

No. A. 34012/12/E1/2024/DP&AR (Exam)  
GOVERNMENT OF PUDUCHERRY  
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS  
(PERSONNEL WING)

\*\*\*

Puducherry, dated: 22.10.2024

**I.D.NOTE**

Sub : DP&AR (Exam cell) – Recruitment calendar for next 5 years for all the Departments – called for.

Ref : I.D.Note No. 132/LGS/2024 dt. 01.10.2024 from Lt. Governor's Secretariat, Puducherry.

\*\*\*\*

Hon'ble Lt. Governor has desired to have a comprehensive report on the recruitment schedule for all Departments of the Government of Puducherry for the next 5 years to assist in long-term planning, streamline the hiring process, and proactively address any potential staffing shortfalls.

All the cadre controlling authorities/Heads of Departments are therefore requested to furnish the recruitment plan for the next five years of their Departments in the Annexure enclosed to DP&AR (Exam Cell) on or before 15.11.2024 so as to send a consolidated report to the LG Secretariat.

The following points shall be kept in mind while drawing the recruitment plan:

- I. While examining the vacancies to be filled up, the functional requirements of the Department are to be critically examined.
- II. Posts that are to be filled up essentially for the functional requirement of the department should be identified and included in the recruitment plan.
- III. For the purpose of formulating the Direct Recruitment Plan, vacancies may be assessed as those arising in one recruitment year.
- IV. The recruitment plan should be got reviewed and approved by the Administrative Secretary concerned.
- V. The Administrative Secretary concerned shall ensure that the posts included in the recruitment plan are critical to the smooth functioning of the department concerned.

/By Order /

(V. JAISANKAR)

**UNDER SECRETARY TO GOVERNMENT**

To

All Cadre Controlling Authorities/ Heads of Departments  
Puducherry.

Copy to:

All Secretaries to Government

**ANNEXURE – I**

Name of the Department:

Sl No.	Name of the Post	Classification of the Post: Group A/B/C	Sanctioned Strength	Method and percentage as per RRs  DR/Promotion/ Others	No. of vacancies as on 01.11.2024 under			Anticipated Direct Recruitment vacancies for the years			
					DR	Promotion	Others	2025	2026	2027	2028
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)

When last DR was held	Whether the post is critically essential for the functioning of the department 'Yes/No'	How the vacancies are managed 'Outsourcing/ Contract'	When the RRs were notified	Steps taken to fill up the vacancies.
(13)	(14)	(15)	(16)	(17)

Signature of Head of Department

Place :

Date :

**ANNEXURE – II**

Name of the Department:

Recruitment year	Total No. of DR vacancies existing / anticipated			No. of DR vacancies proposed to be filled up		
	Group A	Group B	Group C	Group A	Group B	Group C
Up to 2024						
2025						
2026						
2027						
2028						

Signature of Head of Department

Place :

Date :