



புதுச்சேரி மாநில அரசிதழ்

La Gazette de L'État de Poudouchéry

The Gazette of Puducherry

PART - I

சிறப்பு வெளியீடு

EXTRAORDINAIRE

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அதிகாரம் பெற்ற
வெளியீடு

Publiée par
Autorité

Published by
Authority

விலை : ₹ 3-00

Prix : ₹ 3-00

Price : ₹ 3-00

எண்	73	புதுச்சேரி	புதன்கிழமை	2017 ஞ	மே மீ	31
No.		Poudouchéry	Mercredi	31	Mai	2017 (10 Jyaistha 1939)
No.		Puducherry	Wednesday	31st	May	2017

GOVERNMENT OF PUDUCHERRY
SOCIAL WELFARE SECRETARIAT

(G. O. Ms. No. 03/SWS/2017, Puducherry, dated 29th May 2017)

NOTIFICATION

Whereas, a list of posts were identified by the Social Welfare Department, for providing 3% reservation to Persons with Disabilities in 14 Government Departments of this Administration in accordance with the provisions of the Persons with Disability Act, 1995 (Act 1 of 1996) and notified in G. O. Ms. No. 7, dated 28-02-2017 of the Social Welfare Secretariat and published in the Gazette of Puducherry, Extraordinary Part-I, Serial No. 25, dated 03-02-2017.

And whereas, the particulars pertaining to the Local Administration Department, Puducherry is found omitted therein. The same is published herewith for information to the general public.

R. MEENAKUMARI,
Under Secretary to Government (Welfare).

IX. LOCAL ADMINISTRATION DEPARTMENT						
1	Group B	Assistant Director (Administration)	S,ST,W,RW,SE,H,C		They organize and control all clerical work in the office, mark the dark, allot duties of staff, coordinate and supervise works of the clerical staff and look after discipline in administrative matters including cases of Earned Leave. In Subordination, arrangement of Office accommodation furniture, office equipments etc.. Prepare briefs of important administrative matters and assembly/Parliament questions, attend Departmental meetings	The work is performed mostly indoor. He/She usually interaction with subordinates is actively required. The work place is well lighted. It does not involve any hazards. Incumbents of OH & HH category should be considered with suitable aids & appliances. The incumbent of VH category should be considered with appropriate software and other appliances support
2	Group B	Assistant Director (Common Services)	S,ST,W,RW,SE,H,C	OA,OL,OLA,BL, BL,OA,B,LV,HH	They organize and control all clerical works in the Policy and Programming section in this Department i.e. Preparing Cabinet notes, attending the Parliamentary questions, revision of Recruitment Rules, Submitting of post creation proposals for the Local Bodies to the Government, releasing of Departments Advertisements in the Newspapers, implementing of schemes announced by the Central Government in the local bodies and other police related works announced by the Government.	
3	Group B	Panchayat Officer/ Municipal Officer Gr. I	S,ST,W,RW,SE,H,C			
4	Group C	Panchayat Officer/ Municipal Officer Grade - II	S,ST,W,RW,SE,H,C		Securitizing of proposals received from the local bodies of Puducherry, which is related to all services matters like MACP's, Promotions, regularizations, counting of services rendered as daily rated, consolidated pay, etc. issuing of expenditure sanction.	The work performed in the indoor.
5	Group C	Mechanic	S,ST,F,B,SE,H,RW, MF,BN	OL,OA,HH	Fixing/dismantling of Coiled pump sets / HP motors, rewinding the coils.	The work will carried out in the outdoor only. The incumbent should be considered with aids and appliances.

6	Group C	Wireman	S,ST,F,B,SE,H,RW, MF,BN	OL,OA,HH	Erecting of coiled motor pump sets, repairing of motor pumps sets and performing regular maintenance in the existing motor pumps sets. Further the HP motors, Amp Meters, Volt meters, panel boards, starters, main switch, etc. will be inspected in the running condition regularly.	The work will be carried out in the outdoor only. The incumbent should be considered with aids and appliances.
7	Group C	Technical Assistant	RW,MF,SE	OA,OL,OAL,B,LLV, HH	Securitizing of the estimates, tenders and other related technical works such as approval of draft for NIT, extension of time for DIS,EIS, SIS within the EE power and submitted to SE, beyond the EE power for approvals which are received from the various Commune Panchayats	The work performed in the indoor.
8	Group C	Binder	S,ST,BN,PP,SE,RW,H	OL,BL,LY,HH	Various binding works.	The work is performed in indoor. The person should be able to accomplish assigned task efficiently. The incumbent should be considered with aids and appliances.
9	Group C	Helper	S,ST,SE,H,RW,MF,BN	OL,OA,HH	Assisting the Wireman/Mechanic while erecting of coiled motor pump sets, repairing of motor pumps sets and performing regular maintenance in the existing motor pumps sets. Further the HP motors, Amp Meters, Volt meters, panel boards, starters, main switch, etc. will be inspected in the running condition regularly.	The work will be carried out in the outdoor only. The incumbent should be considered with aids and appliances.

online publication at "<http://styandptg.puducherry.gov.in>"

Government Central Press

Directorate of Stationery and Printing

Puducherry - 605 009