings or Universities or Recognized Research Institutions or Semi-Government Organizations or Statutory Organizations or Autonomous Organizations.</p> <p>a. Holding analogous posts on regular basis in the parent cadre/ other department.</p> <p style="text-align: center;"><b>OR</b></p> <p>With 02 (Two) years' regular service in the grade rendered after appointment thereto on a regular basis in the posts in the scale of Pay Level-7 (44900-142400) or equivalent in the parent cadre/ department.</p> <p style="text-align: center;"><b>OR</b></p> <p>With 06 (six) years regular service in the grade rendered after appointment in the post on regular basis thereto in the scale of pay Level-6 (35400-112400) as per 7 CPC in the parent cadre/other department.</p> <p style="text-align: center;">AND</p> <p>b. Possessing the educational qualification and experience prescribed for direct recruits under column 7.</p>

		<b>NOTE:</b> Period of the deputation including period of deputation in another ex- cadre post held immediately preceding this appointment in the same or some other organization/ department of the central govt. shall ordinarily not to exceed 3 years. The maximum age limit for appointment by deputation shall be not exceeding 56 years, as on the closing date of receipt of applications.
12.	If a Departmental Promotion/ Confirmation Committee exists, what is its composition?	<b>Departmental Confirmation Committee (DCC)</b> 1. Chief Secretary, A&N Admn. - Chairman 2. Secretary (DM), A&N Admn. - Member 3. Secretary (Personnel), A&N Admn. - Member
13.	Circumstances in which UPSC is to be consulted in making recruitment	Consultation with UPSC is necessary while making direct recruitment.

### **Duties & Responsibilities of Safety Officer**

*The Safety Officer shall:*

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

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

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

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

Assistant Secretary (DM & RR)



