

अण्डमान तथा  
Andaman And



निकोबार राजपत्र  
Nicobar Gazette

असाधारण

EXTRAORDINARY

प्राधिकार से प्रकाशित

Published by Authority

सं. 49, पोर्ट ब्लेयर, मंगलवार, 23 फरवरी, 2010

No. 49, Port Blair, Tuesday, February 23, 2010

ANDAMAN & NICOBAR ADMINISTRATION  
INFORMATION TECHNOLOGY SECTION  
DR. BR AMBEDKAR GOVERNMENT POLYTECHNIC CAMPUS  
PAHARGAON, PORT BLAIR

\*\*\*

### NOTIFICATION

Port Blair, dated the 23<sup>rd</sup> February, 2010

No. 45/2010/F. No. 1-14 (4)/IT/A&N/RR/2010.—In exercise of the powers conferred by proviso to Article 309 of the Constitution of India read with the Government of India, Ministry of Home Affairs, New Delhi Notification No. 14/3/60-ANL dated 11.04.1960 and in supersession of A&N Administration's Notification No. 190/2001/F. No. 16-6(1)/99-PW dated 13.11.2001, the Lieutenant Governor (Administrator), Andaman and Nicobar Islands hereby makes the following rules regulating the method of recruitment to the Group 'B' Non-Gazetted and Group 'C' posts in the Amalgamated Information Technology Cadre (AITC) of Andaman and Nicobar Administration namely:-

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

- These rules may be called the Andaman and Nicobar Administration Amalgamated Information Technology Cadre (AITC) posts of Assistant Manager (IT), Computer Assistant Gr 'B' and Computer Assistant Gr 'A' Recruitment (Amendment) Rules, 2010.
- 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 the posts, its classifications and scale of pay attached thereto shall be as specified in paras 2 to 4 of the Schedule annexed to these rules.

#### **3. Method of recruitment, Age limit and other qualifications:-**

The method of recruitment, age limit, qualifications and other matters relating to the said post shall be as specified in paras 5 to 15 of the said Schedule.

#### **4. Disqualification:-**

No person,

- who has entered into or contracted a marriage with a person having a spouse living, or
- 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 Lieutenant Governor (Administrator), Andaman and Nicobar 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 this Rule.

**5. Powers to relax:-**

Where the Lieutenant Governor (Administrator), Andaman and Nicobar Islands is of the opinion that it is necessary or expedient so to do, he may, by order and for the reasons to be recorded in writing, relax any of the provision of these rules with respect to any class or category of persons.

**6. Savings:-**

Nothing in these rules shall affect the reservation, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes and other 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**

**Sd/-**

**(Utpal Sharma)  
Special Secretary (IT)**

**SCHEDULE-I****SCHEDULE OF RECRUITMENT RULES FOR THE POST OF ASSISTANT MANAGER IT OF AMALGAMATED INFORMATION TECHNOLOGY (IT) CADRE OF A & N ADMINISTRATION**

1.	Name of the Post	Assistant Manager (IT)
2.	No. of Post	06(Six), 2010 Subject to variation dependent on work load
3.	Classification	General Central Services (Group "B") Non-Gazetted Non-Ministerial
4.	Pay Band & Grade Pay	PB-2 Rs. 9300-34800 Grade Pay Rs. 4200/-
5.	Whether selection post or Non-selection post	Selection
6.	Age limit for direct recruits	Not exceeding 30 years (Relaxable for Govt. Servants up to 5 years in accordance with the instructions or orders issued by the Central Govt.) <b>Note</b> :- The crucial date for determining the age limit shall be the closing date for receipt of application from candidate in India (and not the closing prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladak Division of J & K State, Lahaul and Spiti District and Pangi Sub-Division, Andaman and Nicobar Islands and Lakshadweep)
7.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972	Not Applicable.
8.	Educational and other qualifications required for direct recruits	<b>Essential:-</b> (A) (i) B.Tech (Computer Science / IT) Or MCA Or BCA / B.Sc.(IT) / B.Sc (Comp.Sci.) from a recognized University with 3 years experience Or Post Diploma in Computer Application / Post Graduate Diploma in Computer Application from a recognized Institution after (3 years Diploma in any Engineering field or Degree in Science from a recognized Institution / University) with 3 years experience and (B) (i) Should qualify Written Proficiency Test and Skill Test <b>Desirable :-</b> (a) Certified CISCO Network Engineer or Microsoft Certified Network Engineering or Microsoft System Engineering (b) Knowledge of one or more of the programming languages
9.	Whether age and educational qualifications prescribed for direct recruits shall apply in the case of promotions	<b>Age:</b> No <b>Educational Qualification:</b> No, but should qualify in the Written Proficiency Test and Skill Test conducted by the duly constituted Committee.
10.	Period of probation, if any	2 (Two) years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	50% by Promotion failing which by Direct Recruitment and 50% by Direct Recruitment

12.	In case of recruitment by promotion/ deputation/transfer grade from which promotion/deputation/transfer to be made	<b>Promotion:</b> From amongst the Computer Assistant Gr. 'B' in the Pay Band of PB-1 Rs. 5200-20200 with Grade Pay Rs. 2800 with 6 years regular service in the grade
13.	If a DPC exists, what is its composition ?	<b>Group B DPC for promotion/confirmation consisting of:</b> Secretary (IT) - Chairman Secretary (PerI) - Member Principal, Govt. - Member Polytechnic One expert in Computer Science/Application - Member
14.	Circumstances in which UPSC to be consulted	Not Applicable
15.	Job Description	Attached as Annexure to the Schedule

**Duties and Responsibilities**  
**Assistant Manager (IT)**  
**Amalgamated Information Technology Cadre (AITC)**  
**Andaman and Nicobar Administration**

- Shall be under the overall control of the respective HODs and shall assist HOD/ Deputy Manager (IT) in implementation of IT initiatives in the department.
- Shall be responsible for the Program Management of various IT/ e-Governance initiatives of the department.
- Shall head the IT/ e-Governance Project Implementation Team at the Department level.
- Shall be responsible for development/ launch of department website and its regular updation with the help of the Webmaster.
- Shall also be responsible for periodical updation of Department contents in the Administration's website with the help of the Webmaster.
- Shall be responsible for providing technical specifications for procurement of the IT Infrastructure and its preventive measures.
- Shall overlook / manage all the IT Infrastructure of the Department (Hardware Equipments, Networks, Database, Software etc.).
- Any other works assigned by the superiors.

**SCHEDULE-II****SCHEDULE OF RECRUITMENT RULES FOR THE POST OF COMPUTER ASSISTANT GR. 'B' OF AMALGAMATED INFORMATION TECHNOLOGY (IT) CADRE OF A & N ADMINISTRATION.**

1.	Name of the Post	Computer Assistant Grade 'B'
2.	No. of Post	10 (Ten), 2010 Subject to variation dependent on work load
3.	Classification	General Central Services (Group "C") Non-Gazetted Non-Ministerial
4.	Pay Band & Grade Pay	PB-1 Rs. 5200-20200 Grade Pay Rs. 2800/-
5.	Whether selection post or Non-selection post	Selection
6.	Age limit for direct recruits	18 to 33 years for male 18 to 38 years for female (Relaxable for Govt. Servants up to 5 years in accordance with the instructions or orders issued by the Central Govt.) <b>Note :-</b> The crucial date for determining the age limit shall be the closing date for receipt of application from candidates/ names from the Employment Exchange
7.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972	Not Applicable
8.	Educational and other qualifications required for direct recruits	<b>Essential:-</b> (A) (i) Diploma in Computer Engineering of 3 years duration after (10+2) from recognized University / Institution Or Post Diploma in Computer Application (PDCA) or Post Graduate Diploma in Computer Application (PGDCA) from a recognized institution (after 3 years Diploma in any engineering field or Degree in Science from a recognized institution) Or BCA or B.Sc.(IT) /B. Sc (Comp. Sci. / IT) after 10+2 from a recognized University <b>Note:-</b> Higher qualification in the field of IT such as BE/B. Tech.(Comp. Science or IT), BCA, MCA, ME/M. Tech. (Comp. Science or IT) etc. from recognized institutions being higher than Diploma will be eligible and (B) (i) Should qualify Written Proficiency Test and Skill Test <b>Desirable :-</b> (a) At least one year experience in Computer Application/Programming
9.	Whether age and educational qualifications prescribed for direct recruits shall apply in the case of promotions	<b>Age:</b> No <b>Educational Qualification:</b> No, but must qualify the Written Proficiency Test and Skill Test conducted by duly constituted Committee
10.	Period of probation, if any	2 (Two) years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	100% by Promotion failing which by Direct Recruitment

12.	In case of recruitment by promotion / deputation / transfer grade from which promotion / deputation / transfer to be made	<b>Promotion :</b> From amongst the Computer Assistant Grade 'A' in the pay band PB-1 Rs 5200-20200 Grade Pay Rs 2400 with 5 (Five) years regular service in the grade
13.	If a DPC exists, what is its composition ?	<b>Group C DPC for promotion consisting of:</b> Secretary (IT) - Chairman Secretary (Perl) - Member Principal, Govt. - Member Polytechnic One expert in Computer Science/Application - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable
15.	Job Description	Attached as Annexure to the Schedule

**Duties and Responsibilities  
Computer Assistant Gr 'B'  
Amalgamated Information Technology Cadre (AITC)  
Andaman and Nicobar Administration**

- Shall be under the overall control of the respective HODs and shall assist HOD/ Deputy Manager (IT) in implementation of IT initiatives in the department.
- Shall head the Software/ Hardware Support Group at the Department/UT level.
- Shall be part of the various IT/ e-Governance Project Team at the Department level and responsible for implementation of various IT/ e-Governance projects at the in coordination with Programme Implementing Officers.
- Shall be responsible for the development/ implementation of the Software and their maintenance.
- Shall be responsible for System study in consultation with the Programme Implementing Officers of the Department for development of the Software.
- Shall manage all the IT Infrastructure of the Department (Hardware Equipments, Networks, Database, Software etc.).
- Shall be responsible for assistance in providing of technical specifications, maintaining stock/ procurement of IT Infrastructure of the Department.
- Any other works assigned by the superiors.

**SCHEDULE-III****SCHEDULE OF RECRUITMENT RULES FOR THE POST OF COMPUTER ASSISTANT GR. 'A' OF AMALGAMATED INFORMATION TECHNOLOGY (IT) CADRE OF A & N ADMINISTRATION.**

1.	Name of the Post	Computer Assistant Grade 'A'
2.	No. of Post	55 (Fifty Five), 2010 Subject to variation dependent on work load
3.	Classification	General Central Services (Group "C") Non-Gazetted Non-Ministerial
4.	Pay Band & Grade Pay	PB-1 Rs 5200-20200 Grade Pay Rs 2400/-
5.	Whether selection post or Non-selection post	Not Applicable
6.	Age limit for direct recruits	18 to 33 years for male 18 to 38 years for female (Relaxable for Govt. Servants up to 5 years in accordance with the instructions or orders issued by the Central Govt.) <b>Note :-</b> The crucial date for determining the age limit shall be the closing date for receipt of application from candidates/ names from the Employment Exchange.
7.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972	Not Applicable
8.	Educational and other qualifications required for direct recruits	<b>Essential :-</b> (A) (i) Diploma in Computer Engineering of 3 years duration after (10+2) from recognized Institution Or Post Diploma in Computer Application or Post Graduate Diploma in Computer Application (after 3 years Diploma in any Engineering field or Degree in Science from a recognized institution) Or Pass in Senior Secondary School Certificate (XII Std.) from a recognized Institution/Board or University with one year Certificate Course in Computer Application/Programming from a recognized institution <b>Note-1 :-</b> Institution includes both Government & Private Institution imparting Training in the field of IT. <b>Note-2 :-</b> Modular Courses of 3 months/6 months adding to one year duration will not be considered as one year Certificate Course <b>Note-3 :-</b> Higher qualification in the field of IT such as BE/B. Tech (Comp. Science or IT), BCA, MCA, ME/M. Tech. (Comp. Science or IT) etc. from recognized institutions being higher than Diploma will be eligible  and (B) (i) Should qualify Written Proficiency Test. (ii) Should possess a speed of not less than 6000 key depression per hour for data entry work and should qualify the Aptitude test.
9.	Whether age and educational qualifications prescribed for direct recruits shall apply in the case of promotions	Not Applicable

10.	Period of probation, if any	2 (Two) years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	100% by Direct Recruitment
12.	In case of recruitment by promotion/ deputation/transfer grade from which promotion/deputation/transfer to be made	Not Applicable
13.	If a DPC exists, what is its composition ?	<b>Group C DPC for confirmation consisting of:</b> Secretary (IT) - Chairman Secretary (Perl) - Member Principal, Govt. - Member Polytechnic One expert in Computer - Member Science/Application
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable
15.	Job Description	Attached as Annexure to the Schedule

**Duties and Responsibilities**  
**Computer Assistant Gr 'A'**  
**Amalgamated Information Technology Cadre (AIRC)**  
**Andaman and Nicobar Administration**

- Shall be under the overall control of the respective HODs and shall assist HOD/ Deputy Manager (IT)/Assistant Manager(IT) in implementation of IT initiatives in the Department.
- Shall be the part of the Software/ Hardware Support Group at the Department level.
- Shall be responsible for the implementation of the various IT/ e-Governance initiatives at the Department level.
- Shall assist in managing the IT Infrastructure of the Department (Hardware Equipments, Networks, Software etc.)
- Shall be responsible for the maintenance of the hardware equipments at department level in coordination with the AMC Agency, if any and shall maintain History Cards of individual hardware equipments to keep the track of Hardware/ Software changes made to the equipments.
- Shall be responsible for the preventive measures for maintenance of Hardware equipments at department level.
- Shall be responsible for data entry work in the application Software of the department and shall provide training to departmental staff on various Application Software.
- Any other works assigned by the superiors.