

अण्डमान तथा निकोबार राजपत्र
Andaman And Nicobar Gazette

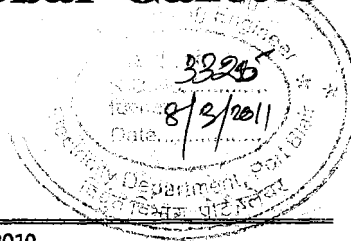


असाधारण

EXTRAORDINARY

प्राधिकार से प्रकाशित

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No. 403, Port Blair, Wednesday, December 29, 2010

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

Port Blair, dated the 29th December, 2010

No. 384/2010/F.No 1-8(4)/2007/Power.—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, Notification No.U-14/3/60-ANL dated 11.04.1960 and in supersession of all previous Notifications issued to this effect, the Lt. Governor (Administrator), Andaman and Nicobar Islands hereby makes the following rules regulating the method of recruitment to the Group 'C' (Non-Gazetted, Non-Ministerial) posts of (1) Cleaner (2) Laboratory Attendant (3) Oilman (4) Daftry (5) Telephone Attendant (6) Hammerman (7) Safaiwala and (8) Mali borne in the Electricity 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, Non-Ministerial posts in the Electricity Department) Recruitment Rules, 2010.
(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 posts, its classification and the scale of pay attached thereto, shall be as specified at Sl.No. 2 to 4 of the said Schedule annexed to these rules.

3. METHOD OF RECRUITMENT, AGE LIMIT, QUALIFICATIONS ETC. :-

The method of recruitment, age limit, qualifications and other matters relating to the said posts shall be as specified at Sl. No. 5 to 15 of the said Schedule aforesaid.

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 such marriage is permissible under the personal law applicable to such persons and the other party to the marriage and that there are grounds for so doing, exempt any persons from the operation of this rule.

5. POWERS TO RELAX :-

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

6. SAVING:-

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

LIEUTENANT GOVERNOR,
Andaman & Nicobar Islands.

By order and in the name of the Lieutenant Governor,

Sd./-

Assistant Secretary (Power)
A&N Administration

SCHEDULE-1
RECRUITMENT RULES FOR THE POST OF CLEANER IN THE
ELECTRICITY DEPARTMENT

1.	Name of the post	Cleaner
2.	No. of posts	07* (Seven) 2010* Subject to variation dependent on workload
3.	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
4.	Pay Band/Grade Pay/Pay Scale	PB-1 Rs. 5200-20200+GP Rs. 1800
5.	Whether selection post or Non- selection post	Not applicable
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Service (Pension) Rules, 1972?	No
7.	Age limit for direct recruits	18-33 years for male 18-38 years for female (Relaxable for Govt. Servants upto 5 years in accordance with the instructions/orders issued by the Central Govt. from time to time.) Note : The crucial date for determining the age limit shall be the closing date for receipt of names/applications from Employment Exchange/Candidates
8.	Educational and other qualifications required for direct recruits	Essential: 1. Secondary School (Xth) pass from a recognized Board/Institution. 2. Passing a departmental proficiency-cum-trade test. Desirable : 1. 2 years experience in working as Cleaner in a reputed Automobile Workshop.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	02 (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 transfer from departmental Mazdoors failing which by direct recruitment
12.	In case of recruitment by promotion/ deputation/absorption grades from which promotion/ deputation/absorption to be made	Transfer: From departmental Mazdoors having the educational qualifications and other requirements for direct requirement prescribed under Sl. No. 8.
13.	If a DPC exists, what is its composition ?	Group 'C' DPC (for Confirmation) consisting of: 1. Supdt. Engineer, Elect. Deptt. — Chairman 2. Executive Engineer (PG), Elect. Deptt. — Member 3. Executive Engineer (Workshop), APWD — Member
14.	Circumstances in which the UPSC is to be consulted in making recruitment	Not applicable
15.	Duties and responsibilities	Duties and responsibilities chart placed overleaf.

Duties and Responsibilities of Cleaner

The duties and responsibilities of Cleaner is to carryout the job manually as desired by his superiors to keep the vehicle or machineries/equipments connected to it in clean condition. He should manually/mechanically clean all the parts of the vehicle or DG set and their allied auxiliaries in power plants . He should fill-up the diesel oil tank, fresh water tank and keeping it neat and clean as directed by his superiors. He should grease the parts of vehicle/DG set and allied auxiliaries wherever greasing is required . He should immediately inform, if any abnormality observed in the vehicle or operation of power plant to the notice of his superiors without any loss of time taking remedial measures . He should wear the uniform during duty hours provided by the department.

He should be courteous and polite in his dealings. He should know the operation of fire fighting equipments and use of first aid, wherever needed.

Note :- As the services of the department is an essential service, he/she is required to work even after duty hours as and when required for any such important/urgent work of the department.

SCHEDULE-2
RECRUITMENT RULES FOR THE POST OF LABORATORY ATTENDANT IN THE
ELECTRICITY DEPARTMENT

1.	Name of the post	Laboratory Attendant
2.	No. of posts	02* (Two) 2010* Subject to variation dependent on workload
3.	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
4.	Pay Band/Grade Pay/Pay Scale	PB-1 Rs. 5200-20200+GP Rs. 1800
5.	Whether selection post or Non- selection post	Not applicable
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Service (Pension) Rules, 1972?	No
7.	Age limit for direct recruits	18-33 years for male 18-38 years for female (Relaxable for Govt. Servants upto 5 years in accordance with the instructions/orders issued by the Central Govt. from time to time.) Note : The crucial date for determining the age limit shall be the closing date for receipt of names/applications from Employment Exchange/Candidates
8.	Educational and other qualifications required for direct recruits	Essential: 1. Secondary School Exam. (Xth) pass from a recognized Board/Institution. 2. Should qualify in the written proficiency-cum-trade test. Desirable: 2 years experience in any Laboratory of repute
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	02 (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 transfer failing which by direct recruitment
12.	In case of recruitment by promotion/deputation/absorption grades from which promotion/ deputation/absorption to be made	Transfer: From departmental Mazdoors having the educational qualifications and other requirements for direct requirement prescribed under Sl. No. 8.
13.	If a DPC exists, what is its composition ?	Group 'C' DPC (for Transfer/Confirmation) consisting of: 1. Supdt. Engineer, Elect. Deptt. — Chairman 2. Executive Engineer (PG), Elect. Deptt. — Member 3. Executive Engineer (Workshop), APWD — Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Duties and responsibilities	Duties and responsibilities chart placed overleaf.

Duties and Responsibilities of Laboratory Assistant

He/She has to keep the Laboratory equipments neat and clean. He/She should personally clean the equipment and its premises, equipments should be maintained free from dust, oil grease etc. He will assist the technicians like Meter Tester, Electrical Fitter, Electrician or any other authorized persons of the laboratories. He should maintain the list of the laboratory items and will maintain the tools and other testing equipments and to be properly stacked in proper position and place. He/She should not test the meter or equipments etc. and shall only assist the testing and sealing of the meters etc. He/She is required to undergo the training in fire fighting equipments. He/She should wear the uniform if provided by the department.

Note :- As the services of the department is an essential service, he/she is required to work even after duty hours as and when required for any such important/urgent work of the department.

**SCHEDULE-3
RECRUITMENT RULES FOR THE POST OF OILMAN IN THE
ELECTRICITY DEPARTMENT**

1.	Name of the post	Oilman
2.	No. of posts	80* (Eighty) 2010* Subject to variation dependent on workload
3.	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
4.	Pay Band/Grade Pay/Pay Scale	PB-1 Rs. 5200-20200+GP Rs. 1800
5.	Whether selection post or Non- selection post	Non-selection
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Service (Pension) Rules, 1972 ?	No
7.	Age limit for direct recruits	18-33 years for male (Relaxable for Govt. Servants upto 5 years in accordance with the instructions/orders issued by the Central Govt. from time to time.) Note : The crucial date for determining the age limit shall be the closing date for receipt of names/applications from Employment Exchange/Candidates
8.	Educational and other qualifications required for direct recruits	Essential: 1. 10 th Std. (Secondary School Examination) pass from a recognized Board/Institution. 2. Should qualify in the proficiency-cum-trade.test. Desirable: 1. Having 3 years experience in Power House/Workshops.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	No
10.	Period of probation, if any	02 (Two) years

11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	100% by transfer failing which by direct recruitment
12.	In case of recruitment by promotion/ deputation/absorption grades from which promotion/ deputation/absorption to be made	Transfer: From amongst the Mazdoors of the department working in Power Houses and meeting the educational qualifications and other requirements for direct requirement prescribed under Sl.No. 8.
13.	If a DPC exists, what is its composition ?	Group 'C' DPC (for Transfer/Confirmation) consisting of: 1. Supdt. Engineer, Elect. Deptt. — Chairman 2. Executive Engineer (PG), Elect. Deptt. — Member 3. Executive Engineer (Workshop), APWD — Member
14.	Circumstances in which the UPSC is to be consulted in making recruitment	Not applicable
15.	Duties and responsibilities	Duties and responsibilities chart placed overleaf.

Duties and Responsibilities of Oilman

The duties & responsibilities of Oilman is to keep carryout the jobs manually as desired by his superiors so as to keep the surroundings of the machaneries/equipments in clean condition. He should clean manually/ mechanically all the parts of equipments, machineries and their allied auxiliaries in the power plant. He should carryout the filling of diesel oil, lub. oil, fresh water in the respective tanks etc. and keeping it neat & clean as directed by his superiors. His duties include greasing of parts, cleaning pumps, motors, cables, control panel etc. He should immediately inform of any abnormality in operation of the power plant etc. observed by him to the notice of his superiors without any loss of time for taking remedial measures. He should assist the SBEO for safe operation of DG sets in the power plants. He should wear the uniform during duty hours provided by the department.

He should be courteous and polite in his dealings. He should know the operation of fire fighting equipments and use of first aid, wherever needed.

Note :- As the services of the department is an essential service, he/she is required to work even after duty hours as and when required for any such important/urgent work of the department.

SCHEDULE-4
RECRUITMENT RULES FOR THE POST OF DAFTRY IN THE
ELECTRICITY DEPARTMENT

1.	Name of the post	Daftry
2.	No. of post	04* (Four) 2010* Subject to variation dependent on workload
3.	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
4.	Pay Band/Grade Pay/Pay Scale	PB-1 Rs. 5200-20200+GP Rs. 1800
5.	Whether selection post or Non- selection post	Non-selection
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Service (Pension) Rules, 1972 ?	No
7.	Age limit for direct recruits	Not applicable
8.	Educational and other qualifications required for direct recruits	Not applicable
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	02 (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 transfer
12.	In case of recruitment by promotion/ deputation/absorption grades from which promotion/ deputation/absorption to be made	Transfer: From amongst the Peons with 5 years regular service in the grade.
13.	If a DPC exists, what is its composition ?	Group 'C' DPC (for Confirmation) consisting of: 1. Supdt. Engineer, Elect. Deptt. — Chairman 2. Executive Engineer (PG), Elect. Deptt. — Member 3. Assistant Secretary (Perl.), A&N Admn. — Member
14.	Circumstances in which the UPSC is to be consulted in making recruitment	Not applicable
15.	Duties and responsibilities	Duties and responsibilities chart placed overleaf.

Job Description for the post of Daftry

The following are the duties to be performed by a Daftry :-

- (i) To be responsible for proper maintenance of records in the Section/Office;
- (ii) To trace out files/records as may be required by any member or staff in the Section/Office;
- (iii) To verify the record/publications once in six months and report to the Section Officer / Branch Officer, if any file/publication are missing /out for a consideration period;
- (iv) To stitch/mend files/records/vouchers etc.;
- (v) To collect and distribute stationery to the members of the staff in the Section/Office under the superior of Section Diarist;
- (vi) To see that all tables records in the Section present a neat and tidy appearance;
- (vii) To ensure cleanliness in the Section/Office with the held of Peons/Sweepers;
- (viii) To keep proper account of the articles of furniture /electrical and electronic items available in the Section / Office and any item is removed by other section for any specific purpose, he should ensure that the same is received back in the Section/Office and kept at proper place;
- (ix) To attend office half an hour earlier than the hour prescribed for the office i.e., at 8.00 am.;
- (x) To attend to any other work which may be assigned to him by the Section Officer, Dealing Clerks and Diarist of the Section/Office.

Note :- As the services of the department is an essential service, he/she is required to work even after duty hours as and when required for any such important/urgent work of the department.

SCHEDULE-5
RECRUITMENT RULES FOR THE POST OF TELEPHONE ATTENDANT IN THE
ELECTRICITY DEPARTMENT

1.	Name of the post	Telephone Attendant
2.	No. of post	13*(Thirteen) 2010* Subject to variation dependent on workload
3.	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
4.	Pay Band/Grade Pay/Pay Scale	PB-1 Rs. 5200-20200+GP Rs. 1800
5.	Whether selection post or Non- selection post	Not applicable
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Service (Pension) Rules, 1972?	No
7.	Age limit for direct recruits	18-33 years for male 18-38 years for female (Relaxable for Govt. Servants upto 5 years in accordance with the instructions/orders issued by the Central Govt. from time to time.) Note : The crucial date for determining the age limit shall be the closing date for receipt of names/applications from Employment Exchange/Candidates

8.	Educational and other qualifications required for direct recruits	Essential: 1. Secondary School Examination (Xth Std.) pass from a recognized Board/Institution. 2. Should qualify the written examination
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	No
10.	Period of probation, if any	02 (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/absorption grades from which promotion/ deputation/absorption to be made	N.A.
13.	If a DPC exists, what is its composition ?	Group 'C' DPC (for Confirmation) consisting of: 1. Supdt. Engineer, Elect. Deptt. — Chairman 2. Executive Engineer (PG), Elect. Deptt. — Member 3. Executive Engineer (Workshop), APWD — Member
14.	Circumstances in which the UPSC is to be consulted in making recruitment	Not applicable
15.	Duties and responsibilities	Duties and responsibilities chart placed overleaf.

Duties and Responsibilities of Telephone Attendant

He/She has to keep the telephone instrument and EPABX system neat and clean. He/She is fully responsible for attending all telephone calls during the duty hours. He/she will record all the informations received over phone in the prescribed register. In the event of receipt of any serious information in respect of fatal electrical/mechanical accidents, fire incidents of equipment/installation of Electricity Department, the same should be immediately communicated to respective component authorities viz. Assistant Engineer (Ele.), Line Staff, Fire Brigade and Police Station as per the priority. He/She will have to record the action taken of the incidence and the responses received by the officials being informed in the prescribed register. During duty hours he/she should be vigilant and should not allow any private persons to make use of the telephone. He/She should not keep the telephones engaged for a prolonged period. The conversation should confine to the extent of recording official needs. He/She should also adhere to the duty roasters. He/She is required to undergo the training in fire fighting equipments. He/She should wear the uniform, if provided by the department.

Note :- As the services of the department is an essential service, he/she is required to work even after duty hours as and when required for any such important/urgent work of the department.

SCHEDULE-6
RECRUITMENT RULES FOR THE POST OF HAMMERMAN IN THE
ELECTRICITY DEPARTMENT

1.	Name of the post	Hammerman
2.	No. of post	5* (Five) 2010* Subject to variation dependent on workload
3.	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
4.	Pay Band/Grade Pay/Pay Scale	PB-1 Rs. 5200-20200+GP Rs. 1800
5.	Whether selection post or Non- selection post	Not applicable
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Service (Pension) Rules, 1972 ?	No
7.	Age limit for direct recruits	18-33 years for male (Relaxable for Govt. Servants upto 5 years in accordance with the instructions/orders issued by the Central Govt. from time to time.) Note : The crucial date for determining the age limit shall be the closing date for receipt of names/applications from Employment Exchange/Candidates
8.	Educational and other qualifications required for direct recruits	Essential: 1. Secondary School Examination (Xth Std.) pass from a recognized Board/Institution and should pass proficiency test. Desirable: 2 years experience in the Blacksmith Workshop.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	02 (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 transfer failing which by direct recruitment
12.	In case of recruitment by promotion/ deputation/absorption grades from which promotion/ deputation/absorption to be made	Transfer: From Mazdoors of the department having the educational qualifications prescribed for direct requirement under Sl. No. 8. Qualifying in the proficiency/trade test.
13.	If a DPC exists, what is its composition ?	Group 'C' DPC (for Confirmation) consisting of: 1. Supdt. Engineer, Elect. Deptt. — Chairman 2. Executive Engineer (PG), Elect. Deptt. — Member 3. Executive Engineer (Workshop), APWD — Member
14.	Circumstances in which the UPSC is to be consulted in making recruitment	Not applicable
15.	Duties and responsibilities	Duties and responsibilities chart placed overleaf.

Duties and Responsibilities of Hammerman

He is attached to a Blacksmith. He should be capable of handling 25 pounds hammer. He should listen to the instructions time to time given by his immediate superiors. He should upkeep his tools to avoid accidents during performance of duty. He should be vigilant and careful during duty hours.

Note :- As the services of the department is an essential service, he/she is required to work even after duty hours as and when required for any such important/urgent work of the department.

SCHEDULE-7
RECRUITMENT RULES FOR THE POST OF SAFAIWALA IN THE
ELECTRICITY DEPARTMENT

1.	Name of the post	Safaiwala
2.	No. of post	23* (Twentythree) 2010* Subject to variation dependent on workload
3.	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
4.	Pay Band/Grade Pay/Pay Scale	PB-1 Rs. 5200-20200+GP Rs. 1800
5.	Whether selection post or Non- selection post	Not applicable
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Service (Pension) Rules, 1972?	No
7.	Age limit for direct recruits	18-33 years for male 18-38 years for female (Relaxable for Govt. Servants upto 5 years in accordance with the instructions/orders issued by the Central Govt. from time to time.) Note : The crucial date for determining the age limit shall be the closing date for receipt of names/applications from Employment Exchange/Candidates
8.	Educational and other qualifications required for direct recruits	Essential: 1. Secondary School Examination (Xth Std.) pass from a recognized Board/Institution
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	02 (Two) years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	100% by direct recruitment
12.	In case of recruitment by promotion/ deputation/absorption grades from which promotion/ deputation/absorption to be made	Not applicable

13.	If a DPC exists, what is its composition ?	Group 'C' DPC (for Confirmation) consisting of: 1. Supdt. Engineer, Elect. Deptt. — Chairman 2. Executive Engineer (PG), Elect. Deptt. — Member 3. Executive Engineer (Workshop), APWD — Member
14.	Circumstances in which the UPSC is to be consulted in making recruitment	Not applicable
15.	Duties and responsibilities	Duties and responsibilities chart placed overleaf.

Job description for the post of Safaiwala

- Responsibilities to clean/sweep the office premises kept the surroundings of the office building as well as the drainage provided to the office building neat and clean.
- Must clean toilet daily and maintain the toilet in hygienic condition.
- Should attend the office well 2 hours before the office start for completing the cleaning works of lavatory blocks etc.
- Responsibilities to maintain accounts for cleaning materials supplied to him.
- Must attend to any other works which may be assigned to him by his In-charge.

Note :- As the services of the department is an essential service, he/she is required to work even after duty hours as & when required for any such important/urgent work of the department.

**SCHEDULE-8
RECRUITMENT RULES FOR THE POST OF MALI IN THE
ELECTRICITY DEPARTMENT**

1.	Name of the post	Mali
2.	No. of post	3* (Three) 2010* subject to variation dependent on workload
3.	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
4.	Pay Band/Grade Pay- Pay Scale	PB-1 Rs. 5200-20200+GP Rs. 1800
5.	Whether selection post or Non- selection post	Not applicable
6.	Whether benefits of added years of service admissible under Rules 30 of the Central Civil Service (Pension) Rules, 1972 ?	No
7.	Age limit for direct recruits	18-33 years for male 18-38 years for female (Relaxable for Govt. servants upto 5 years in accordance with the instructions/orders issued by the Central Govt. from time to time.) Note : The crucial date for determining the age limit shall be the closing date for receipt of names/applications from Employment Exchange/Candidates
8.	Educational and other qualifications required for direct recruits	Essential: 1. Secondary School Examination (Xth Std.) pass from a recognized Board/Institution 2. Should pass proficiency test. Desirable Should have knowledge/experience in gardening.

9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	02 (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 and percentage of the vacancies to be filled in by various methods	Not applicable
13.	If a DPC exists, what is its composition ?	Group 'C' DPC (for Confirmation) consisting of: 1. Supdt. Engineer, Elect. Deptt. — Chairman 2. Executive Engineer (PG), Elect. Deptt. — Member 3. Executive Engineer (Workshop), APWD — Member
14.	Circumstances in which the UPSC is to be consulted in making recruitment	Not applicable
15.	Duties and responsibilities	Duties and responsibilities chart placed overleaf.

Job Description for the post of Mali

His duties includes all type of gardening work such as :-

1. Planting and nursing of flower/ornamental plants.
2. Application of manures/fertilizer to different plants periodically.
3. Proper watering every alternate day to different plants in the garden as well as in the pots.
4. Cutting and maintenance of grass in the garden as well as weeding out and loosening of soil periodically.
5. Up-keep of lawns, shrubs, hedges and traces including sweeping of leaves and litter etc. in the office premises.
6. Fencing of the garden premises and its maintenance.
7. Any other work which may be assigned to him by higher authorities.

Note :- As the services of the department is an essential service, he/she is required to work even after duty hours as and when required for any such important/urgent work of the department.