

अण्डमान तथा निकोबार प्रशासन  
ANDAMAN & NICOBAR ADMINISTRATION  
सचिवालय/SECRETARIAT

Port Blair, dated the **October, 2019**

**NOTIFICATION**

No. -----F. No. 6-1(8)/2017-MPH (Nursing Personnel)-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<sup>st</sup> February, 1985 and in Modification of Administration's Notification No.166/2010/F. No. 6-1(6)/2009-MPH (I) dated 14<sup>th</sup> July, 2010 and DOPT's OM No. AB.14017/13/2016-Estt.(RR) dated 9/8/2016, the Lieutenant Governor (Administrator), Andaman & Nicobar Islands hereby makes the following Rules regulating the method of recruitment of Group 'B' (Non-Gazetted/ Non Ministerial) post of **Nursing Officer and Senior Nursing Officer** borne in the Establishment of Directorate of Health Services, Andaman & Nicobar Administration, namely:-

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

- (i) These Rules may be called the Andaman and Nicobar Administration Group-'B' (Non-Gazetted/Non Ministerial) Post of **Nursing Officer and Senior Nursing Officer** in the Directorate of Health Services Recruitment Rules, 2019.
- (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, Classification and the scale of pay attached thereto, shall be as specified in Column 2 to 4 of the Schedule I to II annexed thereto.

**3. Method of Recruitment, Age Limit and Other Qualification:-**

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

**4. Initial Constitution of the service:-**

The **Nursing Officer and Senior Nursing Officer working** on regular basis under the Health Department of this Administration as on the date of publication of this rules in the official Gazette, their services shall be deemed to have been appointed under these rules and they shall be members of the service.

**5. Disqualification:-**

**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 Lieutenant Governor (Administration), Andaman and Nicobar Islands, 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 doing so, exempt any person from the provision of these Rules.

**6. Powers to Relax:-**

Where the Lieutenant Governor (Administrator), Andaman and Nicobar Islands, is of the opinion that it is necessary or expedient to do so, it may, by order and 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.

**7. Saving:-**

Nothing in these rules shall affect reservation, relaxation of age limit and other concessions required to be provided for 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.

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

**Assistant Secretary (Health)**

**SCHEDULE- I**

**SCHEDULE TO RECRUITMENT RULE FOR THE POST OF 'NURSING OFFICER' IN THE  
ANDAMAN AND NICOBAR HEALTH DEPARTMENT**

1.	Name of Post	<b>NURSING OFFICER</b>
2.	No. of Post	324(Three Hundred Twenty Four) 2019* *(Subject to variation dependent on workload)
3.	Classification	General Central Services Group-'B', Non-Gazetted/Non-Ministerial
4.	Level in the Pay Matrix	Level-7 (Rs. 44900-142400)
5.	Whether selection Post or non-selection Post	Not Applicable
6.	Age limit for direct recruitment	Not exceeding 30 Years.  Relaxable for Government servants upto 5 years in accordance with the instructions or orders issued by the Central Government.

		<p><b>Note:</b></p> <p>The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J &amp; K State, Lahaul &amp; Spiti District and Pangi Sub-Division of Chamba district of Himachal Pradesh, Andaman &amp; Nicobar Islands or Lakshadweep)</p>
7.	Educational and other qualifications required for direct recruitment	<p><b>Essential:-</b></p> <ol style="list-style-type: none"> <li>1. Senior Secondary School Certificate Examination (12<sup>th</sup> Std.) passed from a recognized Board/University /Institute.</li> <li>2. Diploma in General Nursing/B.Sc. Nursing from a recognized Institution/ College.</li> <li>3. Should be registered with the Nursing Council.</li> </ol> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>a. Degree in Medical and Surgical Nursing/Midwifery from a recognized School of Nursing/ College.</li> <li>b. Two years experience.</li> </ol>
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>2 (Two) years</p> <p><b>Note:</b> - "In cases of direct recruitment there should be a mandatory induction training of at least two weeks duration. Successful completion of the training is a pre-requisite for completion of probation."</p>
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of posts to be filled by various methods	100% by direct recruitment
11.	In case of recruitment by promotion/deputation/ absorption, grades from which promotion/ deputation/absorption is to be made	Not applicable

12.	If a DPC exists, what is its composition?	<b>Group 'B' DCC (For considering confirmation)</b> 1. Chief Secretary – Chairman 2. Secretary (Health) – Member 3. Director of Health Services – Member
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
14.	Duties and Responsibilities	Enclosed as Annexure to Schedule-I

### **ANNEXURE TO SCHEDULE- I**

#### **DUTIES AND RESPONSIBILITIES FOR THE POST OF 'NURSING OFFICER'**

The Nursing Officer is responsible for the complete Nursing Care of the patient assigned to her. The following duties could be shared with Nursing Students, if any and auxiliary staff such as Nursing Orderlies, Ward Boys, Ayahs, Sweepers and Situations Warrants.

#### 1. General care of patients:-

- (i) Admission and discharge of patients.
- (ii) Assistants and instructions to patients and their relations.
- (iii) Bathing patients including daily care of mouth, nails and pressure points.
- (iv) Four hourly or more frequent attention to pressure points.
- (v) Giving and removing of bed pans and urine posts.
- (vi) Giving and removing of hot water bottles.
- (vii) Bed making.
- (viii) Feeding of patients.
- (ix) Distribution of diets, milk etc.
- (x) Prescription of special foods, milk etc.
- (xi) Technical Nursing Care of patients.

#### 1. (a) Administration of medicine.

- (b) Administration of injections.
- (c) Assistance in Administration of intervenes injections.
- (d) Prescribing for injection and clearing up.
- (e) Prescribing of medicines and injections given.
- (f) Taking and chatting T.P.R
- (g) Round with doctor.
- (h) Technical procedures etc. e.g. Enema, Catheterization, Dressing, Irrigations, Oxygen Therapy, preparing of and clearing up after procedures.
- (i) Preparations for and assistance in clinical tests and medical procedures.
- (j) Form and post-operative care.
- (k) Urine testing.
- (l) Collecting labeling and dispatching of spec icons.
- (m) Escorting patients to and from departments.

## SCHEDULE II

### SCHEDULE TO RECRUITMENT RULE FOR THE POST OF SENIOR NURSING OFFICER IN THE ANDAMAN AND NICOBAR HEALTH DEPARTMENT

1.	Name of Post	<b>SENIOR NURSING OFFICER</b> (Admn. Order No. 2203 dt. 5/7/2018)
2.	No. of Post	38 (Thirty Eight) 2019* * (Subject to variation dependent on workload)
3.	Classification	General Central Services Group-'B', Non-Gazetted/Non-Ministerial
4.	Level in the Pay Matrix	Level-8 (Rs.47600-151100)
5.	Whether selection Post or non-selection Post	Selection
6.	Age limit for direct recruitment	Not applicable
7.	Educational and other qualifications required for direct recruitment	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	Not Applicable
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of posts to be filled by various methods	100% by Promotion
11.	In case of recruitment by promotion/deputation/ absorption, grades from which promotion/deputation/ absorption is to be made	<b>Promotion</b> From amongst the Nursing Officer in the Pay Matrix Level-7 (Rs.44900-142400) with 08 years qualifying service in the respective grade. In case of B.Sc. Nursing 06 years as Nursing Officer.  <b>Note:</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 probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/ eligibility service”.
12.	If a DPC exists, what is its composition?	<p><b><u>Group ‘B’ DPC (for consisting Promotion)</u></b></p> <p>1. Chief Secretary –Chairman</p> <p>2. Secretary (Health) –Member</p> <p>3. Director of Health Services –Member</p>
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
14.	Duties and Responsibilities	Enclosed as Annexure to Schedule-II

## **ANNEXURE TO SCHEDULE- II**

### **DUTIES AND RESPONSIBILITIES FOR THE POST OF ‘SENIOR NURSING OFFICER’**

They are posted In-charge of a particular ward. They are responsible for the Nursing Care of patients in the Ward. They are responsible for all items issued to ward such as Ward Lines, Crockery, Furniture and Medical Equipments. They will check the articles from time to time which have been entered into a stock book. They are responsible that the treatment ordered is carried out properly.

Equipments or Furniture transferred from one ward to another should be reported to the sanctioning authority immediately. Furniture, Equipments, Crockery, Medical and Surgical appliances which require repairs or condemnation should be sent to the Store Keeper with a list in duplicate with the name of the articles detailed in it and with the initials of the Medical Officer of the Ward.

In case of losses or breakages, the circumstances under which they occurred and the name of the person or persons responsible should be clearly mentioned.

Any deficiency should be reported immediately to the Matron. They will report any misconduct, ill health of any other important matter of their staff to the Matron. He will see all subordinate staff is on duty in time and in proper uniform.

They will accompany Senior Medical Officer, Matron and Medical Officer on their rounds. They will inspect the diet and must be present at the time of distribution. If any deficiency is found in quality and quantity it should be reported to the Matron.

They will keep a stock book, Q. M. & Medical Store account books of medicines and will be responsible for any breakages or losses not properly accounted for. Hence they to immediately enter any breakage or loss in the breakage book and get the signature of the subordinate Nursing Staff responsible.

They will be responsible for allowing visitors only at prescribed time except in case of D.I and S.I. cases. They will be responsible for carrying out the instructions from the Medical Officers regarding patients.