

RECRUITMENT RULES

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

(G.O. Ms. No. 42/2012-DP&AR, dated 29th April 2012)

NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India read with the Notification No. F.5/4/65-GP, dated 11th January 1965 of the Ministry of Home Affairs, Government of India, New Delhi, and in supersession of the notification issued in G. O. Ms. No. 69, dated 1st August 1981 of the General Administration Department, in so far as it relates to Schedule -V annexed thereto and published in the Extraordinary Gazette No.77, dated 1st August 1981 and the notification issued in G.O. Ms. No. 31, dated 9th June 1998 published in Gazette No. 29, dated 21st July 1998 and G. O. Ms.No. 42, dated 23rd August 1999 published in the Gazette No. 47, dated 23rd November 1999 respectively of the Department of Personnel and Administrative Reforms (Personnel Wing), Puducherry and notification issued in G. O. Ms. No. 95/2005-DPAR, dated 15th December 2005 of the Department of Personnel and Administrative Reforms (Personnel Wing), Puducherry and published in Gazette No. 52, dated 27th December 2005 and notification issued in G. O. Ms. No. 31/2008-DPAR, dated 7th May 2008 of Department of Personnel and Administrative Reforms (Personnel Wing), Puducherry and published in Gazette No. 23, dated 3rd June 2008, save as respects things done or omitted to be done before such supersessions, the Lieutenant-Governor, Puducherry hereby makes the following rules regulating the method of recruitment to the post of Assistant in the Government of Puducherry, namely:-

1. *Short title and commencement.*— (1) These rules may be called the Government of Puducherry (Assistant) Recruitment Rules, 2012.

(2) They shall come into force on and from the date of their publication in the official gazette.

2. *Number of post, its classification and scale of pay.*— The number of the said post, its classification and the scale of pay attached thereto, shall be as specified in columns (2) to (4) of the Schedule annexed hereto.

3. *Method of recruitment, age-limit and other qualifications.*— The method of recruitment to the said post, age-limit, qualifications and other matters relating thereto, shall be as specified in columns (5) to (13) of the said Schedule.

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 Lieutenant-Governor may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

5. *Power to relax.*— Where the Lieutenant-Governor is of the opinion that it is necessary or expedient so to do, he may, by order and for reasons to be recorded in writing and in consultation with the Union Public Service Commission, relax any of the provision of these rules with respect to any class or category of persons.

6. *Savings.*— Nothing in these rules shall affect the reservations, relaxation in upper age-limit and other concessions required to be provided for the scheduled castes, the scheduled tribes and other special categories of persons in accordance with the orders issued by the Government from time to time, in this regard.

SCHEDULE

RECRUITMENT RULES FOR THE POST OF ASSISTANT

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| 1. Name of the post | : | Assistant |
| 2. Number of posts | : | 1135 (One thousand one hundred and thirty-five) [2012] subject to variation dependent on work-load. |
| 3. Classification | : | General Central Services – Group 'B' Non-Gazetted—Ministerial. |
| 4. Pay Band and Grade Pay/Pay Scale | : | Pay Band-2 ₹ 9,300-34,800 + Grade Pay ₹ 4,200 |
| 5. Whether selection post or non-selection post | : | Selection |
| 6. Age-limit for direct recruits | : | Not exceeding 30 years (Relaxable for Government servants up to 5 years in accordance with the instructions or orders issued by the Central Government). |
| | | <i>Note</i> : The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi sub-division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep). |
| 7. Educational and other qualifications required for direct recruits. | : | Essential : Degree of a recognised University.
<i>Note</i> : Qualifications are relaxable at the discretion of the competent authority, for reasons to be recorded in writing, in the case of candidates otherwise well qualified. |
| 8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees. | : | Age : No
Educational qualifications : To the extent indicated in column (11). |
| 9. Period of probation, if any | : | Two years for direct recruits and promotees |
| 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. | : | 60% by promotion failing which by Limited Departmental Competitive Examination, and failing both by direct recruitment;
20% by Limited Departmental Competitive Examination, failing which by promotion, and failing both by direct recruitment; and
20% by direct recruitment through open competition.
<i>Note</i> : The direct recruitment candidates are required to pass the following Departmental Tests conducted by Department of Personnel and Administrative Reforms (Personnel Wing) within the period of probation namely:—
(i) Accounts Test for Subordinate Officers,;
(ii) Common General Departmental Test for Ministerial Staff; and
(iii) Office Automation. |

11. In case of recruitment by promotion/deputation/ : **Promotion :**
 absorption, grades from which promotion /deputation/
 absorption is to be made.

(1) Upper Division Clerks in the scale of pay of ₹ 5,200-20,200 with Grade Pay of ₹ 2,400 in Pay Band-1 with 10 years of service in the grade rendered after appointment thereto on regular basis and who have passed the following Departmental Tests conducted by Department of Personnel and Administrative Reforms (Personnel Wing), namely:-

- (i) Accounts Test for Subordinate Officers; and
- (ii) Common General Departmental Test for Ministerial Staff;

failing which—

(2) Upper Division Clerk with 18 years of combined service in the grade of Lower Division Clerk (in the scale of pay of ₹ 5,200-20,200 with Grade Pay of ₹ 1,900 in Pay Band-1) and Upper Division Clerk, out of which minimum 5 years of regular service in the grade of Upper Division Clerk and passed the following Departmental Tests conducted by Department of Personnel and Administrative Reforms (Personnel Wing), namely:-

- (i) Accounts Test for Subordinate Officers; and
- (ii) Common General Departmental Test for Ministerial Staff.

Departmental Examination :

Departmental Competitive Examination for promotion is limited to Upper Division Clerks in the scale of pay of ₹ 5,200-20,200 with Grade Pay of ₹ 2,400 in Pay Band-1 who have completed minimum 5 years of regular service in the grade rendered after appointment thereto on regular basis and who have passed the following Departmental Tests conducted by Department of Personnel and Administrative Reforms (Personnel Wing), namely:-

- (i) Accounts Test for Subordinate Officers; and
- (ii) Common General Departmental Test for Ministerial Staff.

Note 1: The eligibility service shall continue to be eight years for persons holding the feeder posts of Upper Division Clerk on regular basis on the date of notification of these rules.

Note 2: Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/eligibility service by more than half of such qualifying/eligibility service, or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.

Note 3: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1-1-2006/the date from which the revised pay structure based on the

6th Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding Pay/Pay Scale extended based on the recommendations of the Pay Commission.

12. If a Departmental Promotion Committee exists, what is its composition? : *Group-B Departmental Promotion Committee for promotion/confirmation :*
- (1) Chief Secretary to Government of Puducherry. . . Chairman
 - (2) Secretary in-charge of Department of Personnel, Government of Puducherry. . . Member
 - (3) Joint Secretary (Finance), Government of Puducherry. . . Member
 - (4) Under Secretary (Personnel), Government of Puducherry. . . Member
13. Circumstances in which the Union Public Service Commission is to be consulted in making recruitment. : Consultation with the Union Public Service Commission not necessary.

(By order of the Lieutenant-Governor)

GIDDI MRUTHYUNJAYA DURGA RAO,
Under Secretary to Government.