

**अण्डमान तथा निकोबार प्रशासन**  
**ANDAMAN AND NICOBAR ADMINISTRATION**  
**सचिवालय**  
**SECRETARIAT**

Port Blair, dated the 2<sup>nd</sup> August, 2022

**NOTIFICATION**

No...../F.No.1-127/2018-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 'B' (Municipal Services) post of **Head Clerk** in the Establishment of Port Blair Municipal Council, Andaman and Nicobar Administration :-

Suggestion/ objections, if any, on these rules may be furnished to the Secretary (UD), Andaman and Nicobar Administration, Port Blair within a period of 30 days of its publication in the Daily Telegram.

**1. Short title and commencement:-**

- (i) These rules may be called the Andaman and Nicobar Islands (Port Blair Municipal Council) Group "B" Non-Gazetted Post of **Head Clerk** Recruitment Rules, 2022.
- (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 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 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 so doing, 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 for reason 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 Lieutenant Governor**

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

**Deputy Secretary (UD)**

**SCHEDULE – I****RECRUITMENT RULES FOR THE POST OF HEAD CLERK IN  
PORT BLAIR MUNICIPAL COUNCIL**

1.	Name of post	Head Clerk
2.	No. of Post	<b>08 (Eight)* 2022</b> <b>*Subject to variation dependent on workload</b>
3.	Classification	Group 'B' Non-Gazetted (Municipal Services)
4.	Level in the Pay Matrix	<b>Level – 6 ( `35400 - 112400)</b>
5.	Whether selection or non-selection post	Non 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 (two) years for promotees from Group "C" Post
10.	Method of recruitment whether by direct rectt. or by promotion or by deputation/ absorption & % of the vacancies to be filled by various methods.	Promotion failing which by deputation
11.	In case of recruitment by promotion/ deputation / absorption grades from which promotion / deputation / absorption to be made.	<p><b>Promotion:</b> From amongst the serving Higher Grade Clerks of the Council in Level – 4 ( `25500 – 81100) in the Pay Matrix with 10 (ten) years regular service in the grade.</p> <p style="text-align: center;"><b>OR</b></p> <p>Combined service of 18 years in the grade of Higher Grade Clerk and Lower Grade Clerk of which at-least 5 (five) years shall be the level of Higher Grade Clerk”</p> <p style="text-align: center;"><b>AND</b></p> <p>Have undergo in-service training of atleast one week duration in the relevant field i.e. Establishment matters/ Accounts matters/ RTI/ MACP etc. from any of the training institution.</p> <p><b>Deputation:-</b> Officers of the Central Government, State Government or Union Territories.</p> <p>(i) Holding analogous post on a regular basis in the parent cadre or department.</p> <p style="text-align: center;"><b>OR</b></p> <p>(ii) With 10 years service rendered after appointment to the post of HGC on regular basis in the Pay Matrix Level-4 ( `25500 – 81100) or equivalent in the parent cadre or department.</p>

12.	If a DPC exists what is its composition?	<b><u>DPC Composition as per rule 5(3) of A&amp;N Islands Municipal Services (Classification, Control and Appeal) Rules, 2008:</u></b> 1. Secretary (UD) - Chairman A&N Admn. 2. Secretary, PBMC – Member 3. Officer of the rank - Member of Asst. Secy. (UD) or above, A&N Admn. 4. Two experts to be - Member nominated by Chief Secretary, A&N Admn.
13.	Circumstances in which UPSC to be consulted in making recruitment.	Not applicable
14.	Job Description	Attached as Annexure to Schedule-I

**Annexure to Schedule- I**

**The duties of the Head Clerk are as follow:-**

1. To enter all receipts marked to him in his Day Book and to provide file numbers in the Section Diary for each receipt shown therein within three days of the receipt of such receipts.
2. To examine cases in the light of instructions, if any given or line of action indicated by his Section Officer or Higher Officer.
3. To seek assistance of Section Officer or Higher Officers for the disposal of work entrusted to him, in case of difficulties.
4. To examine promptly all receipts marked to him and to submit them on the due required dates.
5. To put case after examination of the Section Officer on the dates required and where no date is specified within three days of the receipt of the cases.
6. To submit to the Branch Officer, through the Section officer, weekly arrear statements along with details of files and papers which remain pending for more than seven years.
7. To submit to the Branch Officer, through the Section Officer, the list of pending court cases or action pending on court orders to avoid contempt of courts.
8. To maintain a suspense and reminder diary for taking action on the due dates. It should be checked by the dealing clerk at the beginning of each working day.
9. To take prompt action regarding recording of cases.
10. To keep papers and files in a tidy condition.
11. To maintain list of files he deals with and watch their movements, if the file is held up at any level for an unduly long period.
12. To comply with the instructions with the Section Officer or any Higher Officer.
13. To maintain properly the standing Guard files and other registers.
14. To attend such other works as may be assigned to him by the Section Officer or any Higher Officer.
15. To do any other duty as may be assigned by the Secretary/ Council from to time in the interest of the Council.

**Deputy Secretary (UD)**

