

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

No.A.22015/2018/DPAR/CCUI

dated **13 DEC 2018**

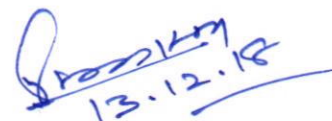
MEMORANDUM

The Lower Division Clerks appointed through direct recruitment quota based on Recruitment Rules issued vide G.O. Ms. No. 74/DP&AR/CC dated 14th December 2010 were to undergo a Capsule Training including Office Automation to be conducted by the Government of Puducherry for a period of one year. However, they were given Induction training for a period of 15 days and training in Office Automation for 3 months.

Subsequently, however, the Recruitment Rules for the post of Lower Division Clerk was amended vide G.O. Ms. No. 115/DP&AR/CCUI, dated 28th November 2016 in which the provision for training has been retained but without any specific mention about the duration of training. It is also noted that the DoPT, vide their office memorandum dated 30/10/2014, has advised that there should be a mandatory induction training of atleast two weeks for direct recruits.

The matter has been examined in the light of extant Recruitment Rules and it is clarified that if the Lower Division Clerks appointed under direct recruitment quota as per Recruitment Rules issued vide G.O. Ms. No. 74/DP&AR/CC dated 14th December 2010 have undergone Capsule Training including Office Automation for 3 months conducted by the Government of Puducherry, it will fulfill the criteria of the training as per the extant Recruitment Rules, and therefore they may be declared to have satisfactorily completed the period of probation subject to fulfillment of other conditions such as passing of departmental tests, etc.,

// By order //


13.12.18

(V. JAISANKAR)
UNDER SECRETARY TO GOVERNMENT

To

All Heads of Departments/ Offices