

GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)

No. A.12017/22/2016/DPAR/CCD (1) Puducherry, dated 30.01.2023

I.D.NOTE

Sub: Public Services – Framing/amendment of Recruitment ~~Rules~~ –
Instructions – Issued.

Ref: This Department's I.D.Note/O.M. of even No. dated
07.12.2022.

Kind reference is invited to the I.D.Note/Office Memorandum cited on the subject mentioned above, wherein the Cadre Controlling Authorities have been requested to launch a special drive to review and amend the Recruitment Rules for all the posts coming under their Control as per the DoPT guidelines immediately, with instruction to complete the exercise before 28.02.2023.

2. In order to facilitate the Cadre Controlling Departments in preparing the proposals for framing/amendment of Recruitment Rules, important guidelines / instructions are given in Annexure – I to III for guidance.

3. All Cadre Controlling Authorities are requested to take note of the guidelines/instructions and complete the review by the timeline already communicated without fail.

/BY ORDER/



(V. JAISANKAR)

UNDER SECRETARY TO GOVERNMENT

To

All Secretariat Departments / Heads of Departments/Public Sector
Undertakings/Autonomous Bodies/Societies/Corporations, Puducherry.

Copy to:

1. The Commissioner-cum-Secretary to Government/Secretaries/Special Secretaries to Government, Puducherry.
2. The Secretary to Lieutenant Governor, Puducherry.
3. The Officer on Special Duty to Chief Minister/Home Minister, Puducherry.
4. The Private Secretary to All Ministers/Speaker/Sr.P.A. to Deputy Speaker, Puducherry.
5. The Collector, Karaikal; Regional Administrator, Mahe/Yanam.
6. The Private Secretary to Chief Secretary, Puducherry.
7. Stock file/C.R.B.

Annexure-I

The Recruitment Rules should be referred to the DP&AR (PW) for clearance with a self-contained note, accompanied by, inter-alia, the following:-

- (i) Post Creation Order/existing RRs for the proposed post.
- (ii) Draft notification: The draft notification part shall contain following sub-topics:-
 - (1) Short title and commencement
 - (2) Application
 - (3) Number of post, classification and Level in the Pay Matrix
 - (4) Method of recruitment, age limit, other qualifications, etc.
 - (5) Disqualification
 - (6) Power to relax
 - (7) Saving
- (iii) Draft Recruitment Rules in the proforma in Annexure-I (13 column Schedule).
- (iv) Supporting particulars in Annexure II (for framing of RRs)/Annexure-III (for amending of RRs).
- (v) Recruitment Rules for the feeder posts(s) and the higher post(s), if any (Or) Complete Hierarchy Chart of the post showing Name of the post, No. of post, Pay Level, existing method of recruitment.




Annexure-II

Instructions for preparing Schedule (13 columns)

The relevant details to be indicated in the schedule comprising 13 columns to be appended to the Notification are given below:-

Column No. & Heading	Points to remember/Guidelines to be observed
1. Name of post	It should be ensured that the name of the post is the same as that appearing in the post creation order or the name of the post in the existing notified RRs of the post. If there is any subsequent change in the nomenclature of the post, the revised nomenclature should be indicated in Col.1. The order issued by the Department for such re-designation of the post should be furnished.
2. Number of post	If, RRs are being framed for a newly created post, the number of posts would be as per the post creation order (copy should be furnished).In the case of amendment of RRs, the present sanctioned strength for that post, i.e. number of live posts (number of posts indicated in the existing RRs subject to additions/abolitions made subsequently after notification of the existing RRs).
3. Classification	Classification of the post should be made as per the provisions in the Central Civil Service (Classification, Control and Appeal)rules communicated by this Department vide G.O.Ms.No.58 dated 21.09.2020.
4.Level in the Pay Matrix	Level in the Pay Matrix is to be made as per the CCS (RP Rules), 2016. For prescribing pay scales for the posts which the pay scales were upgraded by this Administration with effect from 1.1.1996 on the basis of the recommendations of the Single Member Committee, the instructions contained in O.M. dated 26.11.2012 should strictly abide by. The instruction stipulated in I.D.Note dated 17.01.2017 should also be complied.
5. Whether selection post or non-selection post	This column is relevant where promotion is the method or one of the methods of recruitment. In other cases of method of recruitment, the entry shall be "not applicable".
6. Age limit for direct recruits	Age limit should be entered in this column only if Direct Recruitment is a method of recruitment or one of the methods of recruitment. In all other cases of method of recruitment, the entry shall be "Not Applicable". Necessary note should be included for age relaxation for Govt. servants

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<p>7. Educational and other qualifications required for direct recruits</p>	<p>Educational Qualification should be entered in this column only if Direct Recruitment is a method of recruitment or one of the methods of recruitment. In all other cases of method of recruitment, the entry shall be "Not Applicable".</p> <p>Qualifications shall be commensurate with duties.</p> <p>The minimum educational qualifications and experience required for direct recruitment are to be entered clearly and as precisely as possible, and if necessary, these may be divided into two parts, viz., "Essential Qualifications" and "Desirable Qualifications" keeping in view the duties and responsibilities of the post to avoid any misinterpretation of the same in future.</p> <p>Desirable qualifications and experience may be specific and not vague (avoid phrases like "knowledge of ..." or "have experience in....."). It should be verifiable by documents</p> <p>The illustration provided in O.M.No.AB-14017/ 27/2014-Estt.(RR) dated 20.01.2015 may also be observed.</p>
<p>8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</p>	<p>The entry under this Column will be 'yes' or 'no' or 'not applicable'.</p> <p>The entry 'not applicable' is to be made where in the RRs, direct recruitment/promotion is not prescribed a method of recruitment.</p>
<p>9. Period of probation if any</p>	<p>A. Probation period will be applicable in the following circumstances:-</p> <ul style="list-style-type: none">i. where method of recruitment is direct recruitment or re-employment incase of ex-servicemen.ii. where promotion is from a lower group to a higher group (e.g. from Group C to B, or Group B to A). <p>B. where promotion is made within the same group of posts (e.g. from Group 'C' to Group 'C'), no probation period is required.</p> <p>C. In all cases of direct recruitment there should be a mandatory induction training of at least two weeks duration. Successful completion of the training may be made a pre-requisite for completion of probation. The syllabus for the training may be prescribed by the Cadre authorities. (O.M.No.28020/1/2010-Estt.(C) dated 30.10.2014)</p>



<p>10. 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</p>	<p>There are six methods of recruitments, namely:</p> <ul style="list-style-type: none">(i) Promotion,(ii) Direct Recruitment(iii) Deputation(iv) Deputation (Including Short Term Contract)(v) Absorption(vi) Re-employment. <p>Department may choose one specific method of recruitment or combination of two or more method of recruitment with percentage of vacancies to be filled in by each, depending upon the needs of the organization.</p> <p>The methods to be prescribed and the percentage of vacancies to be filled by each method in each individual case is to be decided keeping in view inter-alia (i) Structure of the cadre/hierarchy (ii) Availability of suitable personnel in the relevant feeder grade (iii) Need for induction from outside through Direct Recruitment or Deputation (including Short-term Contract)/Absorption on functional considerations (iv) Need to provide for adequate promotional avenues to qualified personnel in the feeder grade to sustain their morale and maintain efficiency of the cadre.</p> <p>The composite method of deputation/promotion or deputation (including short term contract)/promotion is to be prescribed where the field of promotion consists of only one post i.e. both the feeder grade and the promotional grade have only one post each.</p> <p>Direct Recruitment for isolated posts to be avoided as selected candidate will not have any promotional avenue</p>
<p>11. In case of recruitment by promotion/ deputation/absorption grades from which promotion / deputation /absorption to be made</p>	<p>If Direct Recruitment is method of recruitment, the entry shall be 'Not applicable'.</p> <p>The mandatory training before promotion may be considered by Department, Subject/ area of work relevant to duties & responsibility of the higher post. The duration of training may be decided considering the functional requirement, knowledge & skill up gradation of feeder grade officers and infrastructure of the organization.</p> <p>The minimum qualifying / eligibility service required for promotion as per 7th CPC Pay Matrix is to be prescribed strictly as per the DoPT OM.F.No.AB-14017/4/2021-Estt.(RR) dated 20.09.2022 communicated by this Administration vide I.D.Note/OM dated 30.09.2022.</p> <p>Departments sometimes propose combined service as a failing which option for qualifying service for promotion. Qualifying service for promotion is prescribed to ensure that officer gains sufficient competence, maturity and experience to meet duties of higher post. Qualifying service prevents premature promotion or undue jump in pay. Provision of combined service may thus be avoided. Alternative methods of recruitment may be explored to fill up the post.</p>

	<p>The DoPT OM.F.No.AB-14017/13/2016-Estt.(RR) dated 18.01.2017 communicated by this Administration vide I.D.Note/OM dated 28.09.2017 may also be observed.</p>
12. If a Departmental Promotion Committee exists, what is its composition	<p>(1) Departmental Promotion Committee (DPC) for considering promotion: This column is required to be filled only in case promotion is the method of recruitment. The composition of DPC shall be provided keeping in view the instruction in this regard. Total strength of the Committee shall not be less than three including the Chairman. The Chairman and members shall be at least one level above the post to which promotion is to be made.</p> <p>In all other cases of method of recruitment, the entry shall be 'Not Applicable'.</p> <p>(2) The column relating to Composition of Departmental Confirmation Committee (DCC) needs to be filled up where probation period has been prescribed in Column 9. Total strength of the Committee shall not be less than three including the Chairman. The Chairman and members shall be at least one level above the post to which confirmation is to be made.(DoPT OM.No.AB.14017/21/2011-Estt.(RR) dated 10.05.2013.) In all other cases i.e. where no probation period, the entry shall be 'Not Applicable'.</p> <p>No DPC for composite method</p> <p>While making composition of committee, G.O.Ms.No.36 dated 21.06.2013 of DP&AR (PW), Puducherry may be adhered to.</p>
13. Circumstances in which UPSC to be consulted in making recruitment	<p>Entries under this Column shall be 'Not Applicable' or 'Not Necessary' or 'Necessary'.</p> <p>The entry 'Not Applicable' is to be made where the post(s) is/are exempt from the purview of UPSC under the UPSC (Exemption from Consultation) Regulations, 1958, as amended from time to time.</p> <p>The entry 'Not Necessary' is to be made where UPSC is not required to be associated in the recruitment process through any of the prescribed methods of recruitment.</p> <p>The entry 'Necessary' shall be made, where consultation with UPSC is required in the recruitment process through any of the prescribed methods of recruitment.</p>



Annexure-III

GENERAL INSTRUCTIONS

1. The detailed instructions contained in the DoPT O.M.No. AB.14017/48/2010-Estt.(RR) dated 31.12.2010 and O.M. No. AB.14017/13/2013-Estt.(RR) dated 31.03.2015 may be followed while prescribing entries in each columns.
2. As per the DoPT OM.No.AB.14017/61/2008-Estt. (RR) dated 13.10.2015 communicated vide I.D.Note/OM dated 02.03.2016 of DP&AR(PW), before referring any proposal for framing/amendment in the Recruitment Rules of any post in the Departments, the proposed amendments/revision in the RRs would be put up on the website of respective Departments for 30 days for inviting comments from the stakeholders. Thereafter, taking into account the comments so received, the proposal would be sent to DP&AR(PW) along with particulars mentioned in Annexure-I & II.
3. After obtaining clearance of this Department, vetting by Law Department and approval of Hon'ble Lt. Governor, the Recruitment Rules of Group 'C' posts are to be notified in the official Gazette. In respect of Group 'A' & 'B' posts, after clearance by this Department and approval of Hon'ble Lt. Governor, the proposals for framing/amendment of Recruitment Rules in complete shape as per check list (prescribed by DP&AR vide I.D.Note dated 01.02.2021) with supporting documents are to be taken up with UPSC through RRFAMS portal for which the Under Secretary (Personnel) is the Nodal Officer. After approval by UPSC, the Recruitment Rules of Group 'A' & 'B' posts are to be notified within ten weeks time period with the approval of Hon'ble Lt. Governor as enunciated in the DoPT OM dated 27.01.2016 communicated vide I.D.Note/OM dated 02.03.2016.
4. The Secretariat Departments / Heads of Departments are also informed that all the O.Ms/guidelines as mentioned above/ Frequently asked questions on Recruitment Rules / documents to be furnished/ checklist / Annexure and other relevant DoPT O.Ms are hosted in the official website of dpar.py.gov.in (under "Archives"⇒ "4. Recruitment procedure") for information and necessary action.

