

# **RECRUITMENT RULES**

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GOVERNMENT OF PUDUCHERRY  
DEPARTMENT OF INDUSTRIAL DEVELOPMENT (TOURISM)

(G.O. Ms. No. 4/Tsm/2018, Puducherry, dated 11th December 2018)

NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, read with the Notification No. 5/4/65-GP., dated 11th January 1965 of the Government of India, Ministry of Home Affairs, New Delhi and in supersession of the Notification issued in G.O. Ms. No. 12/83, dated 3rd December, 1983 of Information, Publicity and Tourism Department, Puducherry, published in Supplement to the Gazette No. 3 of 17th January 1984 save as respects things done or omitted to be done before such supersession, the Lieutenant-Governor, Puducherry, hereby makes the following rules regulating the method of recruitment to the post of Tourism Assistant in the Tourism Department, Puducherry, namely:-

1. *Short title and commencement.*— (i) These rules may be called the Government of Puducherry, Tourism Department, Group 'C' post of Tourism Assistant Recruitment Rules, 2018.

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

2. *Number of post, its classification Level in the Pay Matrix.*— The number of the said post, its classification, 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. *Disqualifications.*— 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 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, relaxations 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 TOURISM ASSISTANT

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|---|---|
| 1. Name of the post                             | : Tourism Assistant   |
| 2. Number of posts                              | : 12 (Twelve) [2018] Subject to variation dependent on work-load.   |
| 3. Classification                               | : General Central Services–Group 'C' Non-Gazetted–Non-Ministerial.  |
| 4. Level in the Pay Matrix                      | : Level-4   |
| 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 posts for which the 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 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".

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| 7. Educational and other qualifications required for direct recruits. | <b>Essential</b><br>Degree in Tourism Studies from a recognized University/Institution. |
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OR

A Degree with Postgraduate Diploma in Tourism from a recognized University/Institution.

OR

3 Years Diploma in Hotel Management from a recognized University/Institution.

**Desirable**

(i) Practical experience for 2 years in the Tourism field; and

(ii) Knowledge of Computer Application.

8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees. : *Age* – No  
*Educational qualification* : To the extent indicated in Column 11.
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. The promotees should pass the above tests within a period of 2 years from the date of promotion.
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. : (i) 50% Promotion failing which by direct recruitment  
(ii) 50% By direct recruitment
11. In case of recruitment by promotion /deputation/ absorption, grades from which promotion/deputation/absorption is to be made. : **Promotion**  
Housekeeper in Level-2 in the Pay Matrix with 8 years service in the grade rendered after appointment thereto on regular basis possessing atleast S.S.L.C. or equivalent qualification and successfully completed the training in Guest House Management conducted by the Department of Tourism, Puducherry-Failing which-  
Housekeeper with a combined regular service of 11 years in the post of Housekeeper and Room Attendant put together out of which atleast 4 years should be in the post of Housekeeper possessing atleast S.S.L.C. or equivalent qualification and successfully completed the training in Guest House Management conducted by the Department of Tourism, Puducherry.  
(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.)  
*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 1.1.2016/the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding Pay Matrix extended based on the recommendations for the Pay Commission.

12. If, a Departmental Promotion Committee exists, : *Group - 'C' Departmental Promotion Committee - (for considering promotion)/Departmental Confirmation Committee (for considering confirmation)/Recruitment Committee—*

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|--|----|----------|
| (i) Secretary to Government (Tourism)    | .. | Chairman |
| (ii) Director of Tourism                 | .. | Member   |
| (iii) Head of Office, Tourism Department | .. | Member   |

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

14. Remarks : — — —

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(By order of the Lieutenant-Governor)

**L. MOHAMED MANSOOR,**  
Additional Secretary to Government (Tourism).

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