

अण्डमान तथा
Andaman And



निकोबार राजपत्र
Nicobar Gazette

असाधारण

EXTRAORDINARY

प्राधिकार से प्रकाशित

Published by Authority

सं. 142, पोर्ट ब्लेयर, शुक्रवार, 4 जून, 2010
No. 142, Port Blair, Friday, June 4, 2010

अण्डमान तथा निकोबार प्रशासन
ANDAMAN & NICOBAR ADMINISTRATION

परिवहन निदेशालय
DIRECTORATE OF TRANSPORT

NOTIFICATION

Port Blair, dated the 4th June, 2010

No. 131/2010/F.No. 20-1/Estt./2009.—In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, read with Government of India, Ministry of Home Affairs, New Delhi, Notification No. 14/3/60-ANL dated the 11th April, 1960, and in supersession of this Administration's Notification No. F.No.16-12/76-PW dated 27th January, 1988, the Lieutenant Governor (Administrator), Andaman and Nicobar Islands hereby makes the following rules regulating the method of recruitment to the post of Peon in the establishment of the Directorate of Transport, Andaman and Nicobar Administration, namely:—

1. Short Title and Commencement:

- (i) These rules may be called the Andaman and Nicobar Administration (Peon in the Directorate of Transport) Recruitment Rules, 2010.
- (ii) They shall come into force on the date of their publication in the Official Gazette.

2. Number of Posts, Classification and Pay Band & Grade Pay/ Pay Scale:

The number of posts, their classification and the Pay Band & Grade Pay/ Pay Scale 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 thereto shall be as specified in paras 5 to 15 of the said Schedule.

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 a 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 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. Power to Relax:

Where the Lt. Governor (Administrator), Andaman and Nicobar Islands is of the 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 those rules with respect to any class or category of persons.

6. Saving:

Nothing in these rules shall affect reservations, 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.

Lt. General (Retd.) Bhopinder Singh
Lieutenant Governor,
Andaman & Nicobar Islands.

By order and in the name of the Lieutenant Governor,

Sd/-
(K.C. Aggrawal)
Special Secretary-cum-Director of Transport

SCHEDULE

RECRUITMENT RULES FOR THE POST OF PEON IN MINISTRY/DEPARTMENT OF MOTOR TRANSPORT

| | | |
|-----|--|---|
| 1. | Name of Post | Peon |
| 2. | No. of Posts | 9 (Nine) *2010 *Subject to variation dependent on workload. |
| 3. | Classification | General Central Service Group 'C', (Non-Gazetted), (Non-Ministerial) |
| 4. | Pay Band & Grade Pay/ Pay Scale | PB-1 Rs.5200-20200 + GP Rs. 1800 |
| 5. | Whether Selection post or Non-selection post | Not applicable |
| 6. | Age Limit for direct recruitment | 18 to 33 years for male 18 to 38 years for female (Relaxable for Govt. Servants in accordance with the instructions or orders issued by the Central Govt.) Note : The crucial date for determining the age limit shall be the closing date for receipt of names from Employment Exchange /applications from candidates. |
| 7. | Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972 ? | No |
| 8. | Educational qualification and other qualifications required for direct recruitment | Essential: Pass in Secondary School Examination (10 th Std.) from a recognized Board/Institution. Desirable: a) Training in basic and refresher Courses in Home Guards and Civil Defence. b) Knowledge of Hindi. c) Ability to ride bicycle. |
| 9. | Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees ? | Not applicable |
| 10. | Period of probation, if any | Two years |
| 11. | Method of recruitment, whether by deputation/transfer and percentage of vacancies to be filled in various methods. | 100% by direct recruitment |
| 12. | In case of recruitment by promotion or by transfer or by deputation, grade from which promotion/transfer to be made. | Not applicable |
| 13. | If a DPC exists, what is its composition? | Group 'C' DPC for considering cases of 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 |
| 14. | Circumstances in which UPSC is to be consulted in making recruitment | Not applicable |
| 15. | Duties & Responsibility | Attached as Annexure -I |

Job description for the Post of Peon

1. A Peon is, for general purpose, an attendant and will work as directed by the Officer/Office in which works;
2. Should come to office not later than 8.00 am;
3. As soon as he comes to office, he should open the doors and windows, unless there are instructions to the contrary. He should dust the office tables, chairs, almirahs, windows, bookshelves, file cabinets and other furniture and keep the office rooms clean and tidy;
4. Should remove all waste papers etc. for disposal as directed by the Officer or the Section Officer or the Branch concerned;
5. **If he is attached to an Officer:-**
 - (i) he should keep the pencils sharpened, put other articles like pin-cushion, pen scissors, eraser, clips, desk calendar etc. in their proper places;
 - (ii) he should keep slips of paper within easy reach inside the rook for use of his Officer;
6. Should not leave office without permission of the Section Officer under whom he works. If he is attached to an Officer, he should not leave office before the Officer has left or until he is permitted by the Officer, concerned to leave early;
7. Before leaving office he should switch off all lights and close the doors and windows;
8. Should fill up the water jug, buckets etc. every morning and supply water to the Officer or staff, whenever required;
9. Should know the description of stationery articles and various kinds of forms used in the office;
10. Should be very courteous and helpful towards members of the public visiting the office;
11. Should be polite and respectful towards all Officers and staff;
12. Should attend to any other office work as may be required of him.
- If he entrusted with DAK duties:**
 13. Should have a general idea about the arrangement for receipt of local and postal dak;
 14. Should know the priority involved in the movement of papers marked 'Immediately' and 'Priority' and act accordingly;
 15. Should know the location of-
 - (i) all important offices such as offices of Head of Departments Offices, Central Government Offices etc.;



EXTRAORDINARY
प्राधिकार से प्रकाशित
Published by Authority

सं. 118, पोर्ट ब्लेयर, गुरुवार, 03 मई, 2018
No. 118, Port Blair, Thursday, May 03, 2018

MT/20-1(A)Estt./RR/2017/5009
ANDAMAN AND NICOBAR ADMINISTRATION
DIRECTORATE OF TRANSPORT
NOTIFICATION

Port Blair, dated the 3rd May, 2018.

No. 117/2018/F. No. 20-1/Estt./RR/2017.— 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. 14/3/60-ANL dated 11/04/1960, and in pursuance of DoPT's OM No. AB14017/13/2016-Estt.(RR) dated 9/8/2016, the Lieutenant Governor (Administrator), Andaman & Nicobar Islands, hereby makes the following amendments to the Recruitment Rules to the post of **Peon (Group-'C')** borne in the establishment of Directorate of Transport, Andaman & Nicobar Administration published in the A & N Extraordinary Gazette Notification No.142 dated 04/06/2010.

1. SHORT TITLE AND COMMENCEMENT :-

- (i) These Rules may be called the Union Territory of Andaman and Nicobar Islands **(Peon) Recruitment (Amendment) Rules, 2018.**
- (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) |
|-------------------------|--------------------------|

Admiral D.K. Joshi

Lieutenant Governor,
Andaman & Nicobar Islands.

By order and in the name of the Lieutenant Governor,

Sd./-

Secretary (Transport)