

GOVERNMENT OF PUDUCHERRY
CHIEF SECRETARIAT (ESTABLISHMENT)

[G.O. Ms. No. 2/CS(Estt.)/PGGH-CH/2015, dated 9th July 2015]

NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India read with the Notification No. F5/4/65-GP, dated 11th January 1965 of the Government of India, Ministry of Home Affairs, New Delhi, the Lieutenant-Governor, Puducherry hereby makes the following rules regulating the method of recruitment to the Group 'C' (Non-Gazetted, Non-Ministerial) post of Manager in the Puducherry Government Guest House at Chennai, namely:—

1. *Short title and commencement.*— (i) These rules may be called the Government of Puducherry, Chief Secretariat (Establishment), Group 'C' (Non-Gazetted, Non-Ministerial) post of Manager in the Puducherry Government Guest House at Chennai Recruitment Rules, 2015.

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

2. *Number of post, its classification and Pay Band and Grade Pay/Pay Scale.*— 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. *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 to do so, 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 MANAGER
IN THE PUDUCHERRY GOVERNMENT GUEST HOUSE AT CHENNAI**

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| 1. Name of the post | : Manager |
| 2. Number of posts | : 1 (One) [2015] Subject to variation dependent on work-load. |
| 3. Classification | : General Central Services-Group 'C'-Non-Gazetted-Non-Ministerial. |
| 4. Pay Band and Grade Pay/Pay Scale | : Pay Band 1- ₹ 5,200-20,200 + Grade Pay ₹ 2,800 |
| 5. Whether selection post or non-selection post | : Non-selection |
| 6. Age-limit for direct recruits | : Between 18 and 30 years (Relaxable for Government servants up to 40 years in accordance with the orders or instructions 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.*
- Note : (2) 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.*
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| 7. Educational and other qualifications required for :
direct recruits. | (i) A degree in Hotel Management and Catering Technology from a recognised University or equivalent. |
| | OR |
| | Any degree with Postgraduate Diploma in Hotel Management and Catering Technology of a recognised University or equivalent. |
| | AND |
| | (ii) One year experience in a Guest House/Hotel approved by the Government Tourism Department. |
- Note: The qualification regarding experience is relaxable at the discretion of the competent authority in the case of candidates belonging to the scheduled castes or scheduled tribes, if at any stage of selection the competent authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.*
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| 8. Whether age and educational qualifications :
prescribed for direct recruits will apply in the
case of promotees. | Not applicable |
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9. Period of probation, if any : Two years for direct recruits
Note: The direct recruits should pass the Accounts Test for Executive Officers and Common General Departmental Test within the period of probation.
10. Method of recruitment, whether by direct : By promotion failing which by deputation (ISTC) failing recruitment or by promotion or by deputation/ both by direct recruitment.
 absorption and percentage of the vacancies to be filled by various methods.
Note: (1) The official holding the post on regular basis on the date of notification of these rules shall be deemed to have been appointed to the post at the initial constitution.
Note: (2) The incumbent of the post should furnish a security deposit as prescribed by the Government by general or special orders from time to time.
11. In case of recruitment by promotion/deputation/ : **Promotion:** Guest Assistant in Pay Band-1 ₹ 5,200-20,200 absorption, grades from which promotion/deputation/ with Grade Pay ₹ 2,400 with 5 years service in the grade absorption to be made. rendered after appointment thereto on a regular basis and successfully completed the training in general administration, latest development skills and accounts.
 (The requirement of training for promotion is not applicable to the officials holding the feeder post on regular basis on the date of notification of these rules. The service rendered by the officials on regular basis in the erstwhile post of receptionist shall also be taken into account for computing the qualifying service for promotion.)
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 a regular basis by an officer prior to 1-1-2006/the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding Grade Pay/Pay Scale extended based on the recommendations of the Pay Commission.
- Deputation :** Officers under the Central/State Governments/ Union Territories/Public Sector Undertakings/Autonomous Bodies/Organisations-
- (a) (i) Holding analogous posts on regular basis in the parent cadre/department; or
 (ii) with five years regular service in posts in PB-1 ₹ 5,200-20,200 with Grade Pay of ₹ 2,400; and
 (b) Possessing the qualifications and experience prescribed for direct recruits under column (7).

Note : (1) The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.

[Period of deputation (ISTC) including the period of deputation (ISTC) in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or departments of the Central/State/Union Territory Governments shall ordinarily not exceed 3 years. The maximum age-limit for appointment by deputation shall be not exceeding 56 years on the closing date of receipt of applications.]

Note : (2) For the purpose of appointment on deputation basis, 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 Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding Grade Pay/Pay Scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised Scale of Pay into one grade with a common Grade Pay/Pay Scale, and where this benefit will extend only for the post or posts for which that Grade Pay/Pay Scale is the normal replacement grade without any upgradation.

12. If a 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 in-charge of . . . Chairman
Department of Personnel and
Administrative Reforms.
- (2) Joint/Deputy/Under Secretary to . . . Member
Government (Establishment),
Chief Secretariat.
- (3) Joint/Deputy/Under Secretary to . . . Member
Government, Department of Personnel
and Administrative Reforms,
Chief Secretariat.

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

(By order of the Lieutenant-Governor)

GIDDI MRUTHYUNJAYA DURGA RAO,
Under Secretary to Government
(Establishment).