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**புதுச்சேரி மாநில அரசிதழ்**  
**La Gazette de L'État de Poudouchéry**  
**The Gazette of Puducherry**

**PART - II**

**சிறப்பு வெளியீடு EXTRAORDINAIRE EXTRAORDINARY**

அதிகாரம் பெற்ற  
வெளியீடு

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

(G.O. Ms. No. 39, Puducherry, dated 20th June 2025)

**NOTIFICATION**

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, read with Ministry of Home Affairs' Notification No. 24/78/68-DH(S), dated 24th September, 1968 and in supersession of all other Notifications issued from time to time in this behalf, save as respects things done or omitted to be done before such supersession, the Lieutenant-Governor, Puducherry, hereby makes the following rules, namely:—

1. *Short title and commencement.*— (1) These rules may be called the Puducherry Civil Service Rules, 2025.

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

2. *Definitions.*— In these rules, unless the context otherwise requires,—

(a) "Administration" means, the Government of the Union territory of Puducherry;

(b) "Appointing Authority" in relation to any Grade means, the Authority empowered under the Central Civil Services (Classification, Control and Appeal) Rules, 1965 to make appointments to that Grade;

(c) "Appointed day" means, the date on which these rules initially came into force;

(d) "Approved service" means, the period or periods of regular service, including the period or periods during which a member of the Service could have held a post on regular basis commencing from the Entry Grade but, for his/her being on leave or otherwise not being available to hold such posts, from the 1st day of July of the year,—

(i) following the year in which the examination was held in respect of an Officer appointed directly to that Grade; and

(ii) for which the recruitment was made on regular basis in respect of an Officer appointed to that Grade by promotion;

(e) "Cadre" means, the group of posts in the Grades as specified in rule 3;

(f) "Cadre Controlling Authority" means, the Government of Puducherry;

(g) "Commission" means, the Union Public Service Commission;

(h) "Departmental Promotion Committee" means, a Committee as specified in Schedule-IV constituted to consider promotion to any Grade, as specified in Schedule-III;

(i) "Departmental Confirmation Committee" means, a Committee as specified in Schedule-IV constituted to consider the confirmation in the Entry Grade;

(j) "Duty post" means, any post as specified in Schedule-I and includes a temporary post carrying the same designation as any of the posts specified in that Schedule and the Scale of Pay of which is identical to that attached to the Service and, any other temporary post declared as duty post by the Lieutenant-Governor of Puducherry.

(k) "Government" means, the Administrator appointed by the President of India under Article 239 of the Constitution of India;

(l) "Grade" means, any of the Grades as specified in rule 3;

(m) "Member of the Service" means, a person appointed in a substantive capacity to any of the Grade of the Service, and includes a person appointed on probation to the Entry Grade of the Service;

(n) "Old rules" means, the Puducherry Civil Service Rules, 1967;

(o) "Other Backward Classes" means, the Castes and Communities notified as 'Other Backward Classes' by the Government of India from time to time;

(p) "Schedule" means, a Schedule appended to these rules;

(q) "Scheduled Castes" and "Scheduled Tribes" shall have the same meaning as assigned to them in clauses (24) and (25), respectively of Article 366 of the Constitution of India;

(r) "Service" means, the Puducherry Civil Service.

3. *Constitution of service and its classification.*— (1) On and from the date of commencement of these rules, a Central Civil Service was constituted namely, the Puducherry Civil Service consisting of persons appointed under rules 6 and 7.

(2) The service consists the following four Grades as specified in Schedule-I, namely:—

| Grade of the Service                        | Scale of pay   |
|---|--|
| Junior Administrative Grade-I<br>(Group-A)  | Pay Matrix Level-13  |
| Junior Administrative Grade-II<br>(Group-A) | Pay Matrix Level-12  |
| Selection Grade (Group-A)                   | Pay Matrix Level-11  |
| Entry Grade (Group-B)                       | (i) Pay Matrix Level-8<br>(on initial appointment)<br>(ii) Pay Matrix Level-10<br>(on completion of 4 years<br>approved service, subject to<br>Vigilance and Integrity Clearance). |

(3) The posts in the Junior Administrative Grade-I, Junior Administrative Grade-II and Selection Grade shall be the Central Civil Service Group 'A' posts and those in the Entry Grade shall be the Central Civil Service Group 'B' posts.

4. *Grades, strength and their review.*— (1) The Cadre strength and the details of Duty posts in the various Grades on the date of commencement of these rules shall be as specified in Schedule-I:

Provided that ten percent and twenty percent of the sanctioned strength of the posts in the Service shall be Non-Functional Grades of Junior Administrative Grade-I and the Selection Grade, respectively, and these shall be operated within the respective number of posts as specified in Parts B and C of Schedule-I:

Provided further that the number of posts in the Junior Administrative Grade-I shall not exceed the total number of the sanctioned posts in the Junior Administrative Grade-II.

(2) Notwithstanding anything contained in sub-rule (1), the Government may—

(a) from time to time, make temporary additions or alterations to the Duty posts in various Grades;

(b) in consultation with the Commission include in the Service, such posts as are deemed to be equivalent to the posts included in the Service in status, Grade, Scale of Pay and professional content or exclude from the Service, a Duty post already included in the Service; and

(c) in consultation with the Commission, appoint the regular incumbent of the post which has been included in the Service, as a Duty post to the appropriate Grade of the Service and fix his/her seniority taking into account the regular service rendered by him/her in the said post or analogous Grade.

(3) Notwithstanding anything contained in clauses (b) and (c) of sub-rule (2), in case any regular incumbent of the post which has been encadred in the Service is not found suitable for appointment to the Service under clause(c) of sub-rule (2), he/she will continue to hold the post and for the purpose, the post shall be treated to have been excluded from the Service till such time it is held by such incumbent. The suitability of such persons for induction into the Service shall be reviewed every year.

5. *Member of the Service.*—(1) The following persons shall be the Members of the Service:

(a) Persons appointed to the Duty posts under rule 6; and

(b) Persons appointed to the Duty posts under rule 7.

(2) A person appointed under clause (a) of sub-rule (1) shall, on such appointment, be deemed to be the Member of the Service in the appropriate Grade applicable to him in Schedule-I.

(3) A person appointed under clause (b) of sub-rule (1) shall be the Member of the Service in the appropriate Grade applicable to him in Schedule-I from the date of such appointment.

6. *Initial constitution of the Service.*—(1) All the existing Officers holding Duty post on regular basis in the Junior Administrative Grade-I, Junior Administrative Grade-II, Selection Grade and the Entry Grade of the Puducherry Civil Service as per the old rules, shall be Members of the service in the respective Grades.

(2) The regular continuous service of Officers referred to in sub-rule (1) before the commencement of these rules, shall count for the purpose of probation, qualifying service for promotion, confirmation and pension in the Service.

(3) To the extent the Cadre Controlling Authority is unable to fill up the authorized regular strength of various Grades in accordance with the provisions of this rule, the same shall be filled in accordance with the provisions of rule 7.

*7. Future maintenance of the Service.*— (1) The vacancies in any of the Grades referred to in Schedule-I, after the initial constitution under rule 6, shall be filled in the manner hereinafter provided in these rules.

(2) (a) 50% of the posts in the Entry Grade shall be filled by direct recruitment and the remaining 50% by promotion.

(b) The vacancies in the direct recruitment quota shall be filled on the basis of the Civil Services Examination conducted by the Commission.

(c) The vacancies in the promotion quota shall be filled in the following manner on the basis of the recommendations of the Departmental Promotion Committee:

- (i) 50% of the vacancies shall be filled by selection from among the Officers holding the post of Superintendent, as indicated in Schedule-II, with three years of regular service in the grade; and
- (ii) the remaining 50% shall be filled by selection from among the Officers holding posts (other than Superintendent cadre) mentioned in Schedule-II with three years of regular service in the grade, except the post of Assistant Director of Industries and Commerce for which, the eligibility service shall be six years of regular service in the grade:

Provided that the minimum qualifying service shall continue to be 3 years in respect of the existing incumbents in the post of Assistant Director of Industries and Commerce, as on the date of notification of these rules.

(d) *Inter-se* seniority among the Officers holding the feeder posts as mentioned in Schedule-II except the post of Superintendent, shall be maintained for the purpose of selection of Officers under the 50% quota earmarked for them.

(3) All the vacancies in the Junior Administrative Grade-I, Junior Administrative Grade-II and the Selection Grade shall be filled by promotion from amongst the Officers in the immediate respective lower Grade with the minimum qualifying service as specified in Schedule-III.

(4) (a) The promotion to the Junior Administrative Grade-II shall be made by selection, subject to the bench mark grade as prescribed by the Central Government from time to time for this level of posts under the Government.

(b) The induction by promotion to the Entry Grade shall be made by selection subject to the bench mark grade as prescribed by the Central Government from time to time for this level of posts under the Government.

(c) The promotion to the Junior Administrative Grade-I and the Selection Grade shall be made in the order of seniority, subject to rejection of unfit.

(5) The selection in each case under sub-rule (4) shall be made on the recommendations of the Departmental Promotion Committee.

(6) If any, Officer appointed to any Grade of the Service is considered for the purpose of promotion to the higher Grade, all persons senior to him in the Grade shall also be considered, provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or 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 or eligibility service.

**Note :** The eligibility list for promotion shall be prepared with reference to the date of completion of the qualifying service in the respective Grade or post. If, the crucial date of one or more Officers coming from different sources is one and the same, the Officer senior in age shall be placed higher in the eligibility list.

8. *Seniority*.— (1) The relative seniority of Members of the Service appointed to any Grade, on commencement of these rules, shall be relative seniority in their respective Grade as determined before the date of commencement of these rules:

Provided that if, the seniority of any such Member has not been specifically determined on the commencement of these rules, the same shall be as determined by the Competent Authority in accordance with the general instructions on seniority issued by the Government of India.

(2) The seniority of the persons recruited to the Service after the initial constitution shall be determined in accordance with the general instructions issued by the Government in the matter from time to time.

9. *Probation*.— (1) Every Officer on appointment to the Entry Grade of the Service either by direct recruitment or by promotion shall be on probation for a period of two years:

Provided that the Controlling Authority may extend the period of probation in accordance with the instructions issued by the Government from time to time in this behalf.

(2) If, during the period of probation or any extension thereof, as the case may be, the Government is of the opinion that an Officer is not fit for confirmation in the Service, the Government may discharge the Officer or revert him to the post held by him prior to his appointment in the Service, as the case may be.

(3) During the period of probation or any extension thereof, an Officer may be required by the Government to undergo such courses of training or to pass such examination or test (including examination in Hindi) as the Government may deem fit as condition for satisfactory completion of probation.

(4) As regards other matters relating to probation, the Members of the Service shall be governed by the orders or instructions issued by the Central Government in this regard from time to time.

10. *Confirmation*.— On completion of the period of probation or any extension thereof, directly recruited Officers shall, if, considered fit for confirmation in the Service, be confirmed in terms of the extant orders of the Central Government.



11. *Appointment to the Service.*— All appointments to the Service shall be made by the Appointing Authority to the Junior Administrative Grade-I or Junior Administrative Grade-II or Selection Grade or Entry Grade of the Service and not against any specific post included in the Service.

12. *Posting.*— Every member of the Service shall, unless he/she is appointed to an *ex cadre* post, or is otherwise not available for holding a Duty post owing to the exigencies of public service, be posted against a Duty post in the Administration by the Lieutenant-Governor of Puducherry.

13. *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 Service:

Provided that the Lieutenant-Governor of Puducherry 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 this rule.

14. *Other conditions of service.*— The other conditions of Service of the Members of the Service in respect of matters for which no specific provisions or inadequate provisions have been made in these rules, shall be the same as are applicable, from time to time, to the Officers of equivalent rank of the Central Government.

15. *Power to relax.*— Where, the Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing, and in consultation with the Commission, relax any of the provisions of these rules with respect to any class or category of persons.

16. *Saving.*— Nothing in these rules shall affect the reservation, relaxation in age-limit and other concessions required to be provided for the Scheduled Castes and Scheduled Tribes, Other Backward Classes, Economically Weaker Section, Persons with Disabilities and other special categories of persons in accordance with the orders issued by the Central Government, from time to time in this regard.

17. *Interpretation.*— If any, question arises relating to the interpretation of these rules, it shall be decided by the Government in consultation with the Commission.

#### SCHEDULE – I

[See rule 4(2)]

#### NAME, NUMBER AND THE SCALE OF PAY OF THE DUTY POSTS IN VARIOUS GRADES OF THE PUDUCHERRY CIVIL SERVICE

##### A. (a) Grades and sanctioned strength of the Service:

| Sl.<br>No. | Grade of the Service                        | Scale of pay  |
|------------|---|---|
| (1)        | (2)   | (3)   |
| 1.         | Junior Administrative Grade-I<br>(Group-A)  | Pay Matrix Level-13   |
| 2.         | Junior Administrative Grade-II<br>(Group-A) | Pay Matrix Level-12   |
| 3.         | Selection Grade (Group-A)                   | Pay Matrix Level-11   |
| 4.         | Entry Grade (Group-B)                       | (i) Pay Matrix Level-8<br>(on initial appointment)<br>(ii) Pay Matrix Level-10<br>(on completion of 4 years<br>approved service, subject to<br>Vigilance and Integrity<br>Clearance). |

## (b) Sanctioned Strength:

|  |           |
|--|-----------|
| 1. Specific posts  | 71        |
| 2. Deputation, Leave and Training reserves at 32.5 % of 71 | 23        |
| <b>TOTAL</b>   | <b>94</b> |

## (c) Reserves:

|                                      |           |
|--------------------------------------|-----------|
| 1. Deputation reserve at 12.5% of 71 | 9         |
| 2. Leave reserve at 10% of 71        | 7         |
| 3. Training reserve at 10% of 71     | 7         |
| <b>TOTAL</b>                         | <b>23</b> |

## B. Posts in the Junior Administrative Grade-I and the Junior Administrative Grade-II (22 Posts):

| Sl. No. | Name of the posts                       | No. of posts |
|---------|---|--------------|
| (1)     | (2)                                     | (3)          |
| 1.      | Director of School Education            | 1            |
| 2.      | Labour Commissioner                     | 1            |
| 3.      | Transport Commissioner                  | 1            |
| 4.      | Joint Secretary to Government           | 3            |
| 5.      | Director of Civil Supplies              | 1            |
| 6.      | Director of Industries and Commerce     | 1            |
| 7.      | Chief Superintendent of Jails           | 1            |
| 8.      | Director of Women and Child Development | 1            |
| 9.      | Registrar of Co-operative Societies     | 1            |
| 10.     | Director of Tourism                     | 1            |
| 11.     | Regional Administrator, Mahe            | 1            |
| 12.     | Regional Administrator, Yanam           | 1            |
| 13.     | Director of Adi Dravidar Welfare        | 1            |

| (1)   | (2)  | (3) |
|-------|--|-----|
| 14.   | Director of Local Administration   | 1   |
| 15.   | Joint Director (Health) duly redesignating the existing post of Officer on Special Duty, Health. | 1   |
| 16.   | Director of Social Welfare   | 1   |
| 17.   | Director of Fisheries and Fishermen Welfare  | 1   |
| 18.   | Director of Information and Publicity  | 1   |
| 19.   | Secretary, Legislative Assembly  | 1   |
| 20.   | Commissioner of State Tax  | 1   |
| TOTAL |  | 22  |

## C. Posts in the Selection Grade and the Entry Grade (49 posts) :

| Sl. No. | Name of the posts  | No. of posts |
|---------|--|--------------|
| (1)     | (2)  | (3)          |
| 1.      | Deputy Secretary/Under Secretary to Government   | 13           |
| 2.      | Joint Director (Administration), Agriculture Department after duly redesignating the post of Deputy Director (Administration), Agriculture Department. | 1            |
| 3.      | Director of Art and Culture  | 1            |
| 4.      | Private Secretary to the Lieutenant-Governor   | 1            |
| 5.      | Joint Registrar of Co-operative Societies  | 1            |
| 6.      | Deputy Director of Civil Supplies, Karaikal  | 1            |
| 7.      | Special Officer (Electricity) duly redesignating the existing post of Officer on Special Duty (Electricity).   | 1            |
| 8.      | Joint Director (Collegiate Education) duly redesignating the post of Officer on Special Duty (Collegiate Education).                                   | 1            |
| 9.      | Joint Director of Industries (Administration) duly redesignating the post of Deputy Director (Administration), Industries Department.                  | 1            |

| (1) | (2)  | (3) |
|-----|--|-----|
| 10. | Deputy Collector (Revenue) [North]   | 1   |
| 11. | Deputy Collector (Revenue) [South]   | 1   |
| 12. | Deputy Collector (Excise)  | 1   |
| 13. | Deputy Collector (Revenue), Karaikal   | 1   |
| 14. | Block Development Officer (Oulgaret)   | 1   |
| 15. | Block Development Officer (Ariyankuppam)   | 1   |
| 16. | Block Development Officer (Villianur)  | 1   |
| 17. | Block Development Officer (Karaikal)   | 1   |
| 18. | Deputy Transport Commissioner  | 1   |
| 19. | Joint Chief Electoral Officer  | 1   |
| 20. | Joint Director (Administration), Education Department after duly redesignating the post of Deputy Director (Administration), Education Department. | 1   |
| 21. | Deputy Labour Commissioner   | 1   |
| 22. | Deputy Director (Municipal Administration)   | 1   |
| 23. | Deputy Director (Local Administration)   | 1   |
| 24. | Deputy Director (Rural Development)  | 1   |
| 25. | Deputy Director of Civil Supplies, Puducherry  | 1   |
| 26. | Commissioner for Hindu Religious Institutions  | 1   |
| 27. | Project Executive Officer, Directorate of Rural Development.   | 1   |
| 28. | Special Officer (Police) duly redesignating the post of Officer on Special Duty (Police).  | 1   |
| 29. | District Registrar   | 1   |
| 30. | Director of Survey and Land Records  | 1   |
| 31. | Additional Collector-cum-Additional District Magistrate-cum-Director, Puducherry State Executive Committee, Puducherry.                            | 1   |
| 32. | Additional Collector-cum-Additional District Magistrate, Karaikal.   | 1   |

| (1)   | (2)  | (3) |
|-------|--|-----|
| 33.   | Deputy Collector (Headquarters)- <i>cum</i> -Deputy Collector, District Disaster Management Authority, Karaikal.           | 1   |
| 34.   | Deputy Collector (Headquarters)- <i>cum</i> -Deputy Collector, Puducherry State Disaster Management Authority, Puducherry. | 1   |
| 35.   | Deputy Collector (Land Acquisition)- <i>cum</i> -Deputy Collector, District Disaster Management Authority, Puducherry.     | 1   |
| 36.   | Deputy Collector (Land Acquisition)- <i>cum</i> -Deputy Collector, District Disaster Management Authority, Karaikal.       | 1   |
| 37.   | Deputy Chief Electoral Officer, Elections Department, Puducherry.  | 1   |
| TOTAL |  | 49  |

## SCHEDULE – II

[See rule 7(2)]

POST/GRADE/SERVICE ELIGIBLE FOR INDUCTION INTO THE  
ENTRY GRADE OF THE PUDUCHERRY CIVIL SERVICE

- (1) Assistant Director of Information and Publicity (erstwhile post of Assistant Publicity Officer);
- (2) Joint Block Development Officer;
- (3) Superintendent – who have opted for PCS;
- (4) Deputy Director/Field Officer/Assistant Director of Welfare Departments – who have opted for PCS;
- (5) Revenue Officer/Tahsildar, Department of Revenue and Disaster Management;
- (6) Assistant Director of Industries and Commerce with 6 years of regular service in the grade and opted for PCS\*;
- (7) Assistant Director/Inspector of Survey and Land Records;

- (8) Labour Officer/Employment Officer/Assistant Director, Labour Department;
- (9) Deputy Registrar of Co-operative Societies;
- (10) Assistant Director (Administration/Common Service)/Commissioner Grade-I, Local Administration Department;
- (11) Deputy Director/Assistant Director (Tourism).

\* The post of Assistant Director of Industries and Commerce is in the preremised scale of pay of ₹ 5,500–175–9,000 and hence, the eligibility period shall be 6 years for promotion.

Provided that the minimum qualifying service shall continue to be 3 years in respect of the existing incumbents in the post of Assistant Director of Industries and Commerce as on the date of notification of these rules.

#### SCHEDULE – III

[See rule 7(3)]

| Grade                          | Method of Promotion | Eligibility for promotion  |
|--------------------------------|---------------------|--|
| (1)                            | (2)                 | (3)  |
| Junior Administrative Grade-I  | Non- Selection      | A regularly appointed Junior Administrative Grade-II Officer with a minimum of eighteen years of approved service shall be eligible to be considered for promotion to the Junior Administrative Grade-I. |
| Junior Administrative Grade-II | Selection           | A regularly appointed Selection Grade Officer with a minimum of thirteen years of approved service shall be eligible to be considered for promotion to the Junior Administrative Grade-II.               |

| (1)             | (2)            | (3)  |
|-----------------|----------------|--|
| Selection Grade | Non- Selection | A regularly appointed Entry Grade Officer with a minimum of eight years of approved service shall be eligible to be considered for promotion to the Selection Grade. |

*Note :* The crucial date for determining the eligibility of promotion shall be the 1st July of the vacancy year.

#### SCHEDULE – IV

[See rule 7(2) and 7(5)]

| Sl. No. | Grade                          | Composition of the Departmental Promotion Committee  |
|---------|--------------------------------|--|
| (1)     | (2)                            | (3)  |
| 1.      | Junior Administrative Grade-I  | (i) Chairman or Member of the Union Public Service Commission.<br>.. Chairman<br>(ii) Joint Secretary in charge of the Union Territories Division in the Ministry of Home Affairs.<br>.. Member<br>(iii) Chief Secretary, Government of Puducherry.<br>.. Member |
| 2.      | Junior Administrative Grade-II | (i) Chairman or Member of the Union Public Service Commission.<br>.. Chairman<br>(ii) Joint Secretary in charge of the Union Territories Division in the Ministry of Home Affairs.<br>.. Member<br>(iii) Chief Secretary, Government of Puducherry.<br>.. Member |



| (1)   | (2)  | (3)         |
|---|--|-------------|
| 3. Selection Grade  | (i) Chairman or Member of the Union Public Service Commission.   | .. Chairman |
|   | (ii) Joint Secretary in charge of the Union Territories Division in the Ministry of Home Affairs.              | .. Member   |
|   | (iii) Chief Secretary, Government of Puducherry.   | .. Member   |
| 4. Entry Grade<br>(on initial appointment by promotion and confirmation of direct recruits) | (i) Chief Secretary, Government of Puducherry.   | .. Chairman |
|   | (ii) Deputy Secretary/Director in the Ministry of Home Affairs in charge of the Union territory of Puducherry. | .. Member   |
|   | (iii) Secretary (Personnel), Government of Puducherry.   | .. Member   |
|   | (iv) Secretary (Finance), Government of Puducherry.  | .. Member   |

*Note :* The absence of a Member, other than the Chairman, shall not invalidate the proceedings of the Departmental Promotion Committee if, more than half the Members, including the Chairman of the Committee, had attended the meeting(s).

(By order of the Lieutenant-Governor)

**V. JAISANKAR,**  
Under Secretary to Government.

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