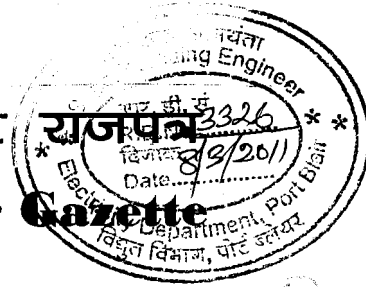


अण्डमान तथा  
Andaman And



निकोबार  
Nicobar Gazette



असाधारण

EXTRAORDINARY

प्राधिकार से प्रकाशित

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No. 402, Port Blair, Wednesday, December 29, 2010

अण्डमान तथा निकोबार प्रशासन  
ANDAMAN AND NICOBAR ADMINISTRATION  
सचिवालय/SECRETARIAT

**NOTIFICATION**

Port Blair, dated the 29 December, 2010

No. 383/2010/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 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 Lieutenant 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). Lineman-cum-Meter Reader (LMMR) (2). Store Keeper (3). Assistant Revenue Accountant (4). Draughtsman Gr. III (5). Tracer (6). Blacksmith (7). Turner (8). Carpenter (9). Painter (10). Heavy Vehicle Driver (11). Welder (12). Staff Car Driver (13). Librarian and (14). Assistant Store Keeper borne in the Electricity Department, Andaman and Nicobar Administration namely:-

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

- These rules may be called Andaman and Nicobar Administration (Group 'C' Non-Gazetted Non-Ministerial posts in the Electricity Department), Recruitment 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 said posts, its classification and the scale of pay attached thereto, shall be as specified at Sl. Nos. 2 to 4 of the 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 post shall be as specified at Sl. Nos. 5 to 15 of the said schedule aforesaid.

**4. Disqualifications :- 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, 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 on doing so, exempt any person from the operation of these rules.

**5. Power 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, for reasons to be recorded in writing and in consultation with the UPSC, 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 reservation, relaxation regarding age limit and other concession required to be provided for the Scheduled Casts and Scheduled Tribes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

**Lieutenant Governor,**  
Andaman and 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 LINEMAN-CUM-METER READER (LMMR) IN THE ELECTRICITY DEPARTMENT**

1.	Name of post	<b>LINEMAN-CUM-METER READER (LMMR)</b>
2.	No. of posts	41* (Forty one) 2010 *Subject to variation dependent on work load
3.	Classification	General Central Services Group "C" Non-Gazetted, Non-Ministerial
4.	Pay Band/GP – Pay Scale	PB-1 Rs. 5200-20200/- + GP Rs. 2400/-
5.	Whether selection post or non-selection post	Selection
6.	Whether benefit of added years of service available under Rules 30 of CCS (Pension) Rules 1972 ?	No
7.	Age limit for direct recruitments	18-33 years for male 18-38 years for female (Relaxable for Govt. servant upto 5 years in accordance with the instructions/orders issued by the Central Govt. from time to time). <b>Note:</b> 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 recruitment	<b>Essential:</b> i) Secondary School Examination (Xth Std.) pass from a recognized Board. ii) 2 years ITI trade certificate in the Electrical trade from a recognized institution. iii) Should qualify the departmental trade/ proficiency test. <b>Desirable:</b> 5 years experience in the field.
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 in by various methods	100% promotion failing which by direct recruitment

12	Incase of recruitment by promotion / deputation/transfer and percentage of the vacancies to be filled in by various methods	1. Promotion from amongst the list of Lineman / Fitter (Electrical) in the Pay Scale in PB-1 in the Grade Pay Rs. 1900 and having 08 years regular service and experience in the T & D / Power Supply System of Electricity Department
13	if a DPC exists, what is its composition?	<b>Group "C" DPC (for promotion / Confirmation)</b> <b>Consisting of:-</b> 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 LINEMAN-CUM-METER READER**

His/Her duty is to assist the Junior Engineer of T&D section. His/Her duties include construction, repair and maintenance of electric HT & LT lines including the service connection. He/She will be responsible to take all the precautionary safety measures before attending any work in the electric lines. He/She has to climb the electric poles, fix cross arms, insulators, drawing of conductors, its binding and installation of Air Break Switches and drop out fuse assembly. Switching 'OFF' & 'ON' of feeders/circuits as per the direction of superiors has to be done by the Lineman-cum-Meter Reader. Replacement of fuse wires with correct rated fuse elements, drawing, repair and maintenance of service lines, fixing cutouts & meters, providing of new connections and temporary connections and also shifting of meters & HT/LT line as per the direction of his superiors. He/She is not supposed to tamper with the meter seals or energy meters and he must report to superiors as soon as he/she finds any discrepancy/tampering of meters and conduct regular checks & be vigilant to find any type of unauthorized connections taken from departmental electric lines. He/She is required to wear all protective gears such as safety belt etc. and use other safe accessories like gloves while attending his duty, wherever necessary. He/She will carry his/her Identity Card whenever he visits any premises of consumers. He/She needs to be polite and courteous while dealing with the consumers/public. He/She will not collect energy charges or any other documents from the consumers, unless and otherwise he is specifically instructed by his superiors. He/She has to attend fuse calls and no light complaints at the earliest on receipt of complaints from the consumers. He/She will fill-up the details of the work attended, in the fuse-call book and take the signature of the consumers. While load shedding or for repair in electric lines he/she will switch 'off' and switch 'on' as & when instructed by his superiors after observing all the precautionary measures. He/She has to carry ladder and carryout manual work connected with the T&D system like conducting survey, pegging and digging of pits for poles/stay for T&D system and sub-stations. Earthing of all overhead system as per the rules has to be carried out by him/her. He/She should know the laying procedure of underground cables and its connected checks & tests. He/She shall not work on live electric lines and any overhead system during night. He/She shall be personally held responsible to keep Lineman kits in proper condition and will not handover to any other person unless specifically directed to do so. He/She should know how to use 1000 volt and 500 Volt Megger. He/She should have basic ideas of measuring instruments like Ammeter, Voltmeter, Energy Meter, KW Meter, AVO Meter, Power Factor Meter, Tong Tester and Earth Testing Kit. He/She must use conductors, insulators and other line materials of correct specifications while executing any work. He/She should have the knowledge of providing connections to all types of energy meters (static/electro-mechanical) including CT & PT.

He/She should know the store accounting procedure, issue & receipt of stores and should be conversant to account for the materials used and return the balance materials to Junior Engineer after completion of work. He/She should know the performance of the power/distribution transformers and should know various connections of transformers to attend the work of transformer himself/herself. He/She should be conversant with erection and commissioning of new LT/HT lines. He/She should confine himself/herself to the power availability till the meter board and should not enter the consumers house to rectify any internal wiring faults.

He/She should be able to record meter reading of all types of energy meters. He/She shall personally take the correct reading of the energy meter of the consumer premises every month and make a record of it in the meter card and meter reading book. He/She shall prepare the energy bills for the energy consumption by the consumers as per the prevailing tariff. He/She shall make entry by his own handwriting in the relevant registers and shall prepare relevant documents regarding the energy billed category-wise, revenue realized and revenue outstanding etc. as per the formats being followed by the department. He/She shall intimate in writing about irregularities found by him during his visit to consumer premises, including installation of consumers. He/She must check the meters seal and invariably intimate any sign of tamper to the meter seal/energy meter immediately after he completes meter reading. In no circumstances the seal of meters to be tampered/removed by him/her and should do so only with the written orders of the superiors. All defective meters not showing proper reading as per the consumption pattern needs to be intimated to his superiors. The testing of meter should be known to him and should carryout repairs of all the electrical measuring instruments. He/She will not collect energy charges or any other documents from the consumers, unless and otherwise he is specifically instructed by his superiors.

He/She should be courteous and polite in his dealings. He/She should know the operation of fire fighting equipments, shock treatment procedures and use of first aid, wherever needed. He/She should be conversant with the standing orders of the department and follow it in his day-to-day work.

*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 STORE KEEPER IN THE ELECTRICITY DEPARTMENT**

1.	Name of post	STORE KEEPER
2.	No. of post	01*(One) 2010 (*Subject to variation dependent on workload)
3.	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
4.	Pay Band /GP- Pay Scale	PB - 1 Rs. 5200 - 20200 + Grade Pay Rs. 2400
5.	Whether selection post or non-selection post	Selection
6.	Whether benefits of added years of service admissible under Rule 30 of the CCS (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	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 posts to be filled by various methods	By promotion.
12.	In case of recruitment by deputation/ absorption, grades from which promotion/ deputation/ absorption to be made.	<b>Promotion</b> :-From amongst the Assistant Store Keeper/Typist-cum-Clerk of the Electricity Department in the pay in PB-1 with grade pay of Rs. 1900 with 8 years service in the respective grade.

13.	If a DPC exists, what is its composition?	<b>Group "C" DPC (for promotion / Confirmation)</b> <b>Consisting of:-</b> 1. Supdt. Engineer, Elect. Deptt — Chairman 2. Executive Engineer (PG) — Member Elect. Deptt 3. Executive Engineer — Member (Workshop), APWD
14.	Circumstances in which 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 STORE KEEPER

The duties and responsibilities of Store Keeper primarily extend to receipt proper storage, distribution, safe custody and accounting of store for which he should have adequate knowledge of material management depending on the nature of store handled.

1. He is responsible to maintain store register, files etc. of different store/spare parts/other store items of respective department.
2. He is responsible for proper storage of all the store.
3. He is custodian of various store received by him.
4. He should be vigilant and careful while receipt and issue of the store of correct specification specified in the authorized documents of stores.
5. Interaction and coordination with purchase section, if available, to maintain the minimum stock level.
6. He should ensure codal formalities while taking stock and issue of stores.
7. He should issue the required items from stores to other Circle/Branches as per the requirement with proper invoice.
8. He should extend assistance in physical verification of stores at regular interval.
9. He is responsible for preparation of duty chart in respect of watch and ward staff and supervision of watch and ward staff.
10. He has to attend to such other work as may be assigned to him by the Section Officer or any higher officer.

**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 ASSISTANT REVENUE ACCOUNTANT IN THE ELECTRICITY DEPARTMENT

1	Name of post	<b>ASSISTANT REVENUE ACCOUNTANT</b>
2	No. of post	01* (one) 2010 (*subject to variation dependent on workload)
3	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
4	Pay Band /GP – Pay Scale	PB – 1 Rs. 5200 – 20200 + Grade Pay Rs. 2400
5	Whether selection post or non-selection post	Not applicable
6	Whether benefits of added years of service admissible under Rule 30 of the CCS (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	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 posts to be filled by various methods	By promotion
12	In case of recruitment by deputation/absorption, grades from which promotion/ deputation/absorption to be made	<b>Promotion</b> : From amongst the Meter Reader-cum-Ledger Clerk-cum-Cashier working in the department in the pay PB-1 with grade pay Rs, 1900 with 8 years regular service in the respective grade.
13	If a DPC exists, what is its composition?	<b>Group "C" DPC (for promotion) consisting of:-</b> 1. Supdt. Engineer, Elect. Deptt — Chairman 2. Executive Engineer (PG) — Member Elect. Deptt 3. Executive Engineer (Workshop), — Member APWD
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 ASSISTANT REVENUE ACCOUNTANT:**

1. Arranging collection of revenue from the Ledger Clerks of various site offices daily and handle revenue deposits.
2. Checking of daily collection with counterfoils of receipt books with subsidiary cash book and certify the correctness of entries and its totaling.
3. Ensuring the deposit of daily collection on the very day to the Cashier of Division office.
4. Checking the meter reading book periodically.
5. Checking the consumer ledger periodically.
6. Checking the posting made in the consumer ledger regarding energy charges collected its entry in Subsidiary cash book and also the Meter Reading Book periodically.
7. Compilation of monthly revenue and units sold.
8. Compilation of data for proforma accounts provided by the Department.
9. Checking the energy consumption and billing in respect of high value consumers. Issue of No Dues Certificate in respect of office proceeding to transfer and pension.
10. Arranging the printing and supply of various Forms, Receipts book and Subsidiary cash book.
11. All correspondence to be made for revenue and consumer related Government cases and shall attend the court in such matters.
12. All other correspondence related to revenue collection etc..
13. Maintenance of public relation and attending public grievances of the Division.

**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 DRAUGHTSMAN GRADE - III IN THE ELECTRICITY DEPARTMENT**

1.	Name of post	<b>DRAUGHTSMAN GRADE - III</b>
2.	No. of posts	2* (Two) 2010 (*Subject to variation dependent on workload)
3.	Classification	General Central Services Group 'C' Non-Gazetted, Non-Ministerial
4.	Pay Band/GP – Pay Scale	PB – 2 Rs. 5200-20200 +GP Rs. 2400
5.	Whether selection post or non-selection post	Not applicable
6.	Whether benefit of added years of service admissible under Rules 30 of CCS (Pension) Rules, 1972 ?	No
7.	Age limit for direct recruitment	18-33 year for male 18-38 year for female (Relaxable for Govt. servant in accordance with the instruction issued by the Central Govt. from time to time)  <b>Note:</b> 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 qualification required for direct recruitment	<b>Essential :-</b> 1) Secondary examination (Xth Std) pass from a recognized Board. 2) 2 years certificate course of Draughtsmanship in Electrical or Mechanical Engineering from a recognized IT Institution including 6 months practical training. 3) Passing a departmental written proficiency-cum-trade test. <b>Desirable :-</b> 1) 2 years experience in the concerned line. 2. Knowledge in CAD/CAM. <b>Note :-</b> The qualification(s) regarding experience is/ are relaxable at the discretion of the Competent Authority for reasons to be recorded in writing in the case of candidates belonging to be Scheduled Tribes, if at any stage a selection the competent authorities is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up them.
9.	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees	Age <b>No</b> Edl. Qualification - <b>Yes</b>
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 in by various methods	100% by Promotion failing which by direct recruitment
12.	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	<b>Promotion:</b> From amongst Tracer in PB-1 with grade pay Rs. 2000 with 5 years regular service in the grade.

13.	If a DPC exists, what is its composition?	<b>Group "C" DPC (for promotion / Confirmation)</b> <b>Consisting of:-</b> 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 Draughtsman Grade-III**

He is to assist the Sr. Draughtsman for the duties so assigned to the Sr. Draughtsman. His duties include preparation of Civil, Electrical and Mechanical drawings estimates of the department. He should prepare technical drawings from the details provided by Sr. Draughtsman of the departments. He should preserve the master drawings, detailed drawings of the department and produce the same as and when required. He should go to the site personally and taken down the parameters to prepare the drawings as required by Senior Draughtsman of 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 - 5**

**RECRUITMENT RULES FOR THE POST OF TRACER IN THE ELECTRICITY DEPARTMENT**

1.	Name of post	<b>TRACER</b>
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/GP - Pay Scale	PB - 1 Rs. 5200 - 20200 + Grade Pay Rs. 2000/-
5.	Whether selection post or non-selection post	Not applicable
6.	Whether benefit of added years of service admissible under Rules 30 of CCS (Pension) Rule	No
7.	Age limit for direct recruitment	18-33 years for male 18-38 years for female (Relaxable for Govt. servant in accordance with the instructions issued by the Central Govt. from time to time). <b>Note:</b> 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 recruitment	<b>Essential:</b> 1. Passed 10 <sup>th</sup> Std. (Secondary School examination) from a recognized Board/Institution. 2. 2 years Certificate Courses of Draughtsmanship in Electrical or Mechanical Engineering from a Recognized ITI including 6 months practical training 3. Passing the departmental proficiency-cum-trade test <b>Desirable:</b> 1 (One) year experience in the concerned trade
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 in 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 ?	<b>Group "C" DPC (for promotion / Confirmation)</b> <b>Consisting of:-</b> 1. Supdt. Engineer, Elect. Deptt — Chairman 2. Executive Engineer (PG) — Member Elect. Deptt 3. Executive Engineer (Workshop), — Member APWD
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 Tracer**

He/She should be responsible for tracing out drawings of the department from master prints, joining of different drawings as required by the senior officers. He/She should assist Draughtsman Gr.I and Gr.III. He/She should carryout the instructions given by his/her superiors for all the works pertaining to drawing branch like handling & operation of ammonia printing machine, pinto graph etc.

**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.

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**SCHEDULE - 6**

**RECRUITMENT RULES FOR THE POST OF BLACKSMITH IN THE ELECTRICITY DEPARTMENT**

1	Name of post	<b>BLACKSMITH</b>
2	No. of posts	04*(Four) 2010 (*Subject to variation dependent on workload)
3	Classification	General Central Services Group "C", Non-Gazetted, Non-Ministerial
4	Pay Band/GP – Pay Scale	PB – 1 Rs. 5200 – 20200 + Grade Pay Rs. 1900
5	Whether Selection post or Non-Selection post	Selection
6	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	No
7	Age limit for direct recruits	NA
8	Educational and other qualifications required for direct recruits	NA
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 posts to be filled by various methods	100 % by promotion

12	In case of recruitment by deputation/absorption, grades from which promotion/ deputation/absorption to be made.	<b>Promotion:</b> From amongst the Hammerman in the department in the pay in PB-1 with grade pay Rs. 1800 with 5 years regular service in the grade. Passing a departmental trade / proficiency test.
13	if a DPC exists, what is its composition?	<b>Group "C" DPC (for promotion / Confirmation)</b> <b>Consisting of:-</b> 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 Blacksmith:**

His duties are masonry works of the department. He should be able to read the foundation and installation drawing and prepare the foundations etc. by masonry work. He should have knowledge of correct concrete mix and bar binding. He should be able to take true alignment so essential in heavy and intricate engineering installations. He should be able to do the masonry work of the buildings being constructed for 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.

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**SCHEDULE - 7**

**RECRUITMENT RULES FOR THE POST OF TURNER IN THE ELECTRICITY DEPARTMENT**

1	Name of post	<b>TURNER</b>
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/GP – Pay Scale	PB – 1 Rs. 5200 – 20200 + Grade Pay Rs. 1900
5	Whether Selection post or Non-Selection post	Not applicable
6	Whether benefits of added years of service admissible under Rule 30 of the CCS (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 issued by the Central Govt. from time to time and upto 45 years in case of departmental candidates).  <b>Note:</b> 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	<b>Essential:</b> 1. Secondary School Examination ((Xth Std) pass from a recognized Board /Institution 2. ITI Certificate in Turner trade with one year experience in the field. 3. Passing departmental trade test.

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 posts to be filled by various methods	100% by direct recruitment
12	In case of recruitment by deputation/absorption, grades from which promotion/deputation/absorption to be made.	Not applicable
13	If a DPC exists, what is its composition?	<b>Group "C" DPC (for confirmation) Consisting of:-</b> 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 Turner**

The duties and responsibilities of Turner is to fabricate jobs required for smooth and effective functioning of power generation/T&D system with the help of Lathe Machine and allied machines available in the Workshop. He should be able to read the drawings, parameters, pamphlets, etc. provided to him for fabrication of job / turning of Jigs and fixtures required by the department. He should keep the machines & tools of his trade in neat, clean and working condition. He should keep the records of basic material, raw material, turned out jobs, work done, wastage, etc. for verification by his superiors.

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 - 8**

#### **RECRUITMENT RULES FOR THE POST OF CARPENTER IN THE ELECTRICITY DEPARTMENT**

1.	Name of post	<b>Carpenter</b>
2	No. of posts	03*(Three) 2010 (*Subject to variation dependent on workload)
3	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
4	Pay Band/GP – Pay Scale	PB – 1 Rs. 5200 – 20200 + Grade Pay Rs. 1900
5	Whether selection post or non-selection post	Selection
6	Whether benefit of added years of service admissible under Rule 30 of CCS (Pension) Rules, 1972.	No
7	Age limit for direct recruitment	NA
8	Educational and other qualifications required for direct recruitment	NA

9.	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees	NA
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 in by various methods	100% by promotion
12.	In case of recruitment by promotion/ deputation /absorption grades from which promotion/deputation/absorption to be made	<b>Promotion:-</b> From amongst the Mazdoors in the Pay Scale in PB -1 in the Grade pay of Rs.1800/-having 10 <sup>th</sup> pass school certificate with 07 years regular service in the grade and qualifying the proficiency cum trade test.
13	If a DPC exists, what is its composition ?	<b>Group "C" DPC (for promotion/ confirmation) consisting of:-</b> 1. Supdt. Engineer, Elect. Deptt. — Chairman 2. Executive Engineer (PG) — Member Elect. Deptt. 3. Executive Engineer (Workshop), — Member APWD
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 Carpenter

The duties and responsibilities of the Carpenter are fabrication of furniture's, packing of heavy engineering items, preparation of scaffolding, erection of temporary and semi permanent timber structures etc. He should be able to prepare and fabricate shuttering for concreting of heavy and intricate foundation of DG sets, panel boards, transformers etc. He should work in co-ordination with Mason, Blacksmith for achieving the result to the desired specification. He should be able to read the drawings given by senior engineering officers of this department and able to supervise the workers under his control and do all nature of carpentry works. 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 -9

#### RECRUITMENT RULES FOR THE POST OF PAINTER IN THE ELECTRICITY DEPARTMENT

1.	Name of post	Painter
2.	No. of post	01* (one) 2010 (* Subject to variation dependent on workload)
3.	Classification	General Central Services Group 'C' Non-Gazetted, Non-Ministerial
4.	Pay Band/GP – Pay Scale	PB – 1 Rs. 5200 – 20200 + Grade Pay Rs. 1900
5.	Whether selection post or non-selection post	NA
6.	Whether benefit of added years of service admissible under Rule 30 of CCS (Pension) Rules 1972 ?	No
7.	Age limit for direct recruitment	NA

8.	Educational and other qualifications required for direct recruitment	NA
9.	Whether age and educational qualification 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 in by various methods	By promotion
12.	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	<b>Promotion:</b> From amongst the Mazdoors having 10 <sup>th</sup> pass school certificate with 07 years regular service in the grade and passing a departmental proficiency cum trade test
13.	If a DPC exists, what is its composition ?	<b>Group "C" DPC (for promotion/ Confirmation) Consisting of:-</b> 1. Supdt. Engineer, Elect. Deptt. — Chairman 2. Executive Engineer (PG) — Member Elect. Deptt. 3. Executive Engineer (Workshop), — Member APWD
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 Painter**

The duties and responsibilities of Painter is to keep the movable and immovable assets of the Department in well/neatly painted condition, covering the interior as well as exterior surfaces for longevity and safety of the assets. He should be in good artist for painting of boards, sign boards, name boards, danger boards and painting of poles etc. of the department. He should have sufficient knowledge of IS code of painting in all categories. He should keep the record book of tools, materials and machines assigned to him in a proper manner. He should also supervise the skilled and unskilled persons working under his control.

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 - 10**

#### **RECRUITMENT RULES FOR THE POST OF HEAVY VEHICLE DRIVER IN THE ELECTRICITY DEPARTMENT**

1.	Name of post	<b>Heavy Vehicle Driver</b>
2.	No. of posts	20* (Twenty) 2010 (*Subject to variation dependent on workload)
3.	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
4.	Pay Band/GP - Pay Scale	PB - 1 Rs. 5200 - 20200 + Grade Pay Rs. 1900
5.	Whether selection post or non-selection post	Not Applicable
6.	Whether benefit of added years of service admissible under Rule 30 of CCS (Pension) Rules 1972 ?	No

7	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/orders issued by the Central Govt. from time to time) <b>Note:</b> 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 recruitment	<b>Essential:</b> 1. Secondary School examination (Xth. Std) Pass from a recognized Board/Institution. 2. Must possess a valid Heavy Motor vehicle Driving License. 3. Should qualify in the proficiency-cum-trade test. <b>Desirable:</b> 1. Knowledge of Motor Mechanism and capable to rectify minor defects in the vehicle. 2. 02 years experience in driving heavy motor vehicle
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age - No E.Q - Yes
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 in by various methods	100% by promotion by failing which 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 ?	<b>Group "C" DPC (for promotion / Confirmation) Consisting of:-</b> 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.

**Job Description for the post of Heavy Vehicle Driver**

The following are the duties to be performed by a Heavy Vehicle Driver:-

1. Should drive the vehicle in safe way as per traffic rules.
2. Should maintain accounts of the journeys of vehicle in the log book of the vehicle properly and maintain accounts for the fuel drawn for vehicle on weekly basis.
3. Should get the log book verified and signed by the designated authority on monthly basis.
4. Should keep the vehicle neat and clean by water washing, wiping and polishing.
5. Should check the oil, lubricant, water and brake every day before the vehicle being taken for driving.

6. Must be able to change wheels and correctly inflate the Tyre.
7. Should maintain tool kit in the vehicle.
8. Should keep the spare wheels/parts in the vehicle in safe custody and in good condition.
9. 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 damaged parts etc.
10. The damaged/replaced parts of vehicle after repair shall be made available to vehicle In-charge of the office.
11. 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.
12. Responsible for timely reporting of break downs/accidents to the 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.

### SCHEDULE - 11

#### RECRUITMENT RULES FOR THE POST OF WELDER IN THE ELECTRICITY DEPARTMENT

1.	Name of post	<b>WELDER</b>
2.	No. of posts	02* (Two) 2009 (*Subject to variation dependent on workload)
3.	Classification	General Central Services Group 'C' Non-Gazetted, Non- Ministerial
4.	Pay Band/GP – Pay Scale	PB – 1 Rs. 5200 – 20200 + Grade Pay Rs. 1900
5.	Whether Selection post or Non-Selection post	Not applicable
6.	Whether benefits of added years of service Admissible under Rule 30 of the CCS (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 issued by the Central Govt. from time to time and upto 45 years in case of departmental candidates) <b>Note:</b> 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	<b>Essential:</b> 1. Secondary School Examination ((Xth Std) pass from a recognized Board /Institution 2. ITI Certificate in Welder trade <b>Desirable:</b> 2 years experience in the field
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 posts to be filled by various methods	100% direct recruitment

12.	In case of recruitment by deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not applicable
13.	If a DPC exists, what is its composition?	<b>Group "C" DPC (for confirmation) Consisting of:-</b> 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 Welder**

The duties and responsibilities of Welder is to prepare Jigs and fixtures required for departmental work as per the parameters of drawing provided to him by his superiors. He should have very good knowledge of Arc as well as Gas welding and required safety precautions of welding works. He should have the knowledge of IS code of welding. He should keep tools & assets of his trade in neat, clean and working condition to facilitate immediate execution of work assigned to him. He should be able to fabricate cross arms, clamps, cutting tools, mounting implements and similar works. He should keep his workshop neat and clean and ready to function all the time. He should be able to supervise and extract the work from the skilled/unskilled workers under his control. He should also maintain record of the work done, use of basic materials, waste obtained, tools used, tools required, tools to be declared unuseable etc. He is answerable to senior Engineering Officers of 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 - 12**

##### RECRUITMENT RULES FOR THE POST OF **STAFF CAR DRIVER** IN THE ELECTRICITY DEPARTMENT

1.	Name of post	<b>Staff Car Driver</b>
2.	No. of posts	28* (Twenty eight) 2010 (*subject to variation dependent on workload)
3.	Classification	General Central Services Group "C", Non-Gazetted, Non-Ministerial
4.	Pay Band/GP – Pay Scale	PB – 1 Rs. 5200 – 20200 + Grade Pay Rs. 1900
5.	Whether Selection post or Non-Selection post	Not Applicable
6.	Whether benefits of added years of service admissible under Rule 30 of the CCS (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) <b>Note:</b> 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	<p><b>Essential:</b></p> <p>1. 10<sup>th</sup> Std. (Secondary School Examination) pass from a Recognized Board / Institution</p> <p>2. Should possess valid driving license of Light Motor Vehicle.</p> <p>3 Must qualify trade test/proficiency test.</p> <p><b>Desirable :</b></p> <p>i) Knowledge of motor mechanism and capable to locate and rectify the minor running repairs in the vehicle.</p> <p>ii) 3 years experience in driving light motor vehicles.</p>
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
10.	Period of probation, if any	2 years
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods	50% by direct recruitment 50% by promotion failing which by direct recruitments
12.	In case of recruitment by deputation/absorption, grades from which promotion/ deputation/absorption to be made	<b>Promotion:</b> From amongst the Employees of the Elect. Department in the Grade Pay of Rs. 1800/- and 5 years regular service in the grade and possessing the educational qualification and experience prescribed for direct recruitment under para - 8 and qualifying in the proficiency test
13.	If a DPC exists, what is its composition?	<p><b>Group "C" DPC (For Confirmation) Consisting of:-</b></p> <p>1. Supdt. Engineer, Elect. Deptt. — Chairman</p> <p>2. Executive Engineer (PG) — Member Elect. Deptt.</p> <p>3. Executive Engineer (Workshop), — Member APWD</p>
14.	Circumstances in which 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 Staff Car Driver**

The following are the duties to be performed by a Staff Car Driver :-

1. Should drive the vehicle in safe way as per traffic rules.
2. Should maintain accounts of the journeys of vehicle in the log book of the vehicle properly and maintain accounts for the fuel drawn for vehicle on weekly basis.
3. Should get the log book verified and signed by the designated authority on monthly basis.
4. Should keep the vehicle neat and clean by water washing, wiping and polishing.
5. Should check the oil, lubricant, water and brake every day before the vehicle being taken for driving.
6. Must be able to change wheels and correctly inflate the Tyre.
7. Should maintain tool kit in the vehicle.
8. Should keep the spare wheel/parts in the vehicle in safe custody and in good condition.
9. 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 damaged parts etc.

10. The damaged/replaced parts of vehicle after repair shall be made available to vehicle Incharge of the office.
11. 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.
12. Responsible for timely reporting of break downs/accidents to the 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.

### SCHEDULE - 13

#### RECRUITMENT RULES FOR THE POST OF LIBRARIAN IN THE ELECTRICITY DEPARTMENT

1	Name of post	<b>LIBRARIAN</b>
2	No. of posts	01* (One) 2010 (*Subject to variation dependent on workload)
3	Classification	General Central Services Group 'C' Non-Gazetted, Non Ministerial
4	Pay Band/GP – Pay Scale	PB – 1 Rs. 5200 – 20200 + Grade Pay Rs. 2400
5	Whether Selection post or Non-Selection post	Not applicable
6	Whether benefits of added years of service admissible under Rule 30 of the CCS (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)  <b>Note:</b> 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	<b>Essential:-</b> 1. Graduation with Diploma certificate in Library Science from a recognized Institution or Bachelor's degree in Library Science from a recognized University 2. Should qualify the written examination
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 posts to be filled by various methods	By direct recruitment
12	In case of recruitment by deputation/absorption, grades from which promotion/deputation/absorption to be made	Not applicable

13	If a DPC exists, what is its composition?	<b>Group "C" DPC (for Confirmation) Consisting of:</b> 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 Librarian:-**

1. He is responsible for setting up of Library.
2. Maintaining records and Registers.
3. Maintaining the index register of library books.
4. Custodian of books of library.
5. Maintaining issue Register .
6. Proper setting up of shelf/ almirahs with numbers.
7. Any other works related to library.

**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 - 14**

**RECRUITMENT RULES FOR THE POST OF ASSISTANT STORE KEEPER IN THE ELECTRICITY DEPARTMENT**

1	Name of post	<b>ASSISTANT STORE KEEPER</b>
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/GP Pay Scale	PB - 1 Rs. 5200 - 20200 + Grade Pay Rs. 1900
5	Whether selection post or non-selection post	Not applicable
6	Whether benefits of added years of service admissible under Rule 30 of the CCS (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) <b>Note:</b> 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	<b>Essential :</b> 1. XIIth Std. (Sr. Secondary School Examination) passed from a recognized Board/Institution. 2. Should qualify the written examination. <b>Desirable:</b> 3 years experience in any technical stores and knowledge in computers

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 posts to be filled by various methods	100% by direct recruitment
12	In case of recruitment by deputation/absorption, grades from which promotion/ deputation/ absorption to be made	Not applicable
13	If a DPC exists, what is its composition?	<b>Group "C" DPC (for Confirmation) Consisting of:-</b> 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

**Job Description for the post of Assistant Store Keeper**

The duties and responsibilities of Assistant Store Keeper primarily to assist in the duties of Store Keeper for receipt, proper storage, distribution, safe custody and accounting of store for which he should have adequate knowledge of material management depending on the nature of store handled.

- 1) He is responsible to maintain store register, files etc. of different store/spare parts/other store items of respective department.
  - 2) He is responsible for proper storage of all the store.
  - 3) He is custodian of various store received by him.
  - 4) He should be vigilant and careful while receipt and issue of the store of correct specification specified in the authorized documents of stores.
  - 5) Interaction and coordination with purchase section, if available, to maintain the minimum stock level.
  - 6) He should ensure codal formalities while taking stock and issue of stores.
  - 7) He should issue the required items from stores to other Circle/Branches as per the requirement with proper invoice.
  - 8) He should extend assistance in physical verification of stores at regular interval.
  - 9) He is responsible for preparation of duty chart in respect of watch and ward staff and supervision of watch and ward staff.
  - 10) He has to attend to such other work as may be assigned to him by the Section Officer or any higher officer.

**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.