

RECRUITMENT RULES

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

(G.O. Ms. No. 51, Puducherry, dated 11th July 2018)

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-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-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 post, its classification and Level in the Pay Matrix.*— The number of the said post, 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. *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, relaxation in upper age-limit and other concessions required to be provided for the Scheduled Castes, 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 post | : 1 (One) [2018] Subject to variation dependent on work-load. |
| 3. Classification | : General Central Services–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 | : 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).

<i>Note-1</i> : 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.

<i>Note-2</i> : 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. | : Essential
(i) A pass in H.S.C. (12th Class) or equivalent from a recognized Board or University.

(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.

(iii) A pass in Typewriting Lower/Junior Grade Examination in Tamil or Malayalam or Telugu conducted by State Board of Examination/Board of Technical Examination/Board of Technical Education and Training.

(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. |

8. Whether age and educational qualifications : Not applicable
prescribed for direct recruits will apply in the case
of promotees.
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
10. Method of recruitment, whether by direct : **By Direct Recruitment**
recruitment or by promotion or by deputation/
absorption and percentage of the vacancies to be
filled by various methods. (A) Skill test norms :-
- (i) Dictation : 10 minutes @ 80 w.p.m. (English); and
 - (ii) Transcription: 50 minutes (on computer).
- (B) Typewriting test in the respective regional language
@ 30 w.p.m. (on computer).
- Note :* 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:-
- (a) (i) holding analogous posts on regular basis in the
Parent Cadre/Department; or
 - (ii) with 8 years regular service in posts in
Pay Band-1 ₹ 5,200- 20,200 with Grade Pay ₹ 1,900
(Level-2 of 7th CPC);
 - (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].

11. In case of recruitment by promotion /deputation/ : Not applicable
absorption, grades from which promotion/deputation/
absorption is to be made.
12. If, a Departmental Promotion Committee/Recruitment : *Group 'C' Departmental Confirmation Committee (for
Committee exists, what is its composition? considering confirmation)/Recruitment Committee—*
- (i) Resident Commissioner, Puducherry . . . Chairman
House, New Delhi.
 - (ii) Additional/Joint Resident Commissioner, . . . Member
Puducherry House, New Delhi.
 - (iii) Under Secretary (Personnel), Government . . . Member
of Puducherry.
13. Circumstances in which the Union Public Service : Not applicable
Commission is to be consulted in making
recruitment.
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(By order of the Lieutenant-Governor)

V. JAISANKAR,
Under Secretary to Government.