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F. No. MT/20-1/Estt./2017/12886
अण्डमान तथा निकोबार प्रशासन
ANDAMAN AND NICOBAR ADMINISTRATION
परिवहन निदेशालय
DIRECTORATE OF TRANSPORT

NOTIFICATION

Port Blair, dated the 28th December, 2017

No. 311/2017/F. No. MT/20-1/Estt./2017.— In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, read with Govt. of India, Ministry of Home Affairs, New Delhi, Notification No. 14/3/60-ANL dated 11th April, 1960 and in suppression of all previous Notifications issued to this effect, the Lieutenant Governor (Administrator), Andaman and Nicobar Islands, hereby makes the following rules regulating the method of recruitment to the post of DEPOT CLERK borne in the establishment of the Directorate of Transport, Andaman and Nicobar Administration, namely :—

1. SHORT TITLE AND COMMENCEMENT :-

- These rules may be called the Andaman and Nicobar Administration (Depot Clerk in the Directorate of Transport) Recruitment Rules, 2017.
- 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, their classification and the Pay Band & Grade Pay/Scale of Pay attached thereto, shall be as specified in paras 2 to 4 of the Schedule annexed hereto.

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

The method of recruitment, age limit, qualifications and other matters relating to the said posts shall be as specified in paras 5 to 14 of the said Schedule.

4. DISQUALIFICATION :-

No person —

- Who has entered into or contracted a marriage with a person having a spouse living, or
 - 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 Lieutenant Governor (Administrator), Andaman and Nicobar Islands, may, if satisfied that such marriage is permissible under the personal law applicable to such persons and other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

5. POWERS TO RELAX :-

Where the Lieutenant Governor (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, relax any of the provisions of those rules with respect to any class or category of persons.

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6. SAVING :-

Nothing in these rules shall affect reservation, relaxation of age limit and other concessions required to be provided for candidates belonging to the Scheduled Castes, Scheduled Tribes and other specified 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.)
Lieutenant Governor,
Andaman and Nicobar Islands.

By order and in the name of the Hon'ble Lieutenant Governor,

Sd./-
Secretary-cum-Director (Transport)

SCHEDULE

**RECRUITMENT RULE FOR THE POST OF DEPOT CLERK IN THE
MINISTRY/DEPARTMENT OF TRANSPORT, A & N ADMINISTRATION, PORT BLAIR**

1.	Name of post	Depot Clerk
2.	No. of posts	20 (Twenty)*2017 *Subject to variation dependent on workload
3.	Classification	General Central Services Group 'C' (Non-Gazetted, Ministerial)
4.	Level in the Pay Matrix	Level-2 (₹ 19900-63200)
5.	Whether selection or non-selection post ?	Selection
6.	Age limit for direct recruitment	Male 18 - 33 years Female 18 - 38 years (Relaxation for Govt. Servants up to 5 years in accordance with the instructions or orders issued by the Central Govt.) NOTE : The crucial date of determining the age limit shall be the closing date for receipt of names from Employment Exchange, A & N Islands/application from candidates.
7.	Educational & other qualifications required for the direct recruits	Essential : 1. Pass in Senior School Certificate Examination (XIIth Std.) or equivalent from a recognized Board/Institution. 2. Should qualify in the written competition examination conducted by the Department or any authorized agency. 3. Diploma in Computer Application for one year course from the recognized Govt. Organization/Institution. 4. A typing speed of 30 w.p.m. in English or 25 w.p.m. in Hindi on manual typewriter (OR) A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on 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 word.)
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.

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 by promotion/ deputation/transfer, grades from which promotion / deputation / transfer to be made	Not Applicable
12. If a DPC exists, what is its composition ?	Group 'C' DPC (for considering cases for confirmation) consisting of : 1. Director of Transport - Chairman 2. Mechanical Engineer, Directorate of Transport - Member 3. Assistant Engineer (Mech.), Workshop Division, APWD - Member 4. Assistant Director (Admn.), Directorate of Transport - Member Secretary
13. Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable
14. Duties and responsibilities	Attached as Annexure to Schedule

ANNEXURE TO SCHEDULE

Duties and Responsibilities of Depot Clerk in the Directorate of Transport

1. Collection and maintenance of data related to operation of buses and generate reports required for improvement of bus service.
2. Collection and maintenance of data related to operation of buses and generate reports required for improvement in the maintenance of buses.
3. Maintenance of various accidents reports and generate data required for initiating disciplinary action.
4. Collection and maintenance of data related to buses and generating reports required for various process i.e. condemnation, periodical servicing etc.
5. Maintenance records of bus tickets, trip sheets, collection sheets EBTM etc.
6. Manual/Digital Maintenance of log books of buses and generate monthly reports on various parameters.
7. Manual/Digital Maintenance of job register, periodical servicing records, engine mileage records, tyre mileage records etc. of buses and generate monthly/yearly reports on various parameters.
8. Maintenance of vehicle inspection reports submitted by the technical experts.
9. Maintenance of CL/CH records in depot workshop/traffic section.
10. Maintenance of Revenue Collection records and generate report on various parameters like route-wise collections, individual bus conductor-wise collection, trip-wise collection etc.
11. All official correspondence works in a depot workshop/traffic sections/directorate.
12. Any other work assigned to him/her by the superior.
13. Generation for monthly performance reports.