

RECRUITMENT RULES

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PUDUCHERRY HOUSING BOARD, PUDUCHERRY

No. 0508/PHB/Estt./E3/RR/2018-19.

Puducherry, dated 30th April 2024.

NOTIFICATION

In exercise of the powers conferred by sections 11 and 130 of the Puducherry Housing Board Act, 1973 (Act No. 7 of 1974) and with the prior approval of the Government, the Puducherry Housing Board, hereby makes the following rules regulating the method of recruitment to the posts in the Puducherry Housing Board, Puducherry:-

1. *Short title and commencement.*— (1) These rules may be called the Puducherry Housing Board Recruitment Rules, 2024.

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

2. *Application.*— These rules shall apply for recruitment to the posts in the Puducherry Housing Board, specified in column (1) of the Schedules hereby Annexed.

3. *Number of post, its classification and Pay Band and Grade Pay/Pay Scale.*— The number of the said posts, its classification and the Pay Band and Grade Pay/Pay Scale attached thereto, shall be as specified in columns (2) to (4) of the said Schedules.

4. *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 column (5) to (13) of the said Schedules.

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 Board of Puducherry Housing Board with the approval of 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 Board of Puducherry Housing Board with the approval of the Lieutenant-Governor 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, relax any of the provisions of these rules with respect to any class or category of persons.

7. *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.

ANNEXURE - I

SCHEDULE

**RECRUITMENT RULES FOR THE POST OF SUPERINTENDENT IN THE
PUDUCHERRY HOUSING BOARD**

1. Name of the post : Superintendent
2. Number of posts : 04 (Four) [2024] Subject to variation dependent on workload.
3. Classification : Group 'B'
4. Pay Band and Grade Pay/Pay Scale : Pay Band-2 ₹ 9,300-34,800 + Grade Pay ₹ 4,600
5. Whether selection post or non-selection post : 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 : failing which by deputation
11. In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption is to be made. : **Promotion**
Assistant with 5 years service in the grade rendered after appointment thereto on a regular basis and who have passed the Accounts Test (Higher) conducted by Department of Personnel and Administrative Reforms (Personnel Wing), Puducherry.

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.

Deputation

Officials from Puducherry Administration:-

- (a) (i) holding analogous post of Superintendent on regular basis; or
- (ii) Assistant with 5 years regular service in the grade rendered after appointment thereto on regular basis having passed Accounts (Higher).

Note-1 : Period of deputation including the period of deputation in another *ex cadre* post held immediately preceding this appointment in the same or some other organizations 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.

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, deputationists shall not be eligible for consideration for appointment by promotion.

12. If, a Departmental Promotion Committee exists, what is its composition? : *Group 'B' Departmental Promotion Committee (for considering Promotion) :—*

- (1) Chairman, Puducherry Housing Board, . . . Chairman Puducherry.
- (2) Additional/Deputy/Under Secretary to . . . Member Government (Housing), Puducherry.
- (3) Secretary, Puducherry Housing Board, . . . Member Puducherry.
- (4) Financial Advisor and Chief Accounts . . . Member Officer, Puducherry Housing Board, Puducherry.

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

ANNEXURE - II

SCHEDULE

**RECRUITMENT RULES FOR THE POST OF ASSISTANT IN THE
PUDUCHERRY HOUSING BOARD**

1. Name of the post : Assistant
2. Number of posts : 18 (Eighteen) [2024] Subject to variation depending on workload.
3. Classification : Group 'B'
4. Pay Band and Grade Pay/Pay Scale : Pay Band-2 ₹ 9,300-34,800 + Grade Pay ₹ 4,200
5. Whether selection post or non-selection post : Selection
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 : Degree from a recognized University
Note : Qualification is relaxable at the discretion of the Competent Authority for reasons to be recorded in writing, in the case of candidates otherwise well qualified.
8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees : No
9. Period of probation, if any : Two years (for direct recruits and promotees)
Note : The direct recruits shall have to complete the induction training of at least two weeks duration and following Departmental Tests within the period of probation:-
- (i) Accounts Test for Subordinate Officers; and
 - (ii) Common General Departmental Test for Ministerial Staff; and
 - (iii) Office Automation /Certificate or Diploma Course in Computer Applications conducted by an Institute recognized by the Government.
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) 25% By promotion, failing which by deputation failing both by direct recruitment;
(ii) 75% By deputation failing which by direct recruitment.

11. In case of recruitment by promotion/deputation/ : **Promotion**
absorption, grades from which promotion/
deputation/absorption is to be made.

(1) Senior Assistant in the Scale of Pay of ₹ 5,200-20,200 with Grade Pay of ₹ 2,400 in Pay Band-1 with 10 years of service in the grade rendered after appointment thereto on regular basis and who have passed the following Departmental Tests conducted by the Department of Personnel and Administrative Reforms (Personnel Wing), Puducherry namely:-

- (i) Accounts Test for Subordinate Officers; and
- (ii) Common General Departmental Test for Ministerial Staff and have successfully completed training in Establishment and Accounts.

Note-1 : The requirement of training for promotion is not applicable to the Officers holding the feeder post on regular basis on the date of notification of these rules.

Note-2 : 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.

Deputation

- (a) Officials working as Assistant or Upper Division Clerk with 5 years service in the grade rendered after appointment thereto on regular basis in Puducherry Administration; and
- (b) Possessing the educational qualifications prescribed for direct recruits under column (7).

Note-1 : Period of deputation including the period of deputation in another *ex cadre* post held immediately preceding this appointment in the same or some other organizations 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.

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, deputationists shall not be eligible for consideration for appointment by promotion.

12. If, a Departmental Promotion Committee exists, what is its composition? : *Group 'B' Departmental Promotion Committee (for considering promotion)/Departmental Confirmation Committee (for considering confirmation) : —*
- (1) Chairman, Puducherry Housing Board, . . Chairman Puducherry.
 - (2) Additional/Deputy/Under Secretary to . . Member Government (Housing), Puducherry.
 - (3) Secretary, Puducherry Housing Board, . . Member Puducherry.
 - (4) Financial Advisor and Chief Accounts . . Member Officer, Puducherry Housing Board, Puducherry.
13. Circumstances in which Union Public Service Commission is to be consulted in making recruitment. : Not applicable
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ANNEXURE - III

SCHEDULE

RECRUITMENT RULES FOR THE POST OF FIELD ASSISTANT IN THE PUDUCHERRY HOUSING BOARD

1. Name of the post : Field Assistant
2. Number of posts : 06 (Six) [2024] Subject to variation depending on workload.
3. Classification : Group 'C'
4. Pay Band and Grade Pay/Pay Scale : Pay Band-1 ₹ 5,200-20,200 + Grade Pay ₹ 1,900
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).
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) A pass in 12th Standard (H.S.C.) or its equivalent.
(ii) A pass in Certificate Course in Computer Applications or higher qualification in Computer Applications conducted by a recognised Institution.

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
Note : During the period of probation, the Departmental test and training prescribed by the Government shall be passed by the direct recruits.
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**
 Officials of Puducherry Administration
 (a) (i) Holding analogous posts on regular basis.
 (ii) With 3 years service in posts in Pay Band-1 : ₹ 5,200-20,200 with Grade Pay ₹ 1,800; and
 (b) Possessing the qualification prescribed for direct recruits under Column (7).
Note : 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 or Department 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 on the closing date of receipt of application.
12. If, a Departmental Promotion Committee exists, what is its composition? : *Group 'C' Departmental Confirmation Committee (for considering confirmation) : —*
 (1) Chairman, Puducherry Housing Board, . . Chairman Puducherry.
 (2) Additional/Deputy/Under Secretary to . . Member Government (Housing), Puducherry.
 (3) Secretary, Puducherry Housing Board, . . Member Puducherry.
 (4) Executive Engineer, Puducherry . . Member Housing Board, Puducherry.
 (5) Financial Advisor and Chief Accounts . . Member Officer, Puducherry Housing Board, Puducherry.
13. Circumstances in which Union Public Service Commission is to be consulted in making recruitment. : Not applicable
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ANNEXURE - IV

SCHEDULE

**RECRUITMENT RULES FOR THE POST OF LIFT OPERATOR IN THE
PUDUCHERRY HOUSING BOARD**

1. Name of the post : Lift Operator
2. Number of post : 01 (One) [2024] Subject to variation depending on workload.
3. Classification : Group 'C'
4. Pay Band and Grade Pay/Pay Scale : Pay Band-1 ₹ 5,200-20,200 + Grade Pay ₹ 1,900
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).
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) A pass in 12th Standard (H.S.C.) or its equivalent.
(ii) Two years experience in operation of Lift.
Note : The qualification regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to the Scheduled Castes or Scheduled Tribes, if, at any stage of selection, the Competent Authority is of the opinion that sufficient number of candidates from these categories possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.
8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees. : *Age* : No
Educational qualification : Must possess at least S.S.L.C. (10th Standard).
9. Period of probation, if any : Two years
Note : The direct recruits shall have to complete the induction training of at least two weeks duration 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 promotion, failing which by direct recruitment
11. In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption is to be made. : **Promotion**
MTS (General)/MTS (Security) who have completed 3 years service in the respective grade after appointment thereto on regular basis with 2 years experience as Lift Operator.

Note : 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.

12. If, a Departmental Promotion Committee exists, what is its composition? : *Group 'C' Departmental Promotion Committee (for considering promotion)/Departmental Confirmation Committee (for considering confirmation) : —*

- (1) Chairman, Puducherry Housing Board, . . Chairman Puducherry.
- (2) Additional/Deputy/Under Secretary to . . Member Government (Housing), Puducherry.
- (3) Secretary, Puducherry Housing Board, . . Member Puducherry.
- (4) Executive Engineer, Puducherry . . Member Housing Board, Puducherry.
- (5) Financial Advisor and Chief Accounts . . Member Officer, Puducherry Housing Board, Puducherry.

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

(By order of the Lieutenant-Governor)

SECRETARY,
Puducherry Housing Board.