

अण्डमान तथा
Andaman And



निकोबार राजपत्र
Nicobar Gazette

असाधारण

EXTRAORDINARY

प्राधिकार से प्रकाशित

Published by Authority

सं. 20, पोर्ट ब्लेयर, गुरुवार, 25 फरवरी, 2016

No. 20, Port Blair, Thursday, February 25, 2016

अण्डमान तथा निकोबार प्रशासन
ANDAMAN AND NICOBAR ADMINISTRATION
सचिवालय / SECRETARIAT

NOTIFICATION

Port Blair, dated the 25th February, 2016

No. 18/2016/F.No.4-12/2010-PWD-II.— In exercise of the powers conferred by the proviso to Article 309 of the Constitution, read with the Govt. of India, Ministry of Home Affairs, New Delhi Notification No.U-14/3/60-ANL dated 11th April, 1960 and also in supersession of all earlier Notifications issued on the subject matter, the Lieutenant Governor (Administrator), Andaman and Nicobar Islands hereby makes the following rules, regulating the method of Recruitment to the post of Motor Lorry Drivers and Jeep Drivers in the Public Works Department, Andaman and Nicobar Islands, namely :-

1. Short title and commencement :-

- These rules may be called the Andaman and Nicobar Motor Lorry Drivers and Jeep Drivers in the Andaman Public Works Department Recruitment Rules, 2016.
- They shall come into force from the date of its publication in the Official Gazette.

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

The number of posts, classification and the scale of pay attached thereto shall be as specified in paras 2, 3 & 4 of the Schedule-I to VIII annexed hereto.

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 in paras 5 to 13 of the Schedules annexed hereto.

4. Disqualifications:-

No person,

- Who has entered into or contracted a marriage with a person having a spouse living;

or

- Who, having 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 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 or there are other grounds for so doing, exempt any person from the operation of these rules.

5. Power to relax :-

Where the Lt. 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, if necessary, relax any of the provisions of these rules, with respect to any class or category of person(s).

6. Savings :-

Nothing in these rules shall affect reservation, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, Scheduled Tribes, Ex-Serviceman and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

Lt. Genl. (Retd.) Ajay Kumar Singh
Lt. Governor, A&N Islands.

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

Sd./-
(A. Subramanian)
Joint Secretary (PWD)

SCHEDULE-I

RECRUITMENT RULES FOR THE POST OF MOTOR LORRY DRIVER (ORDINARY GRADE) IN ANDAMAN PUBLIC WORKS DEPARTMENT

1.	Name of Post	Motor Lorry Driver (Ordinary Grade)
2.	No. of post	38 (Thirty eight) 2016* (30% of the total 126 posts placed in Ordinary grade as per pre-revised ratio mentioned in DoP&T OM No. 43019/54/96-Estt(D) dated 15/2/2001) *Subject to dependent on work load
3.	Classification	General Central Civil Services Group 'C' (Non-Gazetted) Non-Ministerial
4.	Pay Band and Grade Pay /Pay Scale	PB-1 Rs. 5200-20200 with Grade Pay Rs. 1900
5.	Whether Selection or Non-Selection post	Selection
6.	Age limit for direct recruitment	18-33 years for male 18-38 years for female (Relaxable for Govt. Servants upto 5 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 names from Employment Exchange/applications from candidates.
7.	Educational and other qualification required for direct recruitment	Essential: 1. Must have Passed in Secondary School Examination (10 th Std.) from a recognized Board/ University. 2. Must possess valid Heavy Vehicle License. 3. Must qualify the Departmental Trade /Proficiency Test. Desirable : 1. Three years experience in driving of Heavy Motor Vehicle. 2. Knowledge of Motor Mechanism and capable to locate and rectify minor defects in the vehicle. 3. Should possess good knowledge of Traffic Regulation.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees ?	Not Applicable

9.	Period of probation, if any	2 (two) years									
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods.	60% by Direct Recruitment 40% by Promotion									
11.	In case of recruitment by promotion/ deputation/transfer, grade from which promotion/deputation/transfer to be made.	<p>Promotion:- From amongst the Khalasi, Cleaner, WC Belder, Assistant Mechanic, Assistant Fitter, Assistant Welder, Assistant Tyreman, Assistant Operator, Assistant Driver in the pay in PB-1 Rs. 5200-20200 with Grade Pay of Rs.1800 working in APWD with 03 years regular service in the grade, possessing a valid Heavy Vehicle Driving Licence and qualify in the Departmental trade/proficiency test.</p> <p>Note 1: 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.</p> <p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on regular basis by an officer prior to 01-01-2006/ the date from which the revised pay structure based on the VIth CPC recommendations has been extended, shall be deemed to be service rendered in the corresponding Grade Pay/Pay scale extended based on the recommendations of the Pay Commission.</p>									
12.	If a DPC exists what is its composition ?	<p>DPC 'C' (for Confirmation/Promotion) consisting of :</p> <table border="1"> <tr> <td>1. Supdt. Engineer, APWD, Port Blair</td> <td>PBCC,</td> <td>Chairman</td> </tr> <tr> <td>2. EE, W/shop Division, Port Blair</td> <td>APWD,</td> <td>Member</td> </tr> <tr> <td>3. Mechanical Engineer, Transport Deptt.</td> <td>Transport</td> <td>Member</td> </tr> </table>	1. Supdt. Engineer, APWD, Port Blair	PBCC,	Chairman	2. EE, W/shop Division, Port Blair	APWD,	Member	3. Mechanical Engineer, Transport Deptt.	Transport	Member
1. Supdt. Engineer, APWD, Port Blair	PBCC,	Chairman									
2. EE, W/shop Division, Port Blair	APWD,	Member									
3. Mechanical Engineer, Transport Deptt.	Transport	Member									
13.	Job Description	Attached as Annexure to the Schedule - I									

Annexure to Schedule-I

- i. To drive any light, medium or heavy transport vehicles.
- ii. To ensure proper cleanliness and upkeep of the vehicles.
- iii. To check and maintain the correct level of oil of all the gauges, battery, water level, radiator and air pressures of tyres etc.
- iv. To ensure the safety of the vehicles during duty period.
- v. Should be able to answer general question about mechanism and driving of the vehicles. And
- vi. Should be well conversant with the various road traffic rules, signs and signals.
- vii. To keep the valid driving license, documents of the vehicle intact.

SCHEDULE-II

**RECRUITMENT RULES FOR THE POST OF MOTOR LORRY DRIVER (GRADE-II) IN ANDAMAN
PUBLIC WORKS DEPARTMENT**

1.	Name of Post	Motor Lorry Driver (Grade-II)						
2.	No. of post	38 (Thirty-eight) 2016* (30% of the total 126 posts placed in Ordinary Grade-II as per pre-revised ratio mentioned in DoP&T OM No. 43019/54/96-Estt(D) dated 15/2/2001) *Subject to dependent on work load						
3.	Classification	General Central Civil Services Group "C" (Non-Gazetted) Non -Ministerial						
4.	Pay Band and Grade Pay /Pay Scale	PB-1 Rs. 5200-20200 with Grade Pay Rs. 2400						
5.	Whether Selection or Non-Selection post	Non-Selection (Seniority-cum-Fitness)						
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 recruitment 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 /Transfer and percentage of vacancies to be filled by various methods.	100% by Promotion						
11.	In case of recruitment by promotion /deputation/ transfer grade from which promotion /deputation /transfer to be made.	Promotion:- From amongst the Motor Lorry Driver (Ordinary Grade) in the Pay Scale in PB-1 Rs. 5200-20200 and Grade Pay Rs. 1900 of APWD with nine years regular service in the grade subject to passing the trade test of appropriate standard as contained in Annexure-I to DoPT's OM No. 22036/1/92-Estt(D) dated 30.11.1993 read with OM No 43019/54/96-Estt(D) dated 15.02.2001.						
12.	If a DPC exists, what is its composition ?	Group 'C' (for Promotion) consisting of : <table border="0" style="width: 100%;"> <tr> <td style="width: 80%;">1. Supdt. Engineer, PBCC, APWD, Port Blair</td> <td style="width: 20%;">Chairman</td> </tr> <tr> <td>2. EE, W/Shop Division, APWD, Port Blair</td> <td>Member</td> </tr> <tr> <td>3. Mechanical Engineer, Transport Deptt.</td> <td>Member</td> </tr> </table>	1. Supdt. Engineer, PBCC, APWD, Port Blair	Chairman	2. EE, W/Shop Division, APWD, Port Blair	Member	3. Mechanical Engineer, Transport Deptt.	Member
1. Supdt. Engineer, PBCC, APWD, Port Blair	Chairman							
2. EE, W/Shop Division, APWD, Port Blair	Member							
3. Mechanical Engineer, Transport Deptt.	Member							
13.	Job Description	Attached as Annexure to the Schedule-II						

Annexure to Schedule-II

- i. Should maintain accounts of the journeys of vehicle in the log book of the vehicle properly and maintain accounts of fuel drawn or vehicle on daily basis.
- ii. Should get the log book verified and signed by the designated authority in monthly basis.
- iii. Should keep the vehicle neat and clean by water washing, wiping and polishing.
- iv. Should check the oil, lubricant, water and brake every day before the vehicle being taken for driving.
- v. Must be able to change wheel and correctly inflate the tyre.
- vi. Should maintain tool kit in the vehicle.
- vii. Should keep the spare wheel/parts in the vehicle in safe custody and in good condition.
- viii. On the vehicle being sent for repairs etc. he would be required to maintain close coordination with workshop to get the vehicle repaired in time and keep himself abreast of the progress of repair/ replacement of damage parts etc.
- ix. To damaged/replaced parts of vehicle after repair shall be made available to Vehicle In-Charge of the office.
- x. Should maintain a date-wise record entry in respect of the repairs, cost of spare parts replaced at the time of carrying out the repair.
- xi. Responsible for timely reporting of break downs/accidents to the authorities.
- xii. Should take action to get the vehicle serviced.

SCHEDULE-III

**RECRUITMENT RULES FOR THE POST OF MOTOR LORRY DRIVER (GRADE-I) IN ANDAMAN
PUBLIC WORKS DEPARTMENT**

1.	Name of Post	Motor Lorry Driver (Grade-I)
2.	No. of post	44 (Forty four) 2016* (35% of the total 126 posts placed in Grade-I as per pre-revised ratio mentioned in DoP&T OM No. 43019/54/96-Estt(D) dated 15/2/2001) *Subject to dependent on work load
3.	Classification	General Central Civil Services Group "C" (Non-Gazetted) Non -Ministerial
4.	Pay Band and Grade Pay /Pay Scale	PB-1 Rs. 5200-20200 with Grade Pay Rs. 2800
5.	Whether Selection or Non-Selection post	Non-Selection (Seniority-cum-Fitness)
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 recruitment 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/ transfer and percentage of vacancies to be filled by various methods.	100% by Promotion
11.	In case of recruitment by promotion/ deputation/transfer, grade from which promotion/deputation/transfer to be made.	Promotion: From amongst the Motor Lorry Driver (Grade-II) in the Pay Scale in PB-1 Rs. 5200-20200 and Grade Pay Rs. 2400 of the APWD with six years regular service or a combined service of 15 years in ML Driver (Grade-II) and in ML Driver (Ordinary Grade) put together and passing the trade test of appropriate standard as contained in Annexure-I to DoPT's OM No.22036/1/92-Estt(D) dated 30.11.1993 read with OM No.43019/54/96-Estt(D) dated 15.02.2001.
12.	If a DPC exists, what is its composition ?	Group 'C (for Promotion) consisting of : 1. Supdt. Engineer, PBCC, APWD, Port Blair, Chairman 2. EE, W/Shop Division, APWD, Port Blair, Member 3. Mechanical Engineer, Transport Deptt., Member
13.	Job Description	Attached as Annexure to the Schedule-III

Annexure to Schedule-III

- i. Should drive the vehicle in safe way as per traffic rules.
- ii. Should maintain accounts of the journeys of vehicle in the log book of the vehicle properly and maintain accounts of fuel drawn or vehicle on daily basis.
- iii. Should get the log book verified and signed by the designated authority in monthly basis.
- iv. Should keep the vehicle neat and clean by water washing, wiping and polishing.
- v. Should check the oil, lubricant, water and brake every day before the vehicle being taken for driving.
- vi. Must be able to change wheel and correctly inflate the tyre.
- vii. Should maintain tool kit in the vehicle.
- viii. Should keep the spare wheel/parts in the vehicle in safe custody and in good condition.
- ix. On the vehicle being sent for repairs etc. he would be required to maintain close coordination with workshop to get the vehicle repaired in time and keep himself abreast of the progress of repair/ replacement of damage parts etc.
- x. To damaged/replaced parts of vehicle after repair shall be made available to Vehicle In-Charge of the office.
- xi. Should maintain a date-wise record entry in respect of the repairs, cost of spare parts replaced at the time of carrying out the repair.
- xii. Responsible for timely reporting of break downs/accidents to the authorities.
- xiii. Should take action to get the vehicle serviced.

SCHEDULE-IV

RECRUITMENT RULES FOR THE POST OF MOTOR LORRY DRIVER (SPECIAL GRADE) IN ANDAMAN PUBLIC WORKS DEPARTMENT

1.	Name of Post	Motor Lorry Vehicle Driver (Special Grade)
2.	No. of post	06 (Six Only) 2016* (5% of the total 126 posts placed in Special Grade as per pre revised ratio mentioned in DoP&T OM No. 43019/54/96-Estt(D) dated 15/2/2001) *Subject to dependent on work load
3.	Classification	General Central Civil Services Group "B" (Non-Gazetted) Non -Ministerial
4.	Pay Band and Grade Pay /Pay Scale	PB-2 Rs. 9300-34800 with Grade Pay Rs. 4200
5.	Whether Selection or Non-Selection post	Non-Selection (Seniority-cum-Fitness)
6.	Age limit for direct recruitment	Not applicable
7.	Educational and other qualification required for direct recruitment	Not applicable
8.	Whether age and educational qualification, prescribed for direct recruitment 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 /transfer and percentage of vacancies to be filled by various methods.	100% by promotion
11.	In case of recruitment by promotion/deputation/transfer, grade from which promotion /deputation/transfer to be made.	Promotion: From amongst the Motor Lorry Drive (Grade-I) in the Pay Scale in PB-1 Rs. 5200-20200 with Grade Pay Rs. 2800 of APWD with three years regular service in the grade.
12.	If a DPC exists, what is its composition ?	Group 'C (for Promotion consisting of : 1. Supdt. Engineer PBCC, APWD, Port Blair Chairman 2. EE,W/Shop Division, APWD Port Blair Member 3. Mechanical Engineer, Transport Deptt. Member
13.	Job Description	Attached as Annexure to the Schedule -IV

Annexure to Schedule-IV

- i. Should drive the vehicle in safe way as per traffic rules.
- ii. Should maintain accounts of the journeys of vehicle in the log book of the vehicle properly and maintain accounts of fuel drawn or vehicle on daily basis.
- iii. Should get the log book verified and signed by the designated authority in monthly basis.
- iv. Should keep the vehicle neat and clean by water washing, wiping and polishing.
- v. Should check the oil, lubricant, water and brake every day before the vehicle being taken for driving.

- vi. Must be able to change wheel and correctly inflate the tyre.
- vii. Should maintain tool kit in the vehicle.
- viii. Should keep the spare wheel/parts in the vehicle in safe custody and in good condition.
- ix. On the vehicle being sent or repairs etc. he would be required to maintain close coordination with workshop to get the vehicle repaired in time and keep himself abreast of the progress of repair/ replacement of damage parts etc.
- x. To damaged/replaced parts of vehicle after repair shall be made available to Vehicle in-Charge of the office.
- xi. Should maintain a datewise record entry in respect of the repairs, cost of spare parts replaced at the time of carrying out the repair.
- xii. Responsible for timely reporting of break downs/accidents to the authorities.
- xiii. Should take action to get the vehicle serviced.

SCHEDULE-V

RECRUITMENT RULES FOR THE POST OF JEEP DRIVER (ORDINARY GRADE) IN ANDAMAN PUBLIC WORKS DEPARTMENT

1.	Name of Post	Jeep Driver (Ordinary Grade)
2.	No. of post	21 (Twenty one) 2016* (30% of the total 70 posts placed in Ordinary Grade as per pre-revised ratio mentioned in DoP&T OM No. 43019/54/96-Estt(D) dated 15/2/2001) *Subject to dependent on work load
3.	Classification	General Central Civil Services Group 'C' (Non-Gazetted) Non-Ministerial
4.	Pay Band and Grade Pay /Pay Scale	PB-1 Rs. 5200-20200 with Grade Pay Rs. 1900
5.	Whether Selection or Non-Selection post	Selection
6.	Age limit for direct recruitment	18-33 years for male 18-38 years for female (Relaxable for Govt. Servants upto 5 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 names from Employment Exchange/applications from candidates.
7.	Educational and other qualifications required for direct recruitment	Essential: 1. Must have Passed in Secondary School Examination (10 th Std.) from a recognized Board/ University. 2. Must possess a valid Light Motor Vehicle Driving Licence. 3. Must qualify the Departmental Trade/Proficiency Test Desirable : 1. Three years experience in driving of Heavy Motor Vehicle. 2. Knowledge of Motor Mechanism and capable to locate and rectify minor defects in the vehicle. 3. Should possess good knowledge of Traffic Regulation.

8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees ?	Not applicable						
9.	Period of probation, if any	2 (two) years						
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods.	60% by Direct Recruitment 40% by promotion failing which by Direct Recruitment						
11.	In case of recruitment by promotion/deputation/transfer, grade from which promotion/deputation/transfer to be made.	<p>Promotion : From amongst the Khalasi/ WC Belder & Cleaner, WC Belder, Assistant Mechanic, Assistant Fitter, Assistant Welder, Assistant Tyreman, Assistant Operator, Assistant Driver in PB-1 Rs. 5200-20200 with Grade Pay of Rs 1800 working in APWD with 3 years regular service in the grade, who possessing a valid Light Vehicle Driving Licence and qualify in the departmental trade/proficiency Test.</p> <p>Note 1: 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.</p> <p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on regular basis by an officer prior to 01-01-2006/ the date from which the revised pay structure based on the VIth CPC recommendations has been extended, shall be deemed to be service rendered in the corresponding Grade Pay/Pay Scale extended based on the recommendations of the Pay Commission.</p>						
12.	If a DPC exists, what is its composition ?	<p>Group 'C' (for Selecting/Promotion/Confirmation consisting of :</p> <table border="1"> <tr> <td>1. Supdt. Engineer, PBCC, APWD, Port Blair</td> <td>Chairman</td> </tr> <tr> <td>2. EE, W/Shop Division, APWD, Port Blair</td> <td>Member</td> </tr> <tr> <td>3. Mechanical Engineer, Transport Deptt.</td> <td>Member</td> </tr> </table>	1. Supdt. Engineer, PBCC, APWD, Port Blair	Chairman	2. EE, W/Shop Division, APWD, Port Blair	Member	3. Mechanical Engineer, Transport Deptt.	Member
1. Supdt. Engineer, PBCC, APWD, Port Blair	Chairman							
2. EE, W/Shop Division, APWD, Port Blair	Member							
3. Mechanical Engineer, Transport Deptt.	Member							
13.	Job Description	Attached as Annexure to the Schedule -V						

Annexure to Schedule-V

- i. To drive any light medium or heavy transport vehicles
- ii. To ensure proper cleanliness and upkeep pf the vehicles.
- iii. To check and maintain the correct level of oil of all the gauges, battery, water level, radiator and air pressures of tyres etc.
- iv. To ensure the safety of the vehicles during duty period.
- v. Should be able to answer general question about mechanism and driving of the vehicles.
- vi. Should be well conversant with the various road traffic rules signs and signals.
- vii. To keep the valid driving license, documents of the vehicle intact.

SCHEDULE-VI

RECRUITMENT RULES FOR THE POST OF JEEP DRIVER (GRADE-II) IN ANDAMAN PUBLIC WORKS DEPARTMENT

1.	Name of Post	Jeep Driver (Grade-II)						
2.	No. of post	21 (Twenty one) 2016* (30% of the total 126 posts placed in Ordinary Grade-II as per pre-revised ratio mentioned in DoPT OM No. 43019/54/96-Estt(D) dated 15/2/2001) *Subject to dependent on work load						
3.	Classification	General Central Civil Services Group "C" (Non-Gazetted) Non -Ministerial						
4.	Pay Band and Grade Pay /Pay Scale	PB-1 Rs. 5200-20200 with Grade Pay Rs. 2400						
5.	Whether Selection or Non-Selection post	Non-Selection (Seniority-cum-Fitness)						
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 recruitment 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 /transfer and percentage of vacancies to be filled by various methods.	100% by Promotion						
11.	In case of recruitment by promotion/deputation/transfer, grade from which promotion /deputation /transfer to be made.	Promotion:- From amongst the Jeep Driver (Ordinary Grade) in the Pay Scale in PB-1 Rs. 5200-20200 and Grade Pay Rs. 1900 of APWD with nine years regular service in the Grade subject to passing the trade test of appropriate standard as contained in Annexure-I to DoPT's OM No. 22036/1/92-Estt(D) dated 30.11.1993 read with OM No. 43019/54/96-Estt(D) dated 15.02.2001.						
12.	If a DPC exists, what is its composition ?	Group 'C' (for Selecting/Promotion/Confirmation consisting of : <table border="1" style="width: 100%;"> <tr> <td>1. Supdt Engineer PBCC, APWD, Port Blair</td> <td>Chairman</td> </tr> <tr> <td>2. EE,W/Shop Division, APWD Port Blair</td> <td>Member</td> </tr> <tr> <td>3. Mechanical Engineer, Transport Deptt.</td> <td>Member</td> </tr> </table>	1. Supdt Engineer PBCC, APWD, Port Blair	Chairman	2. EE,W/Shop Division, APWD Port Blair	Member	3. Mechanical Engineer, Transport Deptt.	Member
1. Supdt Engineer PBCC, APWD, Port Blair	Chairman							
2. EE,W/Shop Division, APWD Port Blair	Member							
3. Mechanical Engineer, Transport Deptt.	Member							
13.	Job Description	Attached as Annexure to the Schedule -VI						

Annexure to Schedule-VI

- i. Should drive the vehicle in safe way as per traffic rules.
- ii. Should maintain accounts of the journeys of vehicle in the log book of the vehicle properly and maintain accounts of fuel drawn or vehicle on daily basis.
- iii. Should get the log book verified and signed by the designated authority in monthly basis.

- iv. Should keep the vehicle neat and clean by water washing, wiping and polishing.
- v. Should check the oil, lubricant, water and brake every day before the vehicle being taken for driving.
- vi. Must be able to change wheel and correctly inflate the tyre.
- vii. Should maintain tool kit in the vehicle.
- viii. Should keep the spare wheel/parts in the vehicle in safe custody and in good condition.
- ix. On the vehicle being sent for repairs etc. he would be required to maintain close coordination with workshop to get the vehicle repaired in time and keep himself abreast of the progress of repair/ replacement of damage parts etc.
- x. To damaged/replaced parts of vehicle after repair shall be made available to vehicle In-Charge of the office.
- xi. Should maintain a date wise record entry in respect of the repairs, cost of spare parts replaced at the time of carrying out the repair
- xii. Responsible for timely reporting of break downs/accidents to the authorities.
- xiii. Should take action to get the vehicle serviced.

SCHEDULE-VII

RECRUITMENT RULES FOR THE POST OF JEEP DRIVER (GRADE-I) IN ANDAMAN PUBLIC WORKS DEPARTMENT

1.	Name of Post	Jeep Driver (Grade-I)
2.	No. of post	24 (Twenty four) 2016* (35% of the total 70 posts placed in Grade-I as per pre-revised ratio mentioned in DoP&T OM No. 43019/54/96-Estt(D) dated 15/2/2001) *Subject to dependent on work load
3.	Classification	General Central Civil Services Group "C" (Non-Gazetted) Non -Ministerial
4.	Pay Band and Grade Pay /Pay Scale	PB-1 Rs. 5200-20200 with Grade Pay Rs. 2800
5.	Whether Selection or Non-Selection post	Non-Selection (Seniority-cum-Fitness)
6.	Age limit for direct recruitment	Not applicable
7.	Educational and other qualification required for direct recruitment	Not applicable
8.	Whether age and educational qualifications prescribed for direct Recruitment 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/transfer and percentage of vacancies to be filled by various methods.	100% by Promotion

11.	In case of recruitment by promotion/deputation/transfer, grade from which promotion/deputation/transfer to be made.	<p>Promotion: From amongst the Jeep Driver (Grade-II) in the Pay Scale in PB-1 Rs. 5200-20200 and Grade Pay Rs. 2400 of APWD with six years regular service or a combined service of 15 years in Jeep Driver (Grade-II) and in Jeep Driver (Ordinary Grade) put together and passing the trade test of appropriate standard as contained in Annexure-I to DoPT's OM No. 22036/1/92-Estt(D) dated 30.11.1993 read with OM No. 43019/54/96-Estt(D) dated 15.02.2001.</p>						
12.	If a DPC exists, what is its composition ?	<p>Group 'C (for Promotion/ consisting of :</p> <table border="1" data-bbox="810 589 1326 750"> <tr> <td data-bbox="810 589 1161 640">1. Supdt. Engineer PBCC, APWD, Port Blair</td> <td data-bbox="1161 589 1326 640">Chairman</td> </tr> <tr> <td data-bbox="810 640 1161 694">2. EE,W/Shop Division, APWD, Port Blair</td> <td data-bbox="1161 640 1326 694">Member</td> </tr> <tr> <td data-bbox="810 694 1161 750">3. Mechanical Engineer, Transport Deptt.</td> <td data-bbox="1161 694 1326 750">Member</td> </tr> </table>	1. Supdt. Engineer PBCC, APWD, Port Blair	Chairman	2. EE,W/Shop Division, APWD, Port Blair	Member	3. Mechanical Engineer, Transport Deptt.	Member
1. Supdt. Engineer PBCC, APWD, Port Blair	Chairman							
2. EE,W/Shop Division, APWD, Port Blair	Member							
3. Mechanical Engineer, Transport Deptt.	Member							
13.	Job Description	Attached as Annexure to the Schedule -VII						

Annexure to Schedule-VII

- i. Should drive the vehicle in safe way as per traffic rules.
- ii. Should maintain accounts of the journeys of vehicle in the log book of the vehicle properly and maintain accounts of fuel drawn or vehicle on daily basis.
- iii. Should get the log book verified and signed by the designated authority in monthly basis.
- iv. Should keep the vehicle neat and clean by water washing, wiping and polishing.
- v. Should check the oil, lubricant, water and brake every day before the vehicle being taken for driving.
- vi. Must be able to change wheel and correctly inflate the tyre.
- vii. Should maintain tool kit in the vehicle.
- viii. Should keep the spare wheel/parts in the vehicle in safe custody and in good condition.
- ix. On the vehicle being sent for repairs etc. he would be required to maintain close coordination with workshop to get the vehicle repaired in time and keep himself abreast of the progress of repair/ replacement of damage parts etc.
- x. Damaged/replaced parts of vehicle after repair shall be made available to Vehicle In-Charge of the office.
- xi. Should maintain a date wise record entry in respect of the repairs, cost of spare parts replaced at the time of carrying out the repair.
- xii. Responsible for timely reporting of break downs/accidents to the authorities
- xiii. Should take action to get the vehicle serviced.

SCHEDULE-VIII

**RECRUITMENT RULES FOR THE POST OF JEEP DRIVER (SPECIAL GRADE) IN ANDAMAN
PUBLIC WORKS DEPARTMENT**

1.	Name of Post	Jeep Driver (Special Grade)
2.	No. of post	04 (Four Only) 2016* (5% of the total 70 posts placed in Special Grade as per pre-revised ratio mentioned in DoP&T OM No. 43019/54/96-Estt(D) dated 15/2/2001) *Subject to dependent on work load
3.	Classification	General Central Civil Services Group "B" (Non-Gazetted) Non -Ministerial
4.	Pay Band and Grade Pay /Pay Scale	PB-2 Rs. 9300-34800 with Grade Pay Rs. 4200
5.	Whether Selection or Non-Selection post	Non-Selection (Seniority-cum-Fitness)
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 recruitment 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 /transfer and percentage of vacancies to be filled by various methods.	100% by Promotion
11.	In case of recruitment by promotion/ deputation/transfer, grade from which promotion /deputation/transfer to be made.	Promotion: From amongst the Jeep Driver (Grade-I) in the Pay Scale in PB-1 Rs. 5200-20200 with Grade Pay Rs. 2800 of APWD with three years regular service in the grade.
12.	If a DPC exists, what is its composition ?	Group 'C (for promotion/ consisting of : 1. Supdt. Engineer, PBCC, Chairman APWD, Port Blair 2. EE,W/Shop Division, APWD, Member Port Blair 3. Mechanical Engineer, Transport Member Deptt.
13.	Job Description	Attached as Annexure to the Schedule -VIII

Annexure to Schedule-VIII

- i. Should drive the vehicle in safe way as per traffic rules.
- ii. Should maintain accounts of the journeys of vehicle in the log book of the vehicle properly and maintain accounts of fuel drawn or vehicle on daily basis.
- iii. Should get the log book verified and signed by the designated authority in monthly basis.
- iv. Should keep the vehicle neat and clean by water washing, wiping and polishing.
- v. Should check the oil, lubricant, water and brake every day before the vehicle being taken for driving.
- vi. Must be able to change wheel and correctly inflate the tyre.
- vii. Should maintain tool kit in the vehicle.

- viii. Should keep the spare wheel/parts in the vehicle in safe custody and in good condition.
- ix. On the vehicle being sent or repairs etc. he would be required to maintain close coordination with workshop to get the vehicle repaired in time and keep himself abreast of the progress of repair/ replacement of damage parts etc.
- x. To damaged/replaced parts of vehicle after repair shall be made available to Vehicle In-Charge of the office.
- xi. Should maintain a date wise record entry in respect of the repairs cost of spare parts replaced at the time of carrying out the repair.
- xii. Responsible for timely reporting of break downs/accidents to the authorities.
- xiii. Should take action to get the vehicle serviced.