

# **RECRUITMENT RULES**

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

(G.O. Ms. No. 20/DP&AR(PW)/GC/U.I, Puducherry, dated 12th March 2020)

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 the 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.42/DP&AR (PW)/GC/U.I, dated 8th July 2014 of the Department of Personnel and Administrative Reforms (Personnel Wing), Puducherry and the Schedule annexed thereto and published in the Supplement to the Gazette No. 29, dated 22nd July 2014, save as respects things done or omitted to be done before such supersession, which is necessitated consequent on the implementation of the Central Civil Service (Revised Pay) Rules, 2016, the Lieutenant-Governor, Puducherry, hereby makes the following rules regulating the method of recruitment to the Group 'C' posts of Office Receptionist-cum-Telephone Operator Grade-I, Office Receptionist-cum-Telephone Operator Grade-II and Office Receptionist-cum-Telephone Operator Grade-III in various Departments of the Government of Puducherry, namely:—

1. *Short title and commencement.* — (1) These rules may be called the Government of Puducherry, Office Receptionist-cum-Telephone Operator Grade-I, Office Receptionist-cum-Telephone Operator Grade-II and Office Receptionist-cum-Telephone Operator Grade-III (Group 'C' posts) Recruitment Rules, 2020.

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

2. *Number of post, their classification and Level in the Pay Matrix.*— The number of the said posts, their classification and the Level in the Pay Matrix attached thereto, shall be as specified in columns (2) to 4 of the Schedules annexed hereto.

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

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, 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 the reservations, relaxation in upper age-limit and other concessions required to be provided for the Scheduled Castes and 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  
OFFICE RECEPTIONIST-CUM-TELEPHONE OPERATOR GRADE-III**

1. Name of the post : Office Receptionist-cum-Telephone Operator Grade-III
2. Number of posts : 37 (Thirty-seven) [2020] Subject to variation depending on work-load.
3. Classification : General Central Services – Group 'C' (Non-Gazetted – Non-Ministerial).
4. Level in the Pay Matrix : Level-2 in the Pay Matrix
5. Whether selection post or non-selection post : Non-selection
6. Age-limit for direct recruits : Between 18 and 30 years of age (Relaxable for Government Servants up to 40 years in accordance with the instructions or orders issued by the Central Government, provided such Government Servants are working for not less than 3 years in posts which are in the same line or allied cadres and where a relationship can be established that the services rendered by them in the Department will be useful for efficient discharge of duties in the post for which selection is made).
- Note (1) : In the case of recruitment made through the Employment Exchange, the crucial date for determining the age-limit, shall, in each case, be the last date up to which the Employment Exchanges are asked to submit the names.*
- Note (2) : In the case of the recruitment made through advertisement, the crucial date for determining the age-limit shall be the closing date of receipt of application.*
7. Educational and other qualifications required for direct recruits. : (i) A pass in H.S.C. (12th class) or its equivalent from a recognized Board.
- (ii) A pass in Certificate Course in Telephone Operator conducted by any Institution recognized by the State/Central Government.
- (iii) Knowledge in Computer Application
8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotion. : Age : No
- Educational Qualification:*
- (i) A pass in SSLC (10th class) or its equivalent from a recognized Board
- (ii) A pass in Certificate Course in Telephone Operator conducted by any Institution recognized by the State/Central Government.
- (iii) Knowledge in Computer Application

9. Period of probation, if any : Two years for direct recruits.
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. : By promotion, failing which by direct recruitment.
11. In case of recruitment by promotion deputation/absorption, grades from which promotion/deputation/absorption is to be made. : Promotion from the post of Multi-Tasking Staff (MTS) (General), MTS (Security) and MTS (Housekeeping) with 3 years of service rendered in the grade after appointment thereto on regular basis and who have exercised unconditional option for promotion to the post of Office Receptionist-cum-Telephone Operator Grade-III and possessing educational qualification prescribed at column (8).  
*Note:* 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.
12. If, Departmental Promotion Committee exists, what is its composition? : *Group 'C' Departmental Promotion Committee (for considering promotion)/Departmental Confirmation Committee (for considering confirmation)/Recruitment Committee:-*  
(1) Secretary to Government . . . Chairman (Personnel).  
(2) Joint/Deputy/Under Secretary to Government (DP&AR). . . Member  
(3) Joint/Deputy/Under Secretary to Government (Finance). . . Member
13. Circumstances in which the Union Public Service Commission is to be consulted in making recruitment. : Not applicable
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## SCHEDULE

**RECRUITMENT RULES FOR THE POST OF  
OFFICE RECEPTIONIST-CUM-TELEPHONE OPERATOR GRADE-II**

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|---|---|---|
| 1. Name of the post   | : | Office Receptionist-cum-Telephone Operator Grade-II   |
| 2. Number of posts  | : | 12 (Twelve) [2020] Subject to variation depending on work-load.   |
| 3. Classification   | : | General Central Services – Group 'C' (Non-Gazetted – Non-Ministerial).  |
| 4. Level in the Pay Matrix  | : | Level-4 in the Pay Matrix.  |
| 5. Whether selection post or non-selection post   | : | Non-selection.  |
| 6. Age-limit for direct recruits  | : | Not applicable.   |
| 7. Educational and other qualifications required for direct recruits.   | : | Not applicable.   |
| 8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotion.   | : | Not applicable.   |
| 9. Period of probation, if any  | : | Not applicable.   |
| 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. | : | By promotion.   |
| 11. In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation/absorption is to be made.  | : | Promotion from the post of Office Receptionist-cum-Telephone Operator Grade-III who have completed 8 years of service rendered in the grade after appointment thereto on regular basis. |

*Note 1* : 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 2* : For the purpose of computing minimum qualifying service for promotion, the service rendered on regular basis in the erstwhile post of Telephone Operator shall be counted as qualifying service.

12. If, a Departmental Promotion Committee exists, : *Group 'C' Departmental Promotion Committee*  
 what is its composition? *(for considering promotion):-*
- |     |  |    |          |
|-----|--|----|----------|
| (1) | Secretary to Government<br>(Personnel).                  | .. | Chairman |
| (2) | Joint/Deputy/Under Secretary to<br>Government (DP&AR).   | .. | Member   |
| (3) | Joint/Deputy/Under Secretary to<br>Government (Finance). | .. | Member   |
13. Circumstances in which the Union Public Service : Not applicable  
 Commission is to be consulted in making  
 recruitment.

SCHEDULE

**RECRUITMENT RULES FOR THE POST OF  
 OFFICE RECEPTIONIST-CUM-TELEPHONE OPERATOR GRADE-I**

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|---|--|
| 1. Name of the post   | : Office Receptionist-cum-Telephone Operator Grade-I   |
| 2. Number of posts  | : 4 (Four) [2020] Subject to variation depending on work-load.   |
| 3. Classification   | : General Central Services – Group 'C' (Non-Gazetted – Non-Ministerial).   |
| 4. Level in the Pay Matrix  | : Level-5 in the Pay Matrix.   |
| 5. Whether selection post or non-selection post   | : Non-selection.   |
| 6. Age-limit for direct recruits  | : Not applicable.  |
| 7. Educational and other qualifications required for direct recruits.   | : Not applicable.  |
| 8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotion.   | : Not applicable.  |
| 9. Period of probation, if any  | : Not applicable.  |
| 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. | : By promotion.  |
| 11. In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption is to be made.                                       | : Promotion from the post of Office Receptionist-cum-Telephone Operator Grade-II who have completed 5 years of service rendered in the grade after appointment thereto on regular basis. |

**Failing which –**

Office Receptionist-cum-Telephone Operator Grade-II with 13 years of combined service in the grade of Office Receptionist-cum-Telephone Operator Grade-III in Level-2 of Pay Matrix and Office Receptionist-cum-Telephone Operator Grade-II, out of which minimum 2 years of regular service in the grade of Office Receptionist-cum-Telephone Operator Grade-II.

*Note-1:* At the initial constitution of these rules, promotion from the post of erstwhile Telephone Operator who have completed 13 years of service rendered in the grade after appointment thereto on regular basis.

*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 regular basis in the erstwhile post of Telephone Operator shall be counted as qualifying service.

12. If, Departmental Promotion Committee exists, what is its composition?

*Group 'C' Departmental Promotion Committee (for considering promotion):-*

- |     |   |    |          |
|-----|---|----|----------|
| (1) | Secretary to Government (Personnel).                  | .. | Chairman |
| (2) | Joint/Deputy/Under Secretary to Government (DP&AR).   | .. | Member   |
| (3) | Joint/Deputy/Under Secretary to Government (Finance). | .. | Member   |

13. Circumstances in which the Union Public Service Commission is to be consulted in making recruitment. : Not applicable

(By order of the Lieutenant-Governor)

V. JAISANKAR,  
Under Secretary to Government.