

**ANDAMAN AND NICOBAR GAZETTE**

अण्डमान तथा निकोबार प्रशासन

ANDAMAN AND NICOBAR ADMINISTRATION

सचिवालय / SECRETARIAT

**NOTIFICATION**

Port Blair dated the August, 2019

No.....F.No.1-8(6)/2019-Power - In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, read with the Govt. of India, Ministry of Home Affairs, New Delhi, Notification No.U-14039/2/83-ANL dated 21.02.1985 and Union Public Service Commission's letter No..... dated ..... and in supersession of Notification No.10/86 F.No.1-8(3)/84-Power dated 17.05.1986 issued to this effect, the Lt. Governor (Administrator), Andaman and Nicobar Islands, hereby makes the following Rules regulating the method of recruitment to the Group 'B' Gazetted, Non-Ministerial post of **Assistant Engineer** borne in the establishment of Electricity Department, Andaman and Nicobar Administration.

Suggestion/objection, if any, on these rules may be furnished to the Secretary (Power), Andaman & Nicobar Administration with in a period of 30 days of its publication in the Daily Telegram/A&N Website/Notice Board of the Electricity Department.

**1. Short Title and Commencement :-**

- (i) These rules may be called the Andaman and Nicobar Administration (Assistant Engineer of Electricity Department) Recruitment Rules, 2019.
- (ii) This shall come into force on the date of its 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 at Sl.No.2 to 4 of the Schedule annexed thereto.

**3. Method of Recruitment, Age limit, Qualifications :-**

The method of recruitment, age limit, qualifications and other matters relating to the said posts shall be as specified at Sl.No.5 to 13 of the said Schedule.

**4. Disqualifications :-**

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(s) shall be eligible for appointment to the said post.

Provided that the Lieutenant Governor (Administrator), A&N Islands, may if, satisfied that such marriage is permissible under the personal law applicable to such persons and the other party to the marriage or there are other grounds for so doing, exempt any persons from the operation of this rule.

**5. Powers to Relax :**

Where the Lieutenant Governor (Administrator), A&N Islands, is of the opinion that it is necessary or expedient to do so, he may, by order, for reasons to be recorded in writing and in consultation with the Union Public Service Commission, relax any of the provisions of these rules with respect to any class or category of persons.

**6. Savings :**

Nothing in these rules shall affect reservations, relaxation of age limit, and other concessions required to be provided for candidates belonging to the Schedule Castes, Schedule Tribes 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

Sd/-

Deputy Secretary (Power)  
A&N Administration

## SCHEDULE

### RECRUITMENT RULE FOR THE POST OF ASSISTANT ENGINEER IN THE ELECTRICITY DEPARTMENT

1.	Name of the post	<b>Assistant Engineer</b>
2.	No. of Post	38 (Thirty eight) 2019* (*subject to variation dependent on workload)
3.	Classification	General Central Service Group B-Gazetted. Non-Ministerial
4.	Level in Pay Matrix	Level-7 (Rs.44900-142400)
5.	Whether selection or non selection posts	Non-Selection
6.	Age limit for direct recruits	Not Applicable
7.	Educational qualification 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	02 (Two) years for Promotees
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the posts to be made.	100% by promotion.
11.	In case of recruitment by promotion/ deputation / absorption grades from which promotion/ deputation / absorption to be made.	<b><u>PROMOTION</u></b> (a) 50% from Junior Engineers in Pay Level-6 (Rs.35400-112400) with 5 (five) years regular service in the grade and possessing Degree in Electrical/ Electrical and Electronics / Mechanical Engineering from a recognized university. (b) 50% from Junior Engineers in the Pay Level-6 (Rs.35400-112400) with 9 (nine) years regular service in the grade and possessing Diploma in Electrical/ Electrical and Electronics / Mechanical Engineering from a recognized university / institution. (c) Both Degree and Diploma must have to undergo training in 0.4/11/33 KV T&D System, HT Switchgears and Power Plant equipments operation and maintenance as per DOPT OM dt.31.12.2010.  <b>Note-1</b> - The existing departmental Junior Engineers having Degree/Diploma in Electronics & Communication and fulfilling the length of regular service as above to be also considered for promotion.  <b>Note-2</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 alongwith their juniors who have already completed such qualifying /eligibility service.

12.	If a DPC exists, what is its composition?	<p><b><u>Group “B” Departmental Promotion Committee (for Promotion/Confirmation)</u></b></p> <p>(1) Chief Secretary, A&amp;N Admn. - Chairman  (2) Secretary (Power), A&amp;N Admn. - Member  (3) Superintending Engineer, Electricity Department - Member</p>
13.	Circumstances in which UPSC to be consulted in making the recruitment.	Consultation with UPSC necessary while amending RRs.

### **Duties and Responsibilities for the Assistant Engineer**

The duties and responsibilities of Sub-divisional Officer/Assistant Engineers are as follows:-

1. He/She is overall incharge of the Sub-division or Branch of an office of the Department.
2. He/She should exercise control over his all Sub-divisional staff and employees working under him.
3. He/She should advise his subordinate in Technical as well as Accounts matter of the Department.
4. He/She will carry out periodical check/test/inspection of all the relevant records of his sub-division and shall communicate to his/her superiors.
5. He/She shall personally see that all the progress report/returns of the statement with regards to materials, inspection, test, surprise check are submitted to his superiors as prescribed under the relevant rules etc.
6. He/She shall prepare layout of the project and shall provide & explain the layout to the concerned person to avoid any confusion in the execution.
7. He/She should know the proper scrutiny of the scheme, estimation of the schemes, its formulation and execution. He/She shall advise his subordinate officials to carryout of the work as per the rule to avoid any damage/danger.
8. He/She should be acquainted with the Head of account operated by the department and should see that no work is done /carried out which do not have sanction of his superiors. The work which is orally asked to be carried out by his superiors may be subsequently confirmed in writing, to avoid any confusion at later stage.
9. He/She shall check the Measurement Book and should be in a position to advice his subordinates in this regard, wherever necessary.
10. The major fault either in Power House or T&D system shall be personally attended by him/her.
11. He/She shall see that the works are carried out by the staff are as per the provisions of the relevant rules.
12. He/She should be thorough with CCS Rules/CCS(C&A) Rules.
13. He/She should be conversant with the GFR, Delegation of Financial Powers, Leave Rules, Electricity Act 2003, IE Rules, JERC Regulations, Factory Act, Industrial Act., Petroleum Act and Income Tax Act etc.
14. He/she should know the IS specification of equipments/tools/plants required for T&D system/Power Plant and its connected works etc.
15. He/She should know the scrutiny of LTC claim/TA Bill.
16. He/She should be thorough with the Standing order of the Department and A&N Administration.
17. He/She should possess sound knowledge of the measuring equipments and their repair.
18. He/She shall carry out routine inspection of stores maintained by his subordinate officials and ensure that timely reports are furnished to his superiors.
19. He/She shall maintain a permanent record of failure of equipments & plants and cause of such failure to take remedial measures for efficient working of equipments and plants.
20. He/She should have sound knowledge of the Diesel Engine, Boiler, Alternator, Control & Relay Panels and other auxiliaries and accessories in the power plant, their operations, maintenance, importance and also the basic constructional details.
21. He/She shall maintain Asset Register upto date and its submission to the Divisional Office.
22. He/She shall arrange to furnish a list of all condemn/unserviceable articles for write-off as per the rules.
23. He/She should also know Motor Vehicle Act and scrutinize maintenance of Log Books.
24. He/She shall see that the fairness, office decorum is maintained in the Sub-division office and ensures that his subordinates are doing the same.
25. In no circumstances he/she shall leak out the secrecy of the department related to any work and give details to any outsider.
26. He/She shall intimate to his superiors about the doubt of integrity of any of his/her subordinates.
27. He/She should know the various official procedures laid down by the Department from time to time.
28. He/She shall submit the annual details of estimate of work under his jurisdiction on 15th of September, every year for addition and inclusion in the Annual maintenance or Annual Plan.

29. He/She shall personally supervise over the expenditure as well as Non-Plan works and nothing should exceed estimated quantity/cost approved by the competent authority.
30. Proper safety of power plant and T&D system is the main responsibilities on him/her. He/She shall waste no time rectify the fault/defect in the system and shall be fully responsible for safety precaution of the healthy execution of the system.
31. He/She shall inform for any untoward accident/loss of Govt. property or any observance of abnormality, to the concerned authority immediately and also report such information to the nearest Police Station for suitable action.
32. He/She shall carryout 25% check of the consumer premises every month for the effective supply, maintenance of Govt. property and their safety and he will record his inspection report and provide the consumer with the same with remarks of findings with initial and date.
33. Inspection of Machineries, T&D system and schedule of maintenance work is one of his/her prime duties.
34. To upkeep and maintain stores as per the store procedures and yardstick. He/She will not allow any person to carry the materials unless authorized to do so. No material to be sent to the work site unless proper gate pass/material work slip is issued from the store or by the concerned official.
35. Dismantled materials need to be accounted immediately and relevant records should be furnished to the superiors.
36. He/She should plan day to day work and shall conduct physical checks. He/She should also to have surprise checks for the staff working and materials for its effective and discrepancy or fault need to be dealt as per the rules.
37. He/She should ensure upkeep all the special T&D articles in fit condition.
38. The workshop machinery and its proper operation/maintenance is also one of the main duties of the Assistant Engineer.
39. Growing plantation/garden in the vacant spaces near buildings in the premises of his/her jurisdiction need to be done.
40. He/She should personally see the revalidation of licences, testing, fire fighting equipments, first aid equipments and extension of validity period of any job in his/her jurisdiction.
41. He/She should have knowledge of REC specification in addition to such conventional specification & details of work for economizing in future for construction of T&D system.
42. Reduction in line losses/consumption in auxiliary and upto date maintenance of transformer, underground cable, DG set and other equipment must be ensured by him/her.
43. He/She should personally check consumer ledger and its updated portion of all relevant entries. In no circumstance any person shall be allowed to tamper with the revenue records.
44. The Statistical figure of villages in his jurisdiction and no. of service connection category-wise and their connected load, the amount of security deposit and other charges as specified to be verified by him/her.
45. All the consumers should have agreement with the department and the same shall be supplied/submitted to the Divisional Office on demand.
46. Whenever any electric connections is provided to a consumer, he/she shall ensure that the relevant provisions of the rules & Electricity Acts are adhered to and terms & conditions of providing electric supply is not over looked.
47. He/She has to coordinate among the working of the operational staff of Power House, T&D system. The maintenance of staff duty roaster, watch & ward, maintenance & accounting of store, comes under the purview of the Assistant Engineer.
48. The Assistant Engineer incharge of Power House registered under Factories Act will be the Manager as per the said Act, has the responsibilities of Factory Manager. Arrangement of leave to the staff, disbursement of salary and other administrative works within the sub-division is to be looked after by the Assistant Engineer. He/She should know technical specifications of all the electrical/mechanical equipments to prepare supply orders and peruse for the timely procurement of various items.
49. He shall arrange Muster Board survey whenever necessary. Any discrepancy/shortage in receipt should be taken-up with the appropriate authorities. The monthly balance sheet as prescribed need to be submitted by 10<sup>th</sup> of every month.
50. He/She should ensure the internal security of the men and Govt. property within his/her division.
51. They are responsible for reporting and reviewing of Annual Confidential Report for the staff under his division every year.

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Deputy Secretary (Power)