

RECRUITMENT RULES

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GOVERNMENT OF PUDUCHERRY
CHIEF SECRETARIAT (ENVIRONMENT)

(G.O. Ms. No. 08/2022-Env., Puducherry, dated 23rd September 2022)

NOTIFICATION

In exercise of the powers conferred by rule 10 of Renewable Energy Agency Puducherry (REAP) Rules and Regulations, the Governing Body hereby makes the following rules relating the method of recruitment to the Group 'A', Group 'B' and Group 'C' posts of the Renewable Energy Agency Puducherry.

1. Short title and commencement.— (1) These rules may be called the Renewable Energy Agency Puducherry Group 'A', 'B' and 'C' posts Recruitment Rules, 2022.

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

2. Number of post, their classification, Level in the Pay Matrix.— The number of the said post, their classification and the Level in the Pay Matrix attached thereto shall be as classified in columns (2) to (4) of the said Schedule.

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 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 post:

Provided that the Governing Body 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 Governing Body is of the opinion that it is necessary or expedient so to do, he may, by order for reasons to be recorded in writing with the approval of Hon'ble Lieutenant-Governor, relax any of the provisions of these rules with 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 of Puducherry from time to time in this regard.

(By order of the Lieutenant-Governor)

P. EJOMALE,
Under Secretary to Government (Environment).

RECRUITMENT RULES FOR THE POST OF MANAGING DIRECTOR

1. Name of the post : Managing Director
 2. Number of post : 1 (One) [2022] Subject to variation dependent on workload
 3. Classification : Group - 'A'
 4. Level in the Pay Matrix : Level - 11 in the Pay Matrix
 5. Whether selection post or non-selection post : Not applicable
 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 deputation
 11. In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption is to be made. : Deputation from Officers of Puducherry Civil Service –
 - (i) holding analogous posts on a regular basis; or
 - (ii) with 6 years service in posts in Level-8 of the Pay Matrix.

Note : 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 4 years. The maximum age-limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.
 12. If, a Departmental Promotion Committee exists, what is its composition? : Not applicable
 13. Circumstances in which the Union Public Service Commission is to be consulted in making recruitment. : Not applicable
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RECRUITMENT RULES FOR THE POST OF ACCOUNTS OFFICER

1. Name of the post : Accounts Officer
2. Number of post : 1 (One) [2022] Subject to variation dependent on workload
3. Classification : Group - 'B'
4. Level in the Pay Matrix : Level - 8 in the Pay Matrix
5. Whether selection post or non-selection post : Not applicable
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 deputation
11. In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption is to be made. : Officers of Puducherry Administration –
- (i) holding analogous post of Senior Accounts Officer on regular basis; or
- (ii) with 2 years regular service in the post of Junior Accounts Officer in Level-7 of the Pay Matrix.
- Note* : 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.
12. If, a Departmental Promotion Committee exists, what is its composition? : *Administrative Committee*—
- (1) Secretary to Government (Power), . . . Chairman
Puducherry.
- (2) Director, Department of Science, . . . Member
Technology and Environment,
Puducherry.
- (3) Managing Director, REAP. . . Member
13. Circumstances in which the Union Public Service Commission is to be consulted in making recruitment. : Not applicable
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RECRUITMENT RULES FOR THE POST OF ASSISTANT ENGINEER

1. Name of the post : Assistant Engineer
2. Number of post : 1 (One) [2022] Subject to variation dependent on workload
3. Classification : Group - 'B'
4. Level in the Pay Matrix : Level - 7 in the Pay Matrix
5. Whether selection post or non-selection post : Not applicable
6. Age-limit for direct recruits : Not exceeding 30 years (Relaxable for Government servants up to 5 years in accordance with the orders or instructions issued by the Central Government).
Note: The crucial date for determining the age-limit shall be as advertised by the Competent Authority.
7. Educational and other qualifications required for direct recruits. : **Essential**
A Bachelor's Degree in Electrical/ Mechanical/Electronics/ Civil Engineering of a recognised University.
Desirable
Two years experience in the field of Renewable Energy.
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 : Two years (for direct recruits only)
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, failing which by direct recruitment
11. In case of recruitment by promotion/deputation/ absorption, grades from which promotion/deputation/ absorption is to be made. : **Deputation**
From Officers of Puducherry Administration -
(a) (i) holding analogous posts of Assistant Engineer on regular basis; or
(ii) with 5 years service in posts in Level-6 of the Pay Matrix; and
(b) Possessing the qualifications prescribed for direct recruits under column (7).

Note : 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.

12. If, a Departmental Promotion Committee exists, what is its composition? : *Administrative Committee—*
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|--|----|-----------------|
| (1) Secretary to Government (Power), Puducherry. | .. | Chairman |
| (2) Director, Department of Science, Technology and Environment, Puducherry. | .. | Member |
| (3) Managing Director, REAP. | .. | Member |
| (4) Superintending Engineer-I, Electricity Department, Puducherry. | .. | Co-opted Member |
13. Circumstances in which the Union Public Service Commission is to be consulted in making recruitment. : Not applicable

RECRUITMENT RULES FOR THE POST OF SUPERINTENDENT

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| 1. Name of the post | : Superintendent |
| 2. Number of post | : 1 (One) [2022] Subject to variation dependent on workload |
| 3. Classification | : Group - 'B' |
| 4. Level in the Pay Matrix | : Level - 7 in the Pay Matrix |
| 5. Whether selection post or non-selection post | : Not applicable |
| 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 deputation |

11. In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption is to be made. : Officers of Puducherry Administration –
- (i) holding analogous post of Superintendent on regular basis; or
 - (ii) with 5 years regular service in the post of Assistant in Level-6 of the Pay Matrix. Should have passed Accounts Test Higher (Part I & II) conducted by the Government of Puducherry.
- Note* : 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.
12. If, a Departmental Promotion Committee exists, what is its composition? : *Administrative Committee—*
- (1) Secretary to Government (Power), .. Chairman Puducherry.
 - (2) Director, Department of Science, Technology and Environment, Puducherry. .. Member
 - (3) Managing Director, REAP. .. Member
13. Circumstances in which the Union Public Service Commission is to be consulted in making recruitment. : Not applicable

RECRUITMENT RULES FOR THE POST OF PLANNING OFFICER

- 1. Name of the post : Planning Officer
- 2. Number of post : 1 (One) [2022] Subject to variation dependent on workload
- 3. Classification : Group - 'B'
- 4. Level in the Pay Matrix : Level - 6 in the Pay Matrix
- 5. Whether selection post or non-selection post : Not applicable
- 6. Age-limit for direct recruits : Not exceeding 30 years (Relaxable for Government servants up to 5 years in accordance with the orders or instructions issued by the Central Government).

Note: The crucial date for determining the age-limit shall be as advertised by the Competent Authority.

7. Educational and other qualifications required for : **Essential**
direct recruits.
- (i) Bachelors Degree in Economics/Econometrics/ Statistics/ Mathematics/Regional Planning/Commerce/ Rural Development/Community Development from a recognised University.
 - (ii) Two years experience in formulation of Annual Plan/ Five Year Plan (or) in conducting Socio-economic surveys (or) Field Research relating to Development Planning in any sector.
- Desirable**
- (i) Master's Degree in any of the above.
 - (ii) Experience in organizing training programmes in Development 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 (for direct recruits only)
10. Method of recruitment, whether by direct : By deputation, failing which by direct recruitment
recruitment or by promotion or by deputation/
absorption and percentage of the vacancies to
be filled by various methods.
11. In case of recruitment by promotion/deputation/ : **Deputation**
absorption, grades from which promotion/deputation/
absorption is to be made.
- (a) Officers of Puducherry Administration –
 - (i) holding analogous posts on regular basis; or
 - (ii) with 6 years regular service in posts in Level-5 of the Pay Matrix; or
 - (iii) with 10 years regular service in posts in Level-4 of the Pay Matrix; and
 - (b) Possessing the qualifications and experience prescribed for direct recruits under column (7).
- Note:* 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.

12. If, a Departmental Promotion Committee exists, what is its composition? : *Administrative Committee—*
- (1) Secretary to Government (Power), Puducherry. . . Chairman
- (2) Director, Department of Science, Technology and Environment, Puducherry. . . Member
- (3) Managing Director, REAP. . . Member
13. Circumstances in which the Union Public Service Commission is to be consulted in making recruitment. : Not applicable
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RECRUITMENT RULES FOR THE POST OF TECHNICAL ASSISTANT

1. Name of the post : Technical Assistant
2. Number of posts : 4 (Four) [2022] Subject to variation dependent on workload
3. Classification : Group - 'B'
4. Level in the Pay Matrix : Level - 6 in the Pay Matrix
5. Whether selection post or non-selection post : Not applicable
6. Age-limit for direct recruits : Not exceeding 30 years (Relaxable for Government servants up to 5 years in accordance with the orders or instructions issued by the Central Government).
- Note:* The crucial date for determining the age-limit shall be as advertised by the Competent Authority.
7. Educational and other qualifications required for direct recruits. : **Essential**
- Diploma in Electrical/Electronics/Mechanical/Civil Engineering.
- Desirable**
- (i) Bachelor's Degree in Electrical/Electronics/Mechanical/Civil Engineering.
- (ii) Two years experience in the relevant field.
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 : Two years (for direct recruits only)
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, failing which by direct recruitment

11. In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption is to be made. : **Deputation**
- From Officers of Puducherry Administration -
- (i) holding analogous posts on regular basis; and
 - (ii) Possessing the qualifications and experience prescribed for direct recruits under column (7).
- Note* : 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.
12. If, a Departmental Promotion Committee exists, what is its composition? : *Administrative Committee—*
- (1) Secretary to Government (Power), Puducherry. . . Chairman
 - (2) Director, Department of Science, Technology and Environment, Puducherry. . . Member
 - (3) Managing Director, REAP. . . Member
 - (4) Superintending Engineer-I, Electricity Department, Government of Puducherry. . . Co-opted Member
13. Circumstances in which the Union Public Service Commission is to be consulted in making recruitment. : Not applicable

RECRUITMENT RULES FOR THE POST OF STENOGRAPHER GRADE-I

1. Name of the post : Stenographer Grade-I
2. Number of post : 1 (One) [2022] Subject to variation dependent on workload
3. Classification : Group - 'B'
4. Level in the Pay Matrix : Level - 6
5. Whether selection post or non-selection post : Not applicable
6. Age-limit for direct recruits : Not exceeding 30 years (Relaxable for Government servants up to 5 years in accordance with the orders or instructions issued by the Central Government).

Note: The crucial date for determining the age-limit shall be as advertised by the Competent Authority.

7. Educational and other qualifications required for direct recruits : (i) Degree of a recognized 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 prescribed for direct recruits will apply in the case of promotees. : Not applicable
9. Period of probation, if any : Two years (for direct recruits only)
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, failing which by direct recruitment
11. In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption is to be made. : **Deputation**
Officers of Puducherry Administration -
(a) (i) holding analogous posts on regular basis; or
(ii) with 10 years service in the grade of Stenographer Grade-II ; and
(b) Possessing the qualifications prescribed for direct recruits under column (7).
Note : 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.
12. If, a Departmental Promotion Committee exists, what is its composition? : *Administrative Committee*—
(1) Secretary to Government (Power), .. Chairman
Puducherry.
(2) Director, Department of Science, .. Member
Technology and Environment,
Puducherry.
(3) Managing Director, REAP. .. Member
13. Circumstances in which the Union Public Service Commission is to be consulted in making recruitment. : Not applicable
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RECRUITMENT RULES FOR THE POST OF DATA ENTRY OPERATOR

1. Name of the post : Data Entry Operator
 2. Number of post : 1 (One) [2022] Subject to variation dependent on workload
 3. Classification : Group - 'C'
 4. Level in the Pay Matrix : Level - 5
 5. Whether selection post or non-selection post : Not applicable
 6. Age-limit for direct recruits : Not exceeding 30 years (Relaxable for Government servants up to 40 years in accordance with the orders or instructions issued by the Central Government).
Note: The crucial date for determining the age-limit shall be as advertised by the Competent Authority.
 7. Educational and other qualifications required for direct recruits : A Degree in Computer Science of a recognised University
 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 : Two years (for direct recruits only)
 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, failing which by direct recruitment
 11. In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption is to be made. : Deputation from officials of Puducherry Administration –
(i) holding analogous posts on regular basis; and
(ii) Possessing the qualifications prescribed for direct recruits under column (7).
Note : 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.
 12. If, a Departmental Promotion Committee exists, what is its composition? : (1) Secretary to Government (Power), .. Chairman Puducherry.
(2) Director, Department of Science, Technology and Environment, .. Member Puducherry.
(3) Managing Director, REAP. .. Member
(4) Director, Information Technology, .. Co-opted Member Puducherry.
 13. Circumstances in which the Union Public Service Commission is to be consulted in making recruitment. : Not applicable
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RECRUITMENT RULES FOR THE POST OF UPPER DIVISION CLERK

1. Name of the post : Upper Division Clerk
2. Number of post : 1 (One) [2022] Subject to variation dependent on workload
3. Classification : Group - 'C'
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 selection is made).
- Note:* The crucial date for determining the age-limit shall be as advertised by the Competent Authority.
7. Educational and other qualifications required for direct recruits. : **Essential**
A Degree of a recognized University.
Desirable
Postgraduate Diploma in Computer Applications.
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 : Two years (for direct recruits only)
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, failing which by direct recruitment
11. In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption is to be made. : **Deputation**
Officers of Puducherry Administration –
(a) (i) holding analogous posts of UDC on regular basis; or
(ii) with 8 years service in the post of LDC; and
(b) Possessing the qualifications prescribed for direct recruits under column (7).

Note : 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.

12. If, a Departmental Promotion Committee exists, what is its composition? : *Administrative Committee—*
- (1) Secretary to Government (Power), .. Chairman
Puducherry.
- (2) Director, Department of Science, Technology and Environment, .. Member
Puducherry.
- (3) Managing Director, REAP. .. Member
13. Circumstances in which the Union Public Service Commission is to be consulted in making recruitment. : Not applicable

RECRUITMENT RULES FOR THE POST OF LOWER DIVISION CLERK

1. Name of the post : Lower Division Clerk
2. Number of posts : 2 (Two) [2022] Subject to variation dependent on workload
3. Classification : Group - 'C'
4. Level in the Pay Matrix : Level - 2
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 selection is made).
- Note:* The crucial date for determining the age-limit shall be as advertised by the Competent Authority.
7. Educational and other qualifications required for direct recruits. : (a) A pass in H.S.C (12th class) or its equivalent from a recognised Board/University.
- (b) A pass in Typewriting Lower Grade in English or Tamil or Malayalam or Telugu, conducted by the Government/ Board of Technical Education.
- (or)
- A typing speed of 35 wpm. in English or 30 wpm. in Tamil/ Malayalam/Telugu on computer (35 wpm. and 30 wpm. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word).

Note : Candidates who have passed the written examination shall also pass the typing speed test on computer for final selection for appointment to the post. However, those who have passed the Typewriting Lower Grade Examination in English/Tamil/Malayalam/Telugu conducted by Government/ Board of Technical Education need not undergo the typing speed test.

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 : Two years (for direct recruits only)
- Note* : The direct recruits should pass the prescribed Departmental Test within the period of probation.
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, failing which by direct recruitment
11. In case of recruitment by promotion/deputation/ absorption, grades from which promotion/deputation/ absorption is to be made. : **Deputation**
- Officers of Puducherry Administration –
- (a) (i) holding analogous posts of LDC on regular basis; or
(ii) with 3 years regular service in the posts of MTS (G)/ MTS (S)/MTS (HK) in Level-1 of the Pay Matrix; and
- (b) Possessing the qualifications prescribed for direct recruits under column (7).
- Note* : 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.
12. If, a Departmental Promotion Committee exists, what is its composition? : (1) Secretary to Government (Power), . . . Chairman
Puducherry.
- (2) Director, Department of Science, Technology and Environment, . . . Member
Puducherry.
- (3) Managing Director, REAP. . . Member
13. Circumstances in which the Union Public Service Commission is to be consulted in making recruitment. : Not applicable
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RECRUITMENT RULES FOR THE POST OF MULTI-TASKING STAFF (GENERAL)

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| 1. Name of the post | : | Multi-Tasking Staff (General) |
| 2. Number of posts | : | 2 (Two) [2022] Subject to variation dependent on workload |
| 3. Classification | : | Group - 'C' |
| 4. Level in the Pay Matrix | : | Level - 1 |
| 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 selection is made). |
| | | <i>Note:</i> The crucial date for determining the age-limit shall be as advertised by the Competent Authority. |
| 7. Educational and other qualifications required for direct recruits. | : | A pass in S.S.L.C. (10th class) or its equivalent from a recognised Board/University. |
| 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 | : | Two years (for direct recruits only) |
| 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, failing which by direct recruitment |
| 11. In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption is to be made. | : | Deputation from officials of Puducherry Administration –
(i) holding analogous posts on regular basis; and
(ii) possessing the qualifications prescribed for direct recruits under column (7). |
| | | <i>Note :</i> 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/Stat/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. |
| 12. If, a Departmental Promotion Committee exists, what is its composition? | : | (1) Secretary to Government (Power) .. Chairman
Puducherry.
(2) Director, Department of Science, .. Member
Technology and Environment,
Puducherry.
(3) Managing Director, REAP. .. Member |
| 13. Circumstances in which the Union Public Service Commission is to be consulted in making recruitment. | : | Not applicable |
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GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF INFORMATION AND PUBLICITY
(G.O. Ms. No. 04, Puducherry, dated 28th September 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 the Ministry of Home Affairs, Government of India, New Delhi and in supersession of the Notification issued *vide* G.O. Ms. No. 3, dated 20th September, 1995 and published in the Supplement to the Gazette No. 41, dated 10th October, 1995 of the General Administration (Information and Publicity) Department, Government of Puducherry, 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 Assistant Director in the Department of Information and Publicity, Government of Puducherry, namely:-

1. Short title and commencement.— (a) These rules may be called the Government of Puducherry, Department of Information and Publicity, (Assistant Director) Recruitment Rules, 2022.

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

2. Application.— These rules shall apply to the post specified in column-1 of the Schedule annexed to these rules.

3. Number of post, its classification and Level in the Pay Matrix.— The number of the said post, its classification and the Level in the Pay Matrix attached thereto, shall be as specified in columns (2) to (4) of the said Schedule annexed hereto.

4. 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.

5. 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 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.

6. Power to relax.— Where, the Lieutenant-Governor is of the opinion that it is necessary or expedient so to do, he/she may, by order for reasons to be recorded in writing and in consultation with Union Public Service Commission, relax any of the provisions of these rules with respect to any class or category of persons.

7. 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, ex-servicemen and other special categories of persons in accordance with the orders issued by the Government of Puducherry from time to time in this regard.

RECRUITMENT RULES FOR THE POST OF ASSISTANT DIRECTOR

- | | | |
|---|---|---|
| 1. Name of the post | : | Assistant Director |
| 2. Number of posts | : | 5 (Five) [2022] Subject to variation dependent on workload |
| 3. Classification | : | General Central Service – Non-Ministerial – Gazetted – Group - 'B' |
| 4. Pay Level in the Pay Matrix | : | Level - 7 (₹ 44,900 - 1,42,400) |
| 5. Whether selection post/non-selection post | : | Selection post |
| 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 | : | Two years |
| 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. | : | 100% Promotion, failing which deputation (including short-term contract). |
| 11. In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption is to be made. | : | <p>Promotion</p> <p>Public Relations Assistant and Sub-Editor in Level-5 of the Pay Matrix with 11 years of regular service in the grade rendered after appointment thereto on regular basis and have successfully completed the training of 2-4 weeks in Public Relations and Sub-Editing.</p> <p><i>Note 1</i> : The eligibility list for promotion shall be prepared with reference to the date of completion by the officers of the prescribed qualifying service in the respective grade/post.</p> <p><i>Note 2</i> : The eligibility service shall continue to be seven years for persons holding the feeder posts on regular basis on the date of Notification of these rules.</p> <p><i>Note 3</i> : For the existing incumbents holding the feeder posts on regular basis on the date of notification of these rules, the requirement of successful completion of training of 2-4 weeks in Public Relations and Sub-Editing for promotion shall be either before promotion or within a period of one year from the date of promotion.</p> |

Deputation (Including Short-Term Contract)

Officers of the Central Government/State Government/ Union Territory or Autonomous or Statutory Organization or Public Sector Undertaking or recognized University or research Institution :-

- (a) (i) Holding analogous posts on regular basis in the parent cadre or Department: or
 - (ii) With 5 (five) years service rendered after appointment to the post on regular basis in Level-6 of the Pay Matrix or equivalent in the parent cadre or Department: and
- (b) Possessing the following educational qualification and experience.

Essential

- (i) A Bachelor Degree of a recognized University/ Institution.
- (ii) 3 (three) years experience in the field of Protocol work/ Dissemination of Publicity Materials/Public Relations Work/Journalism/Organization of Exhibitions and Fairs/ Advertising in Central Government/State Government/ Union Territory or Statutory or Autonomous Organization or Public Sector Undertaking or recognized University or research Institution.

Desirable

- (i) Diploma in Mass Communication/Public Relations/ Advertising/Journalism from a recognized University or Institute.
- (ii) Should have studied Tamil or Malayalam or Telugu or French and English as a subject at Secondary level (10th class) or above.
- (iii) At least 6 (six) months Certificate or Diploma course in Computer Application from a recognized University or Institute.

Note : (1) Where, Juniors who have completed their qualifying/eligibility service are being considered for promotion, their senior 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 2 (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) The Departmental Officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.

Note : (3) The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization/Department of the Central Government shall ordinarily not exceed three years. The maximum age-limit for appointment by deputation shall be not exceeding 56 years as on the last date of receipt of applications.

12. If, a Departmental Promotion Committee exists, what is its composition? : *Departmental Promotion Committee* —

- (1) Chief Secretary, . . . Chairman
Government of Puducherry.
- (2) Secretary (Information and Publicity), . . . Member
Government of Puducherry.
- (3) Director of Information and Publicity, . . . Member
Government of Puducherry.

Departmental Confirmation Committee —

- (1) Chief Secretary, . . . Chairman
Government of Puducherry.
- (2) Secretary (Information and Publicity), . . . Member
Government of Puducherry.
- (3) Director of Information and Publicity, . . . Member
Government of Puducherry.

13. Circumstances in which the Union Public Service Commission is to be consulted in making recruitment. : Consultation with the Union Public Service Commission is not necessary.

N. TAMILSELVAN,
Under Secretary to Government
(Information and Publicity).