

RECRUITMENT RULES

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PUDUCHERRY DISTILLERIES LIMITED
(A Government of Puducherry Undertaking)

No. 255/PDL/P&A/Estt./2024.

Puducherry, dated 03rd August 2024.

NOTIFICATION

In exercise of the powers conferred under the provisions of the Memorandum and Articles of Association of the Board of Directors of M/s. Puducherry Distilleries Limited and in supersession of the Recruitment Rules, dated 15-03-2003 and 03-09-2015, in so far as it relates to the post of Company Secretary, save as respects things done or omitted to be done before such supersession and as resolved in the Minutes of the 255th (1 of 2023) Meeting of the Board of Directors of M/s. Puducherry Distilleries Limited, held on 6th April 2023, the Board of Directors of M/s. Puducherry Distilleries Limited, with the approval of the Hon'ble Lieutenant-Governor, Puducherry, hereby makes the following rules regulating the method of recruitment to the Group "A" post of Company Secretary in M/s. Puducherry Distilleries Limited, Puducherry namely:—

1. *Short title and commencement.*— (1) These rules may be called the Group "A" post of Company Secretary in the Puducherry Distilleries Limited (A Government of Puducherry Undertaking), Puducherry, Recruitment Rules, 2024.

(2) These rules 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 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 post:

Provided that the Board of the Puducherry Distilleries Limited, with the approval of the Hon'ble 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 that there are other grounds for so doing, exempt any person from the operation of these rules.

5. *Power to relax.*— Where, the Board of the Puducherry Distilleries Limited, is of the opinion that it is necessary or expedient so to do, it may, by order and for reasons to be recorded in writing and with the approval of the Hon'ble Lieutenant-Governor, Puducherry, 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 / 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.

SCHEDULE

**RECRUITMENT RULES FOR THE POST OF COMPANY SECRETARY IN
PUDUCHERRY DISTILLERIES LIMITED**

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| 1. Name of the post | : Company Secretary |
| 2. Number of post | : 01 (One) [2024] Subject to variation dependent on workload |
| 3. Classification | : Group 'A' |
| 4. Level in the Pay Matrix | : Level – 11 |
| 5. Whether selection post or non-selection post | : Not applicable |
| 6. Age-limit for direct recruits | : Not exceeding 40 years |
| 7. Educational and other qualifications required for direct recruits. | <p>(a) Essential</p> <p>(i) Membership in the Institute of Company Secretaries of India;</p> <p>(ii) Minimum of five years experience in the related field, out of which 2 years as a Company Secretary in a Company with minimum ₹ 5 crores paid up capital.</p> <p>(b) Desirable</p> <p>CA/ICWA/Postgraduation in Commerce</p> |
| 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 | <p>: One year for direct recruits</p> <p><i>Note:</i> Direct recruits would be required to successfully complete a mandatory induction training of at least two weeks duration, as prescribed by the Competent Authority, for completion of probation.</p> |
| 10. Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption. | : By deputation (ISTC) failing which by direct recruitment. |
| 11. In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption is to be made. | <p>Deputation (ISTC)</p> <p>Officers under the Central/State Governments/Union Territories/Universities/Recognised Research Institutions/Public Sector Undertakings/Semi-Government/Autonomous or Statutory Organizations.</p> |

(a) (i) holding analogous posts on regular basis in the parent cadre/Department;

(or)

(ii) with five years' service in the grade rendered after appointment thereto on regular basis in posts in Level-10 in the parent cadre/Department; and

(b) possessing the educational qualifications and experience prescribed for direct recruits under Column 7.

Note: Period of deputation (ISTC) 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/State Governments/ Union Territories shall ordinarily not exceed 4 years. The maximum age-limit for appointment by deputation (ISTC) shall be not exceeding 56 years as on the closing date of receipt of applications.

12. If, a Departmental Promotion Committee/Recruitment : *Group 'A' Departmental Confirmation Committee (for Committee Exists, what are its compositions ?* *considering Confirmation) :—*

- | | |
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| (1) The Secretary to Government
(Industries and Commerce),
Puducherry. | . . Chairman |
| (2) Managing Director | . . Member |
| (3) Director of Industries and Commerce,
Puducherry. | . . Member |

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

(By order of the Lieutenant-Governor)

S. SATHIYAMOORTHY,
Managing Director,
(Puducherry Distilleries Limited).