

RECRUITMENT RULES

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

[G.O. Ms. No. 50/2011-DP&AR, dated 5th August 2011]

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. 96/2005-DP&AR, dated 15th December 2005 of the Department of Personnel and Administrative Reforms (Personnel Wing), Puducherry published in the Supplement to the Gazette No. 52 of the 27th December 2005 and notification issued in G. O. Ms. No. 33/2008-DP&AR, dated the 7th May 2008 of the Department of Personnel and Administrative Reforms (Personnel Wing), Puducherry published in the Supplement to the Gazette No. 23 of the 3rd June 2008, save as respects things done or omitted to be done before such supersession and in pursuance of the orders issued in G.O. Ms. No. 11/DP&AR(PW)/SS-II(1), dated 1st March 2011 of the Department of Personnel and Administrative Reforms (Personnel Wing), Puducherry the Lieutenant-Governor, Puducherry hereby makes the following rules regulating the method of recruitment to the post of Stenographer Grade-II in the Government of Puducherry, namely :—

1. *Short title and commencement.*— (1) These rules may be called the Government of Puducherry (Stenographer Grade-II) Recruitment Rules, 2011.

(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 Pay Band and Grade Pay/Pay Scale 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. *Disqualification.*— 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, 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 STENOGRAPHER GRADE-II

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1. Name of the post : Stenographer Grade-II
2. Number of posts : 91 (Ninety-one) [2011] Subject to variation dependent on work-load.
3. Classification : General Central Services–Group 'C' Non-Gazetted–Ministerial.
4. Pay Band and Grade Pay/ Pay Scale : Pay Band 1 ₹ 5,200-20,200 + Grade Pay ₹ 2,400
5. Whether selection post or non-selection post : Not applicable
6. Age limit for direct recruits : Between 18 and 32 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 advertisement, the crucial date for determining the age limit shall be the closing date for receipt of applications.
- (2) In the case of recruitment made through 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.
7. Educational and other qualifications required for direct recruits. : (i) A pass in H.S.C. (12th class) or equivalent from a recognised Board or University.
- (ii) A pass in Stenography in English in Lower Grade;
- (iii) A pass in Typewriting in Tamil or Malayalam or Telugu in Lower Grade; and
- (iv) A pass in Typewriting in English in Higher Grade.
8. Whether the age and educational qualifications prescribed for direct recruits will apply in the case of promotees. : Not applicable
9. Period of probation, if any : Two years

Note: The direct recruits shall have to pass the following Departmental tests conducted by the Department of Personnel and Administrative Reforms (Personnel Wing), Chief Secretariat, Puducherry within the period of probation:

- (i) Accounts Test for Subordinate Officers;
 - (ii) Common General Departmental Test for Ministerial Staff; and
 - (iii) Office Automation conducted by the Department of Personnel and Administrative Reforms (Personnel Wing), Chief Secretariat, Puducherry.
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. : Direct recruitment through competitive examination conducted by Department of Personnel and Administrative Reforms (Personnel Wing), Puducherry, comprising the following tests:
- (a) Skill Test norms:
 - (i) Dictation: 10 minutes at 80 words per minute;
 - (ii) Transcription : 50 minutes (English) (On Computer).
 - (b) Typewriting Test in the respective regional language at 30 words per minute (On Computer).
11. In case of recruitment by promotion /deputation/ absorption, grades from which promotion/deputation/ absorption, is to be made. : Not applicable
12. If a Departmental Promotion Committee/Recruitment Committee exists, what is its composition? : *Recruitment Committee/Departmental Promotion Committee (for confirmation) for Group 'C' posts consisting of :—*
- (i) Secretary in-charge of the Department . .Chairman of Personnel.
 - (ii) Joint/Deputy/Under Secretary (DP&AR) . . Member
 - (iii) Joint/Deputy/Under Secretary (Finance) . . Member
13. Circumstances in which Union Public Service Commission is to be consulted in making recruitment. : Not applicable

(By order of the Lieutenant-Governor)

GIDDI MRUTHYUNJAYA DURGA RAO,
Under Secretary to Government.