

अण्डमान तथा निकोबार प्रशासन
ANDAMAN AND NICOBAR ADMINISTRATION
सचिवालय
SECRETARIAT

Port Blair, dated the 30th June, 2020.

NOTIFICATION

No...../F.No.1-30/2018-UD - In exercise of the powers conferred under Sub-Section 2(a) of Section 203 of the Andaman and Nicobar Islands (Municipal) Regulation, 1994 and in supersession of earlier Recruitment Rules framed to this effect, the Lieutenant Governor (Administrator), Andaman and Nicobar Islands hereby proposes to make the following Rules regulating the method of Recruitment to Group ‘C’ post of Accountant and Group ‘B’ (Non-Gazetted) post of Commercial Accountant and Divisional Accountant in the Establishment of Port Blair Municipal Council, Andaman and Nicobar Administration :-

1. Short title and commencement:-

- (i) These rules may be called the Andaman and Nicobar Islands (Port Blair Municipal Council) Group ‘C’ post of Accountant and Group ‘B’ (Non-Gazetted) post of Commercial Accountant and Divisional Accountant Recruitment Rules, 2020.
- (ii) They shall come into force on the date of their publication in the Official Gazette.

2. No. of posts, classification and scale of pay:-

The number of said posts, the classification and the scale of pay attached thereto shall be as specified in paras 2, 3 & 4 of the Schedule- I, II & III 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 13 of the said Schedules.

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 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 person and the other party to the marriage and there are other grounds for doing so exempt any person from the operation of these rules.

5. Power to relax:-

Where the Lieutenant Governor (Administrator), A & N Islands is of 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 these rules with respect to any class or category of persons.

6. Savings:-

Nothing in these rules shall affect reservation, relaxation of age limit and other concessions required to be provided for the candidates belongs to the OBC, Schedule 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 D. K. Joshi)
(PVSM, AVSM, YSM, NM, VSM) (Retd.)
Lieutenant Governor
Andaman & Nicobar Islands

By order and in the name of the Lieutenant Governor, A&N Islands.

Deputy Secretary (UD)

SCHEDULE – IRECRUITMENT RULES FOR THE POST OF ACCOUNTANT IN
PORT BLAIR MUNICIPAL COUNCIL

1.	Name of post	Accountant
2.	No. of Post	05 (Five) 2020* *Subject to variation dependent on the workload
3.	Classification	Group 'C' (Municipal Services), Non-Gazetted
4.	Level in the Pay Matrix	Level – 5 (` 29200 - 92300)
5.	Whether selection or non-selection post	Not applicable
6.	Age limit for direct recruits	18 – 33 years for male 18 – 38 years for female (The upper age-limit is relaxable for departmental candidates upto 40 years in accordance with the instructions or orders issued by Central Govt.) Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from the candidates in India and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu & Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep).
7.	Educational and other Qualifications required for direct recruits	Essential: 1. Bachelor Degree in any stream from a recognized University. 2. Should qualify in the written test to be conducted by the Council in association with Pay & Account Organization, Port Blair. Desirable: Two years experience in dealing with Accounts matter.
8.	Whether age & educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of probation, if any	02 years Mandatory Induction Training: Employees under probation have to undergo Induction Training of atleast two weeks duration to get confirmed in service. Successful completion of the training may be made a pre-requisite for completion of probation.
10.	Method of recruitment whether by direct rectt. or by promotion or by deputation/ absorption & % of the vacancies 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 to be made.	Not Applicable

12.	If a DPC exists what is its composition?	<u>Departmental Confirmation Committee for considering confirmation consisting of:-</u> 1. Secretary, PBMC - Chairman 2. Chief Accounts Officer - Member PBMC. 3. Deputy Secretary (UD) - Member A&N Admn. 4. Administrative Officer - Member PBMC
13.	Circumstances in which UPSC to be consulted in making recruitment.	Not applicable

Annexure to Schedule - I

The duties of the Accountant is mentioned below:-

1. To be responsible for all correspondence related to employees of Establishment Wing (LTC, GPF, TA, EPF, Medical and others).
2. To Scrutiny and Passing of bills related to Establishment Wing.
3. To Scrutiny and Passing of bills related to Revenue Section.
4. To sanction and maintenance of registers of Long Term & Short Term advances of all employees.
5. To be responsible for all correspondence related to Council Members (Honorarium, TA & other).
6. To Scrutiny and Passing to Telephone Bill, Electric Bill, Permanent Advances Bill and other adjustment bills.
7. To calculate Income Tax and issue of Form 16 and TDS Certificate pertaining to Establishment Wing.
8. To supervise subordinate staffs.
9. Any other works assigned by Superiors from time to time.
10. To do any other duty as may be assigned by the Secretary/Council from time to time in the interest of the Council.

Deputy Secretary (UD)

SCHEDULE – II**RECRUITMENT RULES FOR THE POST OF COMMERCIAL ACCOUNTANT IN
PORT BLAIR MUNICIPAL COUNCIL**

1.	Name of post	Commercial Accountant
2.	No. of Post	01 (One) 2020* *Subject to variation dependent on the workload
3.	Classification	Group ‘B’ (Municipal Services), Non-Gazetted
4.	Level in the Pay Matrix	Level – 6 (` 35400 - 112400)
5.	Whether selection or non-selection post	Selection
6.	Age limit for direct recruits	Not applicable
7.	Educational and other Qualifications required for direct recruits	Not applicable
8.	Whether age & educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of probation, if any	02 years
10.	Method of recruitment whether by direct rectt. or by promotion or by deputation/ absorption & % of the vacancies to be filled by various methods.	Deputation Including Short Term Contract (ISTC)/ Promotion.
11.	In case of recruitment by promotion/ deputation / absorption grades from which promotion / deputation / absorption to be made.	<p><u>Deputation Including Short Term Contract (ISTC)/ Promotion:</u> Officers of the A&N Administration (including any officer appointed to serve under A&N Administration from amongst persons employed by the existing local authority)</p> <p>a.(i) Holding analogous posts on regular basis in the Parent Cadre/ Department. Or (ii) With (06) six years service in the grade rendered after appointment thereto on regular basis in Level 5 (`29200 – 92300) in the Pay Matrix or equivalent in the parent cadre/ department. Or (iii) With (10) ten years service in the grade rendered after appointment thereto on regular basis in Level-4 (`25500 – 81100) in the Pay Matrix) or equivalent in the parent cadre/ department.</p> <p>And</p> <p>b. Possessing the educational qualification and experience:- Bachelor Degree in any stream from a recognized University.</p> <p><u>NOTE 1:-</u> The Accountant working in the Council in Level 5 (`29200 – 92300) in the Pay Matrix with 06 years regular service in the grade will also be considered along with outsiders and in case he/ she is selected for appointment to the post, it shall be treated as having been filled by promotion.</p> <p><u>NOTE 2:-</u>The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in same or some other organization/ department of the Central Govt. shall ordinarily not to exceed 03 (three) years. The maximum age limit for appointment on deputation shall not exceed 56 years, as on the closing date of receipt of applications.</p>

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12.	If a DPC exists what is its composition?	<u>Departmental Promotion Committee:-</u> 1.Chief Secretary - Chairman A&N Admn. 2. Secretary (UD), - Member A&N Admn. 3.Secretary, PBMC - Member 4.Two experts to be - Member nominated by Chief Secy., A&N Admn.
13.	Circumstances in which UPSC to be consulted in making recruitment.	Not applicable

Annexure to Schedule- II

The duties of the Commercial Accountant is mentioned below:-

1. To prepare final Accounts (Receipts & Expenditure, Income & Expenditure and Balance Sheet) and upkeep and maintenance of all records pertaining to final accounts.
2. To maintain Revenue Receipts and Grant-in-Aid Accounts.
3. To be responsible for all correspondence related to GIA.
4. To prepare Budget Estimates & Revised Estimates.
5. To attend the Audit notes of Inspection reports and final accounts.
6. To prepare Annual Plan.
7. To Supervise Budget Section (All related works pertaining to estimates).
8. To compile and consolidation of Revenue and Expenditure of Municipal Council.
9. Any other works assigned by Superiors from time to time.
10. To do any other duty as may be assigned by the Secretary/Council from time to time in the interest of the Council.

Deputy Secretary (UD)

SCHEDULE – III**RECRUITMENT RULES FOR THE POST OF DIVISIONAL ACCOUNTANT IN
PORT BLAIR MUNICIPAL COUNCIL**

1.	Name of post	Divisional Accountant
2.	No. of Post	01 (One) 2020* *Subject to variation dependent on the workload
3.	Classification	Group ‘B’ (Municipal Services), Non-Gazetted
4.	Level in the Pay Matrix	Level – 6 (` 35400 - 112400)
5.	Whether selection or non-selection post	Selection
6.	Age limit for direct recruits	Not applicable
7.	Educational and other Qualifications required for direct recruits	Not applicable
8.	Whether age & educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of probation, if any	02 years
10.	Method of recruitment whether by direct rectt. or by promotion or by deputation/ absorption & % of the vacancies to be filled by various methods.	Deputation Including Short Term Contract (ISTC)/ Promotion.
11.	In case of recruitment by promotion/ deputation / absorption grades from which promotion / deputation / absorption to be made.	<p><u>Deputation Including Short Term Contract (ISTC)/ Promotion:</u> Officers of the A&N Administration (including any officer appointed to serve under A&N Administration from amongst persons employed by the existing local authority)</p> <p>a.(i) Holding analogous posts on regular basis in the Parent Cadre/ Department. Or (ii) With (06) six years service in the grade rendered after appointment thereto on regular basis in Level 5 (`29200 – 92300) in the Pay Matrix or equivalent in the parent cadre/ department. Or (iii) With (10) ten years service in the grade rendered after appointment thereto on regular basis in Level-4 (`25500 – 81100) in the Pay Matrix) or equivalent in the parent cadre/ department.</p> <p style="text-align: center;">And</p> <p>b. Possessing the educational qualification and experience:- Bachelor Degree in any stream from a recognized University.</p> <p><u>NOTE 1:-</u> The Accountant working in the Council in Level 5 (`29200 – 92300) in the Pay Matrix with 06 years regular service in the grade will also be considered along with outsiders and in case he/ she is selected for appointment to the post, it shall be treated as having been filled by promotion.</p> <p><u>NOTE 2:-</u>The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in same or some other organization/ department of the Central Govt. shall ordinarily not to exceed 03 (three) years. The maximum age limit for appointment on deputation shall not exceed 56 years, as on the closing date of receipt of applications.</p>

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12.	If a DPC exists what is its composition?	<u>Departmental Promotion Committee:-</u> 1. Chief Secretary A&N Admn. - Chairman 2. Secretary (UD), A&N Admn. - Member 3. Secretary, PBMC - Member 4. Two experts to be nominated by Chief Secy., A&N Admn. - Member
13.	Circumstances in which UPSC to be consulted in making recruitment.	Not applicable

Annexure to Schedule- III

The duties of the Divisional Accountant is mentioned below:-

1. To Compile, Consolidation & Submission of month wise work experience statement (Plan & Non-Plan).
2. To be responsible for all correspondences related to employees of Engineering Wing (LTC,GPF,TA,EPF, medical & others).
3. To Scrutiny/Passing of bills related to Engineering Wing and submission of bills to Finance Sub-Committee.
4. To Scrutiny of comparative statements of tenders and others.
5. To maintain Expenditure Register of Contractor, Suppliers & Work Wise.
6. To submit monthly expenditure statement (Plan & Non-Plan) to Budget Section for submission of UG.
7. To calculate Income Tax and Issue of Form 16 and TDs Certificate pertaining to Engineering Wing.
8. To supervise subordinate staffs.
9. Any other works assigned by Superiors from time to time.
10. To do any other duty as may be assigned by the Secretary/Council from time to time in the interest of the Council.

Deputy Secretary (UD)

