

# RECRUITMENT RULES

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GOVERNMENT OF PUDUCHERRY  
FINANCE DEPARTMENT

(G.O. Ms. No. 19/FD/F2/A2/2022, Puducherry, dated 07th June 2022)

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 Government of India, Ministry of Home Affairs, New Delhi, and in supersession of the Notification issued in G.O. Ms. No. 26/F2/A2/2012, dated 24th September, 2012, 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 Group 'C' post of Store-keeper Grade-II in various Departments of the Government of Puducherry, namely:-

1. *Short title and commencement.*— (1) These rules may be called the Government of Puducherry, Store-keeper Grade-II, Recruitment Rules, 2022.

(2) 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 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 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 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 the respect to any class or category of persons.

6. *Savings.*— 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 STORE-KEEPER GRADE-II**

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|---|---|---|
| 1. Name of the post   | : | Store-keeper Grade-II   |
| 2. Number of posts  | : | 76 (Seventy-six) [2022] 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  | : | Not applicable  |
| 7. Educational and other qualifications required for direct recruits.   | : | Not applicable  |
| 8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.   | : | Not applicable  |
| 9. Period of probation, if any  | : | Not applicable  |
| 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 promotion  |
| 11. In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption is to be made.                                       | : | Promotion<br><br>Store-keeper Grade-III in Level-2 in the Pay Matrix with 8 years of regular service in the grade rendered after appointment thereto on regular basis and have passed the Accounts Test for Subordinate Officers (Part-I & II) and undergone the training programme on "Techniques of Materials Management" conducted through Administrative Reforms Wing, Chief Secretariat, Puducherry. However, this training is not required for the persons holding the feeder post on regular basis on the date of Notification <i>vide</i> G.O. Ms. No. 26/F2/A2/2012, dated 24-09-2012. |

*Note 1* : Where, the 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* : They should undergo training on "Store-keeping and Materials Management" conducted through Administrative Reforms Wing, Chief Secretariat, Puducherry.

*Note 3* : The promotees should pay security deposit as prescribed by the Government.

12. If, a Departmental Promotion Committee exists, what is its composition? : *Departmental Promotion Committee for Group 'C' posts consisting of :—*

1. Principal Secretary to Government (Finance)-cum-Development Commissioner. . . Chairman
2. Joint Secretary/Deputy Secretary/ Under Secretary to Government (Finance) dealing with the subject. . . Member
3. Director of Accounts and Treasuries, Puducherry. . . Member

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

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(By order of the Lieutenant-Governor)

**K. GOVINDARAJAN,**  
Under Secretary to Government (Finance).

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GOVERNMENT OF PUDUCHERRY  
FINANCE DEPARTMENT

(G.O. Ms. No. 20/FD/F2/A2/2022-23, Puducherry, dated 07th June 2022)

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 Government of India, Ministry of Home Affairs, New Delhi, and in supersession of the Notification issued in G.O. Ms. No. 27/F2/A2/2012, dated 24th September, 2012, 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 Group 'C' post of Store-keeper Grade-III in various Departments of the Government of Puducherry, namely:-

1. *Short title and commencement.*— (1) These rules may be called the Government of Puducherry, Store-keeper Grade-III, Recruitment Rules, 2022.

(2) 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 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 posts, 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 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 the respect to any class or category of persons.

6. *Savings.*— 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 STORE-KEEPER GRADE-III**

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1. Name of the post : Store-keeper Grade-III
2. Number of posts : 159 (One hundred and fifty-nine) [2022] 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–2
5. Whether selection post or non-selection post : Non-selection
6. Age-limit for direct recruits : Between 18 and 30 years of age (Relaxable for Government Servants up to 40 years in accordance with the instructions or orders issued by the Government, provided such Government Servants are working for not less than three 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 the recruitment made through advertisement, the crucial date for determining the age-limit shall be the closing date of receipt of application.
- 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.
7. Educational and other qualifications required for direct recruits. : (i) A pass in Higher Secondary Course (10+2) or equivalent from a recognized Board/University.
- or
- (ii) Any Diploma Course of duration of two years or more after 10th Standard or equivalent from a recognized Board/University.
8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotion. : (i) *Age* : No  
(ii) *Educational Qualification*: Yes
9. Period of probation, if any : *Direct Recruits* : Two years  
*Promotees* : Nil

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 direct recruitment through written competitive examination : 80%
- By promotion, failing which by direct recruitment. : 20%
11. In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption is to be made. : **Promotion**
- Multi Tasking Staff (General/Security/House Keeping) in Level-1 of the Pay Matrix with 3 years of regular service in the grade rendered after appointment thereto on regular basis.
- Note 1 :* Where the 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 :* (i) All persons appointed through Direct Recruitment/promotion should pay security deposit as prescribed by Government from time to time.
- (ii) All persons appointed through Direct Recruitment/promotion to the post shall have to undergo Training in 'Techniques of Material Management' conducted through Administrative Reforms Wing, Chief Secretariat, Puducherry.
- (iii) The direct recruits should pass the Accounts Test for Subordinate Officers (Part-I and II) conducted by the Department of Personnel and Administrative Reforms (Personnel Wing), Chief Secretariat, Puducherry, within the probation period. The promotees should pass the said test within a period of 2 years from the date of promotion.

12. If, a Departmental Promotion Committee exists, : *Group 'C' Departmental Promotion Committee (for considering Promotion/Conformation/Recruitment Committee) :-*
1. Principal Secretary to Government . . Chairman (Finance )-cum-Development Commissioner.
  2. Joint Secretary/Deputy Secretary/ . . Member Under Secretary to Government (Finance) dealing with the subject.
  3. Director of Accounts and Treasuries, . . Member 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)

**K. GOVINDARAJAN,**  
Under Secretary to Government (Finance).

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