

GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF STATIONERY AND PRINTING

No.10/DSP/Estt./E1/2022-23

1504

Puducherry, the 12 JUL 2023

OFFICE MEMORANDUM

The revised Draft Recruitment Rules for the post of Foreman, Group 'B' Non Gazetted are placed on the website of this Directorate inviting comments from the stakeholder.

2. Hence, all the stakeholders are requested to send their comments, if any, in writing within a period of 30 days from the date of publication of the draft Recruitment Rules on the website of this Directorate.



(N. TAMILSELVAN)
DIRECTOR




Encl.: as above

SCHEDULE
RECRUITMENT RULES FOR THE POST OF FOREMAN

1.	Name of the post	Foreman
2.	Number of Post	11 (Eleven) (2023) (Planning & General – 4 Binding – 4 Maintenance – 1 Desk Top Publishing – 2)
3.	Classification	Subject to variation dependent on work load “General Central Services - Group “B” (Non Gazetted) - Non-Ministerial”
4.	Level in the Pay Matrix	Level 6
5.	Whether Selection or non selection post	selection
6.	Age limit for direct recruits	Not exceeding 30 years (Relaxable for Government Servants upto 5 years in accordance with the orders or instruction issued by the Central Government) Note: The crucial date for determining the age-limit shall be as advertised by the Competent Authority
7.	Education and other qualifications required for direct recruits	Essential: Diploma in Printing Technology with 5 years supervisory experience in all field of, Desk Top, Publishing, preprinting, printing, Binding, costing, estimating and inventory control. Desirable: Degree in Printing Technology with 2 years supervisory experience in all field of, Desk Top, Publishing, preprinting, printing, Binding, costing, estimating and inventory control. Note-1: 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. Note- 2: The Qualification regarding experience is relaxable at the discretion of the Competent Authority for reasons to be recorded in writing in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection, the Union Public Service Commission is of the opinion that sufficient number of candidates from these communities 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 : No

9. Period of probation if any, Two years for direct recruits.
- Note: 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*
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 By promotion, failing which by direct recruitment
11. In case of recruitment by promotion/ deputation / transfer, grades from which promotion /deputation / transfer is to be made Departmental Promotion Committee
- Promotion:**
- Section Holder(Planning & General) with 6 years regular service in the grade for Foreman(Planning & General)
 - Section Holder(Binding) with 6 years of regular service in the grade for Foreman(Binding)
 - Section Holder(Maintenance) with 6 years regular service for Foreman(Maintenance)
 - Desk Top Publishing Operator with 6 years regular service in the grade for Foreman(Desk Top Publishing)
- Note -1: The eligibility service shall continue to be 3 years for persons 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 requisite qualifying/ eligibility service 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 'B' Departmental Promotion Committee (for considering promotion)/ Group 'B' Departmental Confirmation Committee(for consideration Confirmation)
- Chief Secretary to Government
... Chairman
 - The Secretary to Government(Stationery & Printing)
... Member
 - Director of Stationery & Printing ...
Member
13. Circumstances in which Union Public Service Commission is to be consulted in making recruitment Does not arise


Signature of the Officer
Sending the proposals