

## SCHEDULE

### RECRUITMENT RULES FOR THE POST COPY HOLDER

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| 1. | Name of the post  | Copy Holder  |
| 2. | Number of Post  | 17 (Seventeen) [2022] subject to variation dependent on work load  |
| 3. | Classification  | General Central Services Group 'C' - Non - Gazetted - Non-Ministerial  |
| 4. | Level in the Pay Matrix   | Level 2  |
| 5. | Whether Selection or non selection post                         | Not applicable   |
| 6. | Age limit for direct recruits                                   | <p>Between 18 and 30 years (Upper-age-limit relaxable for Government Servants upto 40 years in accordance with the instructions or orders issued by the Central Government, provided such Government Servants are working for not less than 3 years in posts which are in the same line or allied cadres and where a relationship can be established that the services rendered by them in the department will be useful for efficient discharge of duties in the post for which selection is made.)</p> <p>Note: (1) In the case of recruitment made through advertisement, the crucial date for determining the age-limit shall be the closing date for receipt of applications.</p> <p>(2) In the case of recruitment made through the Employment Exchange, the crucial date for determining the age-limit shall, in each case, be the last date up to which the Employment Exchanges are asked to submit the names</p> |
| 7. | Education and other qualifications required for direct recruits | <p>(i) S.S.L.C or its equivalent</p> <p>(ii) 3 years experience in Proof Reading in the following languages in any Government Press or in a large Printing and Publishing firm</p> <p>(a) Puducherry and Karaikal – English and Tamil</p> <p>(b) Mahe – English and Malayalam</p> <p>(c) Yanam – English and Telugu</p> <p>(iii) A pass in trade test.</p>   |

Note: The qualification regarding experience is relaxable at the discretion of the competent authority in the case of candidates belonging to the scheduled castes if at any stage of selection, the competent authority 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 vacancy reserved for them

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| 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  |
| 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 | <p>By direct recruitment</p> <p>Note: Vacancies caused by the incumbents being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation basis from officials of Puducherry Administration</p> <p>(a) (i) Holding analogous posts on regular basis or<br/>(ii) with 3 years service in posts in Level 1 in the Pay Matrix and<br/>(b) Possessing the educational qualifications and experience prescribed for direct recruits under column(7)</p> <p>(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 Government shall ordinarily not exceed three years. The maximum age-limit for appointment by deputation shall be not exceeding 56 years on the closing date of receipt of applications)</p> |
| 11. | In case of recruitment by promotion/ deputation / transfer, grades from which promotion /deputation / transfer is to be made Departmental Promotion Committee   | Not applicable   |

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. Secretary to Government (Stationery and Printing) – Chairman
  2. Joint/Deputy/Under Secretary to Government (Stationery and Printing) – Member
  3. Director of Stationery and Printing - Member
13. Circumstances in which Union Public Service Commission is to be consulted in making recruitment Not Applicable

Signature of the Officer  
Sending the proposals