

No.A.49018/3/2018/DPAR/SS-I(2)  
GOVERNMENT OF PUDUCHERRY  
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS  
(PERSONNEL WING)  
.-O-.

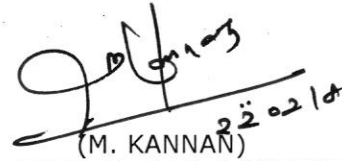
Puducherry, the 22<sup>nd</sup> February, 2018

CIRCULAR

The Department of Personnel and Administrative Reforms (Personnel Wing), Puducherry proposes to frame Recruitment Rules for the posts of Stenographer Grade-I and Grade-II of Puducherry Government Guest House, New Delhi.

2. In terms of O.M.No.AB-14017/61/2008-Estt.(RR), dated 13.10.2015 of the Department of Personnel & Training, Government of India, New Delhi, the proposed schedule for the post of Stenographer Grade-I and Grade-II are uploaded for comments of the stakeholders.

3. Comments, if any may be sent to undersigned latest by 26.03.2018 and soft copy of the same comments may also be sent through e-mail to [usgad.pon@nic.in](mailto:usgad.pon@nic.in).

  
(M. KANNAN)

UNDER SECRETARY TO GOVERNMENT

Encl: as above.

To

All concerned.

**GOVERNMENT OF PUDUCHERRY**  
**DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS**  
**(PERSONNEL WING)**

(G.O. Ms. No.                      dated                      )

**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, the Lieutenant-Governor, Puducherry hereby makes the following rules regulating the method of recruitment to the Group-B post of Stenographer Grade-I and Group-C post of Stenographer Grade-II in the Puducherry Government Guest House, New Delhi.

**1. Short title and commencement:-** (i) These rules may be called as the Puducherry House Stenographer Grade-I / II Recruitment Rules, 2018.

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

**2. Number of posts, its classification and Level in the Pay Matrix:-** The number of the said posts, its classification and Level in the Pay Matrix 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 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 posts.

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 or 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-I**

1	Name of the post	:	Stenographer Grade-I
2	Number of post	:	1 (One) (2018) Subject to variation dependent on work load.
3	Classification	:	"General Central Service – Group-'B' Non-Gazetted– Ministerial"
4	Level in the Pay Matrix	:	Level - 6
5	Whether Selection Post or non-Selection Post	:	Not applicable
6	Age limit for direct recruits	:	<p>Not exceeding 30 years (Relaxable for Government servants upto 5 years in accordance with the orders or instructions issued by the Central Government).</p> <p><b><u>Note-1</u></b>:- 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.</p> <p><b><u>Note-2</u></b>: 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.</p>
7	Educational and other qualification required for direct recruits		<p><b><u>Essential :-</u></b></p> <p>(i) Degree of a recognized University.</p> <p>(ii) A pass in Stenography Lower/Junior Grade Examination in English conducted by State Board of Examination/Board of Technical Examination/Board of Technical Education and Training.</p> <p>(iii) A pass in Typewriting Lower/ Junior Grade Examination in Tamil or Malayalam or Telegu conducted by State Board of Examination/Board of Technical Examination/Board of Technical Education and Training.</p> <p>(iv) A pass in Typewriting Higher/ Senior Grade Examination in English conducted by State Board of Examination/Board of Technical Examination/Board of Technical Education and Training.</p> <p><b><u>Note :-</u></b> 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</p>

		<p>(A) <u>Skill test norms :-</u></p> <p>(i) Dictation : 10 mts, @ 80 w.p.m. (English);</p> <p>(ii) Transcription : 50 mts (on computer).</p> <p>(B) Typewriting test in the respective regional language @ 30 W.P.M. (on computer).</p>
8	Whether age & educational qualifications prescribed for direct recruits will apply in the case of promotes	No
9	Period of probation, if any :	<p>Two years for direct recruits and promotees.</p> <p><b>Note:-</b> The direct recruits shall have to pass the following Departmental Tests conducted by the Department of Personnel &amp; Administrative Reforms (Personnel Wing), Chief Secretariat, Puducherry, within the period of probation:-</p> <p>(i) Accounts Test for Subordinate Officers;</p> <p>(ii) Common General Departmental Test for Ministerial Staff; and</p> <p>(iii) Office Automation</p>
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 deputation (ISTC) / 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 :	<p><b><u>Deputation (ISTC):</u></b></p> <p>Officers under the Central / State Governments / Union Territories / Statutory / Autonomous Organizations / Public Sector Undertakings:-</p> <p>(A) (i) Holding analogous posts on regular basis in the parent cadre / departments; or</p> <p>(ii) With 10 years service in the grade rendered after appointment thereto on a regular basis in posts in Pay Band-1 Rs.5200-20200 with Grade Pay Rs.2400 (Level-4 of 7<sup>th</sup> CPC);</p> <p>(B) Possessing the qualifications prescribed for direct recruits under Column (7).</p> <p>[The Departmental Stenographer Grade-II with 10 years regular service in the grade rendered after appointment thereto on a regular basis and have passed the Departmental Tests prescribed for direct recruits under column (9) and undergone the training programme on "Professional Development Training for Stenographers" conducted through the Administrative Reforms Wing, Chief Secretariat,</p>

		<p>Puducherry shall also be considered alongwith outsiders and if selected for appointment to the post, the post shall be treated as having been filled by promotion. For the purpose of computing minimum qualifying service for promotion, the service rendered on regular basis in the erstwhile post of StenographerGr.III (redesignated as Stenographer Gr.II) shall be counted as qualifying service].</p> <p><b>Note-1:-</b> 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 organization 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 as on the closing date of receipt of applications.</p> <p><b>Note-2:-</b> For the purpose of appointment of deputation basis, the service rendered on a regular basis by an officer prior to 01.01.2006 / 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 the 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.</p>
12	If a Departmental Promotion Committee / Recruitment Committee exists, what is its composition :	<p>Group-B Departmental Confirmation Committee (for considering confirmation):-</p> <ol style="list-style-type: none"> <li>1. Chief Secretary to Government of Puducherry ...Chairman</li> <li>2. Resident Commissioner, Puducherry House, New Delhi ... Member</li> <li>3. Addl./Joint Resident Commissioner, Puducherry House, New Delhi ... Member</li> <li>4. Under Secretary (Personnel), Government of Puducherry. ... Member</li> </ol>
13	Circumstances in which UPSC is to be consulted in making recruitment :	Consultation with Union Public Service Commission not necessary.

// By order of the Lieutenant Governor //

  
(M. KANNAN)

UNDER SECRETARY TO GOVERNMENT

## **SCHEDULE**

### **RECRUITMENT RULES FOR THE POST OF STENOGRAPHER GRADE-II**

1	Name of the post	:	Stenographer Grade-II
2	Number of post	:	1 (One) (2018) Subject to variation dependent on work load.
3	Classification	:	"General Central Service – Group-'C' Non-Gazetted– Ministerial"
4	Level in the Pay Matrix	:	Level - 4
5	Whether Selection Post or non-Selection Post	:	Not applicable
6	Age limit for direct recruits	:	<p>Between 18 and 30 years.</p> <p>(Relaxable for Government servants up to 40years 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 posts for which the selection is made).</p> <p><b><u>Note-1:-</u></b> 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.</p> <p><b><u>Note-2:</u></b> 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.</p>
7	Educational and other qualification required for direct recruits		<p><b><u>Essential :-</u></b></p> <p>(i) A pass in H.Sc. (12<sup>th</sup> Class) or equivalent from a recognized Board or University.</p> <p>(ii) A pass in Stenography Lower/Junior Grade Examination in English conducted by State Board of Examination/Board of Technical Examination/Board of Technical Education and Training.</p> <p>(iii) A pass in Typewriting Lower/ Junior Grade Examination in Tamil or Malayalam or Telegu conducted by State Board of Examination/Board of Technical Examination/Board of Technical Education and Training.</p> <p>(iv) A pass in Typewriting Higher/ Senior Grade Examination in English conducted by State Board of Examination/Board of Technical Examination/Board of Technical Education and Training.</p>

8	Whether age & educational qualifications prescribed for direct recruits will apply in the case of promotes	Not applicable.
9	Period of probation, if any :	<p>Two years.</p> <p><b>Note:-</b> The direct recruits shall have to pass the following Departmental Tests conducted by the Department of Personnel &amp; Administrative Reforms (Personnel Wing), Chief Secretariat, Puducherry, within the period of probation:-</p> <ul style="list-style-type: none"> <li>(i) Accounts Test for Subordinate Officers;</li> <li>(ii) Common General Departmental Test for Ministerial Staff; and</li> <li>(iii) Office Automation</li> </ul>
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. :	<p>"By Direct Recruitment.</p> <p>(A) Skill test norms :-</p> <ul style="list-style-type: none"> <li>(i) Dictation : 10 mts, @ 80 w.p.m. (English); and</li> <li>(ii) Transcription: 50 mts (on computer).</li> </ul> <p>(B) Typewriting test in the respective regional language @ 30 W.P.M. (on computer).</p> <p><b>Note:-</b> Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation basis from officers of Puducherry Administration :-</p> <ul style="list-style-type: none"> <li>(a) (i) holding analogous posts on regular basis in the parent cadre / department; or</li> <li>(ii) with 8 years regular service in posts in Pay Band-1 Rs.5200- 20200 with Grade Pay Rs.1900 (Level-2 of 7<sup>th</sup> CPC);</li> <li>(b) Possessing the qualifications prescribed for direct recruits under column (7). (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 organization 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 as on the closing date of receipt of applications.)</li> </ul>
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 :	<p>Group-C Departmental Confirmation Committee (for considering confirmation) / Recruitment Committee:-</p> <ol style="list-style-type: none"> <li>1. Resident Commissioner, Puducherry House, New Delhi ... Chairman</li> <li>2. Addl./Joint Resident Commissioner, Puducherry House, New Delhi ... Member</li> <li>3. Under Secretary (Personnel), Government of Puducherry. ... Member</li> </ol>
13	Circumstances in which UPSC is to be consulted in making recruitment :	Not Applicable

/ / By order of the Lieutenant Governor / /

  
22-218  
(M. KANNAN)

UNDER SECRETARY TO GOVERNMENT