

# RECRUITMENT RULES

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GOVERNMENT OF PUDUCHERRY  
LOCAL ADMINISTRATION SECRETARIAT

(G.O. Ms. No. 04/LAS/A5/2026, Puducherry, dated 28th January 2026)

NOTIFICATION

In exercise of the powers conferred by sub-section (2) of section 114 of the Puducherry Municipalities Act, 1973 (No. 9 of 1973) read with sub-section (2) of section 68 of the Puducherry Village and Commune Panchayats Act, 1973 (No. 10 of 1973) and all other powers enabling him in this behalf, the Lieutenant-Governor, Puducherry, hereby makes the following rules regulating the method of recruitment to the posts of Assistant in the Municipalities and the Commune Panchayats of this Union territory of Puducherry, namely:—

1. *Short title and commencement.*— (i) These rules may be called the Puducherry Combined Common Ministerial Service for Municipalities and Commune Panchayats (Assistant) Recruitment Rules, 2026.

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

2. *Number of posts, its classification and Level in the Pay Matrix.*— The number of posts, its classification and Level in the Pay Matrix attached thereto, shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.

3. *Method of recruitment, age-limit and other qualifications, etc.*— The method of recruitment, age-limit, qualifications and other matters relating thereto, shall be as specified in columns (5) to (13) of the said Schedule.

4. *Disqualification.*— No persons,—

(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, 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 there are other grounds for so doing, exempt any person from the operation of this rule.

5. *Power to relax.*— Where, the Lieutenant-Governor, Puducherry 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 respect to any class or category of persons.

6. *Savings.*— Nothing in these rules shall affect the reservations, relaxation 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 ASSISTANT**

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1. Name of the post : Assistant
2. Number of posts : 45 (Forty-five) [2026]  
(Municipalities – 31 posts and Commune Panchayats – 14 posts)  
Subject to variation dependent on work-load.
3. Classification : Group 'B'
4. Level in the Pay Matrix : Level - 6 (₹35,400-1,12,400) in the Pay Matrix.
5. Whether Selection post or Non-selection post : Selection
6. Age-limit for direct recruits : Not exceeding 30 years.  
*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**  
Bachelor's Degree of a recognised University/Institution.  
*Note* : Qualifications are 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. : *Age* : No  
*Educational Qualification* : No
9. Period of probation, if any : Two years for direct recruits and promotees.  
*Note - 1* : 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.  
*Note - 2* : The direct recruitment candidates are required to pass the following Departmental Tests conducted by the Department of Personnel and Administrative Reforms (Personnel Wing), Puducherry within the period of probation, namely:–
- (i) Accounts Test for Subordinate Officers;
  - (ii) Common General Departmental Test for Ministerial Staff; and
  - (iii) Office Automation.

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% by promotion failing which by deputation failing both by direct recruitment.

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

(1) Upper Division Clerks in the Level-4 of the Pay Matrix 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 Department of Personnel and Administrative Reforms (Personnel Wing), namely:–

- (i) Accounts Test for Subordinate Officers; and
- (ii) Common General Departmental Test for Ministerial Staff;

and have successfully completed 2 to 4 weeks training conducted by the Puducherry Administration.

*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**

Officials of Puducherry Administration –

- (a) (i) Holding analogous posts on regular basis in the parent cadre or Department; or
- (ii) With 6 years regular service in the post in the Pay Level-5 in the Pay Matrix in parent cadre or Department; or
- (iii) With 10 years regular service in the post of in the Pay Level-4 in the Pay Matrix in parent cadre or Department; and

- (b) Possessing Accounts Test for Subordinate Officers and Common General Departmental Test for Ministerial Staff conducted by the Department of Personnel and Administrative Reforms (Personnel Wing), Puducherry.

*Note* : 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 exceeding 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/ Recruitment Committee exists, what is its composition? : *Group 'B' Recruitment Committee/Departmental Promotion Committee (for considering Promotion/Confirmation) :—*

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|--|--------------|
| (i) Secretary to Government<br>(Local Administration).                                   | . . Chairman |
| (ii) Director,<br>Local Administration Department.                                       | . . Member   |
| (iii) Deputy Director<br>(Municipal Administration),<br>Local Administration Department. | . . Member   |
| (iv) Deputy Director (Rural Development),<br>Local Administration Department.            | . . Member   |

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

(By order of the Lieutenant-Governor)

**BASKAR P,**

Under Secretary to Government (Local Administration).

GOVERNMENT OF PUDUCHERRY  
LOCAL ADMINISTRATION SECRETARIAT

(G.O. Ms. No. 05/LAS/A5/2026, Puducherry, dated 28th January 2026)

NOTIFICATION

In exercise of the powers conferred by sub-section (2) of section 114 of the Puducherry Municipalities Act, 1973 (No. 9 of 1973) read with sub-section (2) of section 68 of the Puducherry Village and Commune Panchayats Act, 1973 (No. 10 of 1973) and all other powers enabling him in this behalf, and in supersession of Notifications issued *vide* G.O. Ms. No. 1/95-96/LAS, dated 3rd April, 1995 of the Development Department (Local Administration), Government of Puducherry and G.O.Ms.No.2/95-96/LAS, dated 3rd April, 1995 of the Development Department (Local Administration), Government of Puducherry, in so far as it relates to the post of Office Manager Grade-III/Senior Assistant in the Municipalities and the Commune Panchayats, respectively and published as a Supplement to the Gazette No. 31, dated 1st August, 1995, save as respects things to be 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 posts of Upper Division Clerk in the Municipalities and the Commune Panchayats of this Union territory of Puducherry, namely:—

1. *Short title and commencement.*— (i) These rules may be called the Puducherry Combined Common Ministerial Service for Municipalities and Commune Panchayats (Upper Division Clerk) Recruitment Rules, 2026.

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

2. *Number of posts, its classification and Level in the Pay Matrix.*— The number of posts, its classification and Level in the Pay Matrix attached thereto, shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.

3. *Method of recruitment, age-limit and other qualifications, etc.*— The method of recruitment, age-limit, qualifications and other matters relating thereto, shall be as specified in columns (5) to (13) of the said Schedule.

4. *Disqualification.*— No persons,—

(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, 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 there are other grounds for so doing, exempt any person from the operation of this rule.

5. *Power to relax.*— Where, the Lieutenant-Governor, Puducherry 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 respect to any class or category of persons.

6. *Savings.*— Nothing in these rules shall affect the reservations, relaxation 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 UPPER DIVISION CLERK**

1. Name of the post : Upper Division Clerk
2. Number of posts : 88 (Eighty-eight) [2026]  
(Municipalities – 64 posts;  
Commune Panchayats – 24 posts)  
Subject to variation dependent on work-load.
3. Classification : Group 'C'
4. Level in the Pay Matrix : Level - 4 in the Pay Matrix.
5. Whether Selection post or Non-selection post : Non-selection
6. Age-limit for direct recruits : Not exceeding 30 years.
- 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**  
Bachelor's Degree of a recognised University/Institution.  
*Note* : Qualifications are 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.
- Note - 1* : 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.
- Note - 2* : The direct recruitment candidates are required to pass the following Departmental Tests conducted by the Department of Personnel and Administrative Reforms (Personnel Wing), Puducherry within the period of probation, namely:-
- (i) Accounts Test for Subordinate Officers;
  - (ii) Common General Departmental Test for Ministerial Staff; and

(iii) Typewriting test (Lower Grade) in English or Tamil or Malayalam or Telugu conducted by a recognized Board of Technical Education; and

(iv) Office Automation.

10. Method of recruitment, whether by direct recruitment or by promotion or by deputation / transfer and percentage of the vacancies to be filled by various methods. : (i) 50% by promotion failing which by deputation failing both by direct recruitment.  
(ii) 50% by direct recruitment.

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

(1) Lower Division Clerks in the Level-2 of the Pay Matrix with 8 years of service in the grade rendered after appointment thereto on regular basis and who have passed the following Departmental Test conducted by Department of Personnel and Administrative Reforms (Personnel Wing), namely:—

- (i) Accounts Test for Subordinate Officers; and
- (ii) Common General Departmental Test for Ministerial Staff;

and have successfully completed 2 to 4 weeks training conducted by the Puducherry Administration.

*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**

Officials of Puducherry Administration –

- (a) (i) Holding analogous posts on regular basis in the parent cadre or Department; or
- (ii) With 8 years regular service in the post in the Pay Level-2 in the Pay Matrix in parent cadre or Department; and

(iii) With 10 years regular service in the post of in the Pay Level-4 in the Pay Matrix in parent cadre or Department; and

(b) Possessing Accounts Test for Subordinate Officers and Common General Departmental Test for Ministerial Staff conducted by the Department of Personnel and Administrative Reforms (Personnel Wing), Puducherry.

*Note* : 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 exceeding 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/ Recruitment Committee exists, what is its composition? *Group 'C' Recruitment Committee/Departmental Promotion Committee (for considering Promotion/Confirmation) :—*

- (i) Director, . . . Chairman  
Local Administration Department.
- (ii) Deputy Director . . . Member  
(Municipal Administration),  
Local Administration Department.
- (iii) Deputy Director (Rural Development), . . . Member  
Local Administration Department.

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

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(By order of the Lieutenant-Governor)

**BASKAR P,**  
Under Secretary to Government (Local Administration).

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GOVERNMENT OF PUDUCHERRY  
LOCAL ADMINISTRATION SECRETARIAT

(G.O. Ms. No. 06/LAS/A5/2026, Puducherry, dated 28th January 2026)

NOTIFICATION

In exercise of the powers conferred by sub-section (2) of section 114 of the Puducherry Municipalities Act, 1973 (No. 9 of 1973) read with sub-section (2) of section 68 of the Puducherry Village and Commune Panchayats Act, 1973 (No. 10 of 1973) and all other powers enabling him in this behalf, and in supersession of the Notifications issued *vide* G.O. Ms. No. 61/2003/LAS, dated 2nd September, 2003 of the Local Administration Secretariat, Government of Puducherry and G.O. Ms. No. 62/2003/LAS, dated 2nd September, 2003 of the Local Administration Secretariat, Government of Puducherry, in so far as it relates to the post of Junior Assistant in the Municipalities and the Commune Panchayats, respectively and published as a Supplement to the Gazette No. 38 of the 23rd September, 2003, save as respects things to be 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 posts of Lower Division Clerk in the Municipalities and Commune Panchayats of this Union territory of Puducherry, namely:—

1. *Short title and commencement.*— (i) These rules may be called the Puducherry Combined Common Ministerial Service for Municipalities and Commune Panchayats (Lower Division Clerk) Recruitment Rules, 2026.

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

2. *Number of posts, its classification and Level in the Pay Matrix.*— The number of posts, its classification and Level in the Pay Matrix attached thereto, shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.

3. *Method of recruitment, age-limit and other qualifications, etc.*— The method of recruitment, age-limit, qualifications and other matters relating thereto, shall be as specified in columns (5) to (13) of the said Schedule.

4. *Disqualification.*— No persons,—

(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, 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 there are other grounds for so doing, exempt any person from the operation of this rule.

5. *Power to relax.*— Where, the Lieutenant-Governor, Puducherry 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 respect to any class or category of persons.

6. *Savings.*— Nothing in these rules shall affect the reservations, relaxation 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 LOWER DIVISION CLERK

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1. Name of the post : Lower Division Clerk
2. Number of posts : 94 (Ninety-four) [2026]  
(Municipalities – 64 posts;  
Commune Panchayats – 30 posts)  
Subject to variation dependent on work-load.
3. Classification : Group 'C'
4. Level in the Pay Matrix : Level - 2 in the Pay Matrix.
5. Whether Selection post or Non-selection post : Non-selection
6. Age-limit for direct recruits : Between 18 and 30 years.  
*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.Sc, (10+2 pattern) or its equivalent from a recognised Board or University.  
(b) A pass in Typewriting Lower Grade in English or Tamil or Malayalam or Telugu examination conducted by Government/Board of Technical Education.  
*Note* : Qualification are 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. : *Age* : No  
*Educational qualification* : No. Shall possess at least pass in S.S.L.C.
9. Period of probation, if any : Two years for direct recruits.  
*Note - 1* : 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.  
*Note - 2* : The direct recruitment candidates are required to pass the following Departmental Tests conducted by the Department of Personnel and Administrative Reforms (Personnel Wing), Puducherry within the period of probation, namely:–

- (i) Accounts Test for Subordinate Officers;
- (ii) Common General Departmental Test for Ministerial Staff; and
- (iii) Office Automation.

10. Method of recruitment, whether by direct : (i) 50% by promotion failing which by deputation failing recruitment or by promotion or by deputation / both by direct recruitment. absorption and percentage of the vacancies to be filled by various methods. (ii) 50% by direct recruitment.

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

Caretaker/Peon/Watchman/Tank Operator/ Sanitary Worker in Level-1 of Pay Matrix with 3 years service appointment thereto on regular basis and have successfully completed 2 to 4 weeks training conducted by the Puducherry Administration.

*Note - 1* : Only those Caretaker/Peon/Watchman/Tank Operator/ Sanitary Worker who have opted for promotion to the post of LDC will be eligible for promotion.

*Note - 2* : 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 - 3* : 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.

*Note - 4* : The promotees shall have to pass the following Departmental Tests/Course within a period of two years from the date of his/her promotion, namely:-

- (i) Accounts Test for Subordinate Officers; and
- (ii) Common General Departmental Test for Ministerial Staff;
- (iii) Office Automation.

*Note - 5* : The promotees appointed to the post by non-selection method should pass the typewriting exam (Lower Grade) in English or Tamil or Malayalam or Telugu conducted by Government/Board of Technical Education or should pass the typing speed test on computer conducted by Puducherry Administration within 2 years from the date of promotion.

*Note - 6* : Where juniors 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 of Puducherry Administration –

- (a) (i) Holding analogous posts on regular basis in the parent cadre or Department; or
- (ii) With 3 years regular service in the post in the Pay Level-1 in the Pay Matrix in parent cadre or Department; and
- (b) Possessing educational and other qualification prescribed for direct recruitment under column-(7).

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

- (i) Director, . . Chairman  
Local Administration Department.
- (ii) Deputy Director . . Member  
(Municipal Administration),  
Local Administration Department.
- (iii) Deputy Director (Rural Development), . . Member  
Local Administration Department.

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

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(By order of the Lieutenant-Governor)

**BASKAR P,**  
Under Secretary to Government (Local Administration).