अण्डमान तथा निकोबार राजपत्र

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No. 241, Port Blair, Monday, October 10; 2011

अण्डमान तथा निकोबार प्रशासन
ANDAMAN AND NICOBAR ADMINISTRATION
सचिवालय
SECRETARIAT

NOTIFICATION

Port Blair, dated the 10th October, 2011

No. 231/2011/F.No.4-6/2009-PWD.— 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 21st February, 1985, and in supersession of all earlier Notifications on the subject matter, the Hon'ble Lieutenant Governor, Andaman and Nicobar Islands, hereby makes the following rules, regulating the method of recruitment to the Group 'B', Non-Gazetted post of **Junior Engineer (Civil) and Junior Engineer (Electrical & Mechanical)** in the Andaman Public Works Department, Andaman and Nicobar Administration, namely:-

1. Short title and commencement:-

(i) These Rules may be called the Andaman and Nicobar Administration Group 'B', Non-Gazetted post of Junior Engineer (Civil) and Junior Engineer (Electrical & Mechanical) in Andaman Public Works Department Recruitment Rules, 2011.

(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 said posts, classification and the scale of pay attached thereto shall be as specified in paras 2, 3 & 4 of the Schedules annexed hereto.

3. Method of recruitment, age limit and qualifications:-

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 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 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 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 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 Lt. Governor, A&N Islands.

Sd./-
(Md. Akhtar Hussain)
Deputy Secretary (PWD)

SCHEDULE- I

RECRUITMENT RULES FOR THE POST OF JUNIOR ENGINEER (CIVIL) IN ANDAMAN PUBLIC WORKS DEPARTMENT

1.	Name of post	**Junior Engineer (Civil)**
2.	No. of posts	297* (Two hundred and ninety seven only) (2011) *Subject to variation dependent on workload
3.	Classification	General Central Services Group 'B', Non-Gazetted, Non-Ministerial
4.	Pay Band & Grade Pay/ Pay Scale	PB-2 Rs. 9300-34800 + GP Rs. 4200
5.	Whether selection post or non-selection post ?	Non applicable
6.	Age for direct recruits	Not exceeding 30 years (Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by the Central Govt.) (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 & K State, Lahaul and Spiti District and Pangi Sub-Division, Andaman and Nicobar Islands or Lakshadweep)
7.	Educational and other qualifications required for direct recruits	**Essential:** (i) Degree or Diploma in Civil Engineering from a recognized University/ Board/ Institution or having passed Part A & B Examination of Institution of Engineers (India). (ii) Should qualify in the written professional test to be conducted by the Administration or any authorized recruitment agency for direct recruitment
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
9.	Period of probation	02 (Two) years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of vacancies to be filled by various methods	By direct recruitment 95% by direct recruitment through Administrative or any other recruitment agency. 5% vacancy on the basis of a Limited Departmental Competitive Examination to be held by the department from amongst the (Work Charged or Regular) employees of APWD with five years regular service in the grade and possessing the minimum educational qualifications prescribed under para 7)
11.	Grades from which recruitment by promotion/deputation/absorption/short term contract/re-employment is to be made	Not applicable
12.	If a DPC exists, what is its composition ?	**Group 'B' DPC (for confirmation) consisting of:-** 1. Chief Engineer, APWD, A&N Admn. – **Chairman** 2. Superintending Engineer, APWD, A&N Admn. – **Member** 3. HOD (Civil), Polytechnic – **Member**
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
14.	Job Description	Attached as Annexure to Schedule -I

Annexure to Schedule – I

Junior Engineers are employed on original works; maintenance and petty works; planning work and store work on the civil side. On the mechanical and electrical side, they are employed in original works; maintenance and petty works in workshop.

As Junior Engineers is the primary element in the executive unit, he is responsible both for the execution of works and maintenance of accounts with which he is concerned.

The duties of the Junior Engineers engaged on original and maintenance works are as below:-

1) To collect engineering data for estimates and prepare rough drawing and site plans connected with the works.
2) To supervise and see all works under his charge.
3) To arrange for the materials, T&P from store/by purchase from the market, issue materials, T&P to contractors/ works at the proper time so that there is no obstruction in the execution of works.
4) To keep Government materials T&P in his custody.
5) To record measurements of work done by the contractor/ departmental labour.
6) To prepare abstract of measurement at the time of preparation of bills/ closing of Muster Rolls.
7) To prepare the recovery statement for the material/ T&P.
8) To prepare theoretical consumption statement.
9) To submit progress report of works.
10) To maintain the prescribed registers/ accounts like cement register, cube register, curing register, register of testing of fine aggregate, M.A.S accounts site order book, account of temporary advances, imprest accounts, stock account, T&P account, standard M.Bs. etc.
11) To maintain register of inspection of buildings in his section in the prescribed form and bring to the notice of the superior officers any defects noticed at the time of his inspection, if any building/ structure is particularly unsafe, this should be specifically brought to the notice of higher authorities.
12) To prepare completion drawings, extra and substituted items statements, deviation statement, reduction rate statements.
13) To mark the attendance of W.C. and regular staff in the register, to maintain the muster rolls properly to mark the attendance of Casual Labour in Muster Rolls.
14) To prepare estimates for additions and alterations in buildings.
15) To prepare estimates for annual repair and special repair works and petty works after collecting data from site.
16) To furnish full details for preparing supplementary estimates, revised estimates.
17) To submit reports of accidents, if any.
18) To give first aid and arrange for medical aid in case of accidents.
19) To submit occupation and vacation reports of building in his charge.
20) To detect and report un-authorized occupation, encroachments and unauthorized additions and alterations.
21) To verify bills, A.T.D.S. etc.
22) To submit required returns of his superior officers.
23) To maintain drawings of buildings, service etc. under his charge.
24) To initiate action for disposal of surplus/ un-serviceable materials/ T&P/empties etc.
25) To ensure prompt action on complaints received in enquiry office.
26) Any other duties/ responsibilities assigned by the superiors.

SCHEDULE- II

RECRUITMENT RULES FOR THE POST OF JUNIOR ENGINEER (E & M) IN ANDAMAN PUBLIC WORKS DEPARTMENT

1.	Name of post	**Junior Engineer (Electrical & Mechanical)**
2.	No. of posts	66* (Sixty six only) (2011) *Subject to variation dependent on workload
3.	Classification	General Central Services Group 'B', Non-Gazetted, Non-Ministerial
4.	Pay Band & Grade Pay/ Pay Scale	PB-2 Rs. 9300-34800 + GP Rs. 4200
5.	Whether selection post or non-selection post ?	Non applicable
6.	Age for direct recruits	Not exceeding 30 years (Relaxable for Govt. Servants upto 5 years 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 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 & K State, Lahaul and Spiti District and Pangi Sub-Division, Andaman and Nicobar Islands or Lakshadweep)
7.	Educational and other qualifications required for direct recruits	**Essential:** (i) Degree or Diploma in Electrical or Mechanical Engineering or Automobile Engineering or Electrical & Electronics or Air Conditioner / Refrigerator Engineering from a recognized University / Board / Institution or having passed Part A & B Examination of Institution of Engineers (India) (ii) Should qualify in the written professional test to be conducted by the Administration or any authorized recruitment agency for direct recruitment
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the cases of promotees ?	Not applicable
9.	Period of probation	02 (Two) years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of vacancies to be filled by various methods	By direct recruitment 95% by direct recruitment through Administrative or any other recruitment agency. 5% vacancy on the basis of a Limited Departmental Competitive Examination to be held by the department from amongst the (Work Charged or Regular) employees of APWD with five years regular service in the grade and possessing the minimum educational qualifications prescribed under para. 7)
11.	Grades from which recruitment by promotion/deputation/absorption/short term contract/re-employment is to be made	Not applicable

12.	If a DPC exists, what is its composition ?	**Group 'B' DPC (for confirmation) consisting of:-** 1. Chief Engineer, APWD, A&N Admn. – Chairman 2. Superintending Engineer, APWD, A&N Admn. – Member 3. Executive Engineer (HQ), Electricity Department – Member
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
14.	Job Description	Attached as Annexure to Schedule -II

Annexure to Schedule – II

1) Recording of measurements of stores received items or work on work order/ tender etc.
2) Physical custodian of materials of site, T&P.
3) Submission of monthly returns like Form 35 C° 8, Form 13 & 14 (T&P), abstract of comp. nts received and attended to, in every month, statement of additions and alternations carriedout.
4) At least 50 percent check of complaints attended by his subordinates.
5) Physical verifications of stores/ T&P every six months.
6) Supervisions of construction work.
7) Maintenance of Labour Rolls, attendance of staff etc.
8) In planning office preparation of estimates for various works collection of plants, details of latest fittings cable items, available in the market, preparation of circuit diagrams, layout sketches for cable routs, position of D.Bs switch boards etc.
9) Preparation of estimates annual maintenance estimates, estimates for additions/ alterations of existing electrical installations, estimates for petty new installations.
10) Verification of energy consumption bills received from local elect. Supply Co., general supervision of energy meter to see whether they are working satisfactorily.
11) Preparation of electrical bills for various consumers in the buildings/ common points etc. a... to send them to the respective authorities for enabling them to pay the same.
12) Any other duties/ responsibilities assigned by the superiors.

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