

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

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No.A.12017/1/2005/DPAR/SS-I(1)

Puducherry, dated: 07.05.2018

**CIRCULAR**

Sub: Amendment to **Pondicherry Civil Service Rules, 1967** –  
Seeking comments of the stakeholders – Reg.

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The Department of Personnel and Administrative Reforms (Personnel Wing), Puducherry has proposed to amend 'Pondicherry Civil Service Rules, 1967'.

2. In terms of O.M. No.AB-14017/61/2008-Estt.(RR) dated 13.10.2015 of the DoPT, New Delhi the proposed Recruitment Rules is uploaded in the website of DP & AR, Puducherry for inviting comments of the stakeholders.

3. Comments, if any, may be sent to the undersigned latest by **05.06.2018** and a soft copy of the same may also be sent through e-mail to [usgad.pon@nic.in](mailto:usgad.pon@nic.in).



(V. JAISANKAR)

UNDER SECRETARY TO GOVERNMENT

Encl: As stated.

To

All concerned.

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

No.A.12017/1/2005/DPAR/SS-I(1)

Puducherry, dated:

NOTIFICATION

In exercise of the powers conferred by the proviso to article 309 of the Constitution of India read with Home Ministry's Notification No.24/78/DH(S) dated 24<sup>th</sup> September, 1968 and in supersession of all other Notifications issued 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 'Puducherry Civil Service Rules, 2018'.
- (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) "Administrator" means the Administrator of the Union Territory of Puducherry appointed by the President under article 239 of the Constitution;
- (c) "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;
- (d) "appointed day" means the date on which these rules shall come into force;
- (e) "approved service" means the period or periods of regular service, including 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 1<sup>st</sup> 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;
- (f) "Cadre" means the group of posts in the grades as specified in Rule 3;
- (g) "Cadre Controlling Authority" means the Government of Puducherry;
- (h) "Commission" means the Union Public Service Commission;
- (i) "Departmental Promotion Committee" means a Committee as specified in Schedule-IV constituted to consider promotion to any grade and confirmation in any grade, as specified in Schedule-III;
- (j) "duty post" means any post 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 Administrator;

- (k) "Government" means the Government of Puducherry;
- (l) "grade" means any of the grades 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 Pondicherry Civil Service Rules, 1967;
- (o) "Schedule" means a Schedule appended to these rules;
- (p) "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;
- (q) "Service" means the Puducherry Civil Service;

### 3. Constitution of Service and its classification.-

- (1) On and from the date of commencement of these rules there shall be constituted a Central Civil Service to be known as the Puducherry Civil Service consisting of persons appointed under Rules 6 and 7.
- (2) The Service shall have the following four grades as specified in Schedule-I, namely:

Sl. No	Grades of the service	Scales of pay
(1)	(2)	(3)
1.	Junior Administrative Grade-I (Group-A)	PB 4 - ₹37400-67000 + GP of ₹8700/ Level-13
2.	Junior Administrative Grade-II (Group-A)	PB 3 - ₹15600-39100 + GP of ₹7600/ Level-12
3.	Selection Grade (Group-A)	PB 3 - ₹15600-39100 + GP of ₹6600/ Level-11
4.	Entry Grade (Group-B)	i) PB 2 - ₹9300-34800 + GP of ₹4800/ Level-8 (on initial appointment); ii) PB 3 - ₹15600-39100 + GP of ₹5400/ Level-10 (on completion of 4 years approved service subject to Vigilance and Integrity Clearance).

- (3) The posts in Junior Administrative Grade-I, Junior Administrative Grade-II and Selection Grade shall be Central Civil Service Group 'A' posts and those in Entry Grade shall be 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 Selection Grade respectively, and these shall be operated within the respective number of posts specified in Parts B and C of Schedule-I;

Provided further that the number of posts in Junior Administrative Grade-I shall not exceed the total number of sanctioned posts in the Junior Administrative Grade-II, in the Pay Band-4 ₹37400-67000 + Grade Pay ₹8700/ Level-13.

- (2) (i) 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 will be reviewed every year.

#### **5. Member of the Service.-**

- (1) The following persons shall be the members of the Service:
- (a) persons appointed to duty posts under rule 6; and
  - (b) persons appointed to 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 existing officers holding duty post on regular basis in Junior Administrative Grade-I, Junior Administrative Grade-II, Selection Grade and Entry Grade of the Puducherry Civil Service as per old rules, shall be members of the service in the respective grades.
- (2) All the existing officers holding posts on regular basis which have been encadred in the Service shall continue to be in their respective posts and grades as existed before the appointed day till they become members of the Service after their suitability has been assessed by the Commission. In case they are assessed suitable, they shall be deemed to have been appointed to the appropriate grade from the date(s) of their regular appointment to such grades. In case any officer is not found suitable for appointment to the Service, the encadred post held by him/ her regularly shall be treated as ex-cadre till he/ she is inducted into the Service or vacates the post and his case shall be reviewed every year.
- (3) 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.
- (4) To the extent the Cadre Controlling Authority is not able 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 rules 7 and 8.

## 7. Further 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) Fifty percent of the posts in Entry Grade shall be filled by direct recruitment and the remaining fifty percent 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 promotion quota shall be filled in the following manner:

50% of the vacancies shall be filled by selection from among the officers holding the Schedule-II post of 'Superintendent' with three years of regular service in the grade and the remaining 50% from among the officers of the other posts mentioned in Schedule-II with three years of regular service by selection, on the basis of the recommendations of the Departmental Promotion Committee.
  - (d) Inter-se seniority among the officers holding feeder posts mentioned in Schedule-II except the post of 'Superintendent' shall be maintained for the purpose of selection of officers under the 50% quota earmarked to them.
- (3) All the vacancies in the Junior Administrative Grade-I, Junior Administrative Grade-II and 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 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 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 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 will be placed higher in the eligibility list.*

## 8. Filling up of duty posts by deputation.-

- (1) Notwithstanding anything contained in rule 7, where the Government is of the opinion that it is necessary or expedient to do so, it may for reasons to be recorded in writing and in consultation with the Commission, fill a duty post in any grade by deputation, including short term contract for such period as per the instructions of the Government of India issued from time to time.
- (2) The qualifications, experience and the eligibility service required for appointment on deputation to any grade of Service under these rules shall be decided by the Government in consultation with the Commission on each occasion.

## 9. Seniority.-

- (1) The relative seniority of members of the Service appointed to a grade of the Service, at the time of initial constitution of the Service under rule 6, shall be as obtaining on 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 on the basis of the rules governing the fixation of seniority as were applicable to the members of the Service prior to the commencement of these rules.
- (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.

## 10. 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 Government may extend the period of probation in accordance with the instructions issued by the Central 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 Government to undergo such courses of training or to pass such examination or test (including proficiency test in any one of the regional languages of the Union Territory of Puducherry), as the Government may deem fit as a 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.

## 11. 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



## **12. 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.

## **13. 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 the public service, be posted against a duty post in the Administration by the Administrator.

## **14. 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 Administrator 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.

## **15. Other conditions of service.-**

The other conditions of service of 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 officers of equivalent rank of the Central Government.

## **16. 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.

## **17. 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 and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

## **18. 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(1)]

*Name, number and scale of pay of duty posts in various grades of the  
Puducherry Civil Service*

**A. Grades and sanctioned strength of the service:**

(a)	Grades of the service	Scales of pay
1.	Junior Administrative Grade-I Group-A	PB 4 - ₹37400-67000 + GP of ₹8700/ Level-13
2.	Junior Administrative Grade-II Group-A	PB 3 - ₹15600-39100 + GP of ₹7600/ Level-12
3.	Selection Grade Group-A	PB 3 - ₹15600-39100 + GP of ₹6600/ Level-11
4.	Entry Grade Group-B	i) PB 2 - ₹9300-34800 + GP of ₹4800/ Level-8 (on initial appointment); ii) PB 3 - ₹15600-39100 + GP of ₹5400/ Level-10 (on completion of 4 years approved service subject to Vigilance and Integrity Clearance).

(b) Sanctioned Strength

1.	Specific posts	63
2.	Deputation, Leave and Training Reserves at 32.5% of 63	20
		<b>Total 83</b>

(c) Reserves

1.	Deputation reserve at 12.5% of 63	8
2.	Leave reserve at 10% of 63	6
3.	Training reserve at 10% of 63	6
		<b>Total 20</b>

**B. Posts in the Junior Administrative Grade-I and Junior Administrative Grade-II  
(21 posts):**

Sl. No.	Name of the post	No. of Posts
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 & Commerce	1
7.	Chief Superintendent of Jails	1
8.	Director of Women & 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
14.	Director of Local Administration	1
15.	Joint Director (Health)	1
16.	Director of Social Welfare	1
17.	Director of Fisheries & Fishermen Welfare	1
18.	Director of Information & Publicity	1
19.	Secretary, Legislative Assembly	1
	<b>TOTAL</b>	<b>21</b>



**C. Posts in Selection Grade and Entry Grade (42 posts):**

Sl. No.	Name of the post	No. of Posts
1.	Deputy Secretary / Under Secretary to Government	13 posts
2.	Joint Director (Admn.) Agriculture Department after duly re-designating the post of Deputy Director (Admn.), Agriculture Department	1 post
3.	Director of Art & Culture	1 post
4.	Private Secretary to Lieutenant Governor	1 post
5.	Joint Registrar of Co-operative Societies	1 post
6.	Deputy Director of Civil Supplies, Karaikal	1 post
7.	Special Officer (Electricity) duly re-designating the existing post of Officer on Special Duty (Electricity)	1 post
8.	Joint Director (Collegiate Education) duly re-designating the post of Officer on Special Duty (Collegiate Education)	1 post
9.	Joint Director of Industries (Admn.) duly re-designating the post of Deputy Director (Admn.), Industries Department	1 post
10.	Deputy Collector (Revenue) [North]	1 post
11.	Deputy Collector (Revenue) [South]	1 post
12.	Deputy Collector (Excise)	1 post
13.	Deputy Collector (Revenue), Karaikal	1 post
14.	Block Development Officer (Oulgaret)	1 post
15.	Block Development Officer (Ariyankuppam)	1 post
16.	Block Development Officer (Villianur)	1 post
17.	Block Development Officer (Karaikal)	1 post
18.	Deputy Transport Commissioner	1 post
19.	Joint Chief Electoral Officer	1 post
20.	Joint Director of Admn., (Education) after duly redesignating the post of Deputy Director (Admn.), Education Department	1 post
21.	Deputy Labour Commissioner	1 post
22.	Deputy Director (Municipal Admn.),	1 post
23.	Deputy Director (Local Admn.)	1 post
24.	Deputy Director (Rural Development)	1 post
25.	Deputy Director of Civil Supplies, Puducherry	1 post
26.	Commissioner for Hindu Religious Institutions	1 post
27.	Project Executive Officer, Directorate of Rural Development	1 post
28.	Special Officer (Police)	1 post
29.	District Registrar	1 post
30.	Director of Survey & Land Records	1 post
<b>Total</b>		<b>42 Posts</b>

Total (B+C) = (21+ 42)	63
Deputation, leave and Training Reserves	20
<b>Grand Total</b>	<b>83</b>

## SCHEDULE-II

[See RULE - 7(2)]

### *Post/ Grade/ Service eligible for induction into Entry Grade of Puducherry Civil Service*

1. Assistant Director of Information & Publicity (Erstwhile of Assistant Publicity Officer)
2. Joint Block Development Officer
3. Superintendent - who have opted for PCS.
4. Deputy Director / Field Officer / Asst. Director of Welfare Departments - Who have opted for PCS
5. Revenue Officer/ Tahsildar, Dept. of Revenue & Disaster Management.
6. Assistant Director of Industries & Commerce with 6 years of regular service in the grade and opted for PCS \*
7. Asst. Director / Inspector of Survey and Land Records
8. Labour Officer / Employment Officer / Asst. Director, Labour Department
9. Deputy Registrar of Co-operative Societies
10. Tahsildar (Elections), Elections Department
11. Assistant Director (Administration / Common Service) / Commissioner Grade-I, Local Administration Department
12. Deputy Director/ Assistant Director (Tourism)

\* - *The post of Assistant Director of Industries & Commerce is in the pre-revised scale of pay of ₹5500-175-9000 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 & Commerce as on the date of notification of these rules.*

**SCHEDULE-III**

[See RULE - 7(3)]

<i>Sl. No.</i>	<i>Grade</i>	<i>Method of Promotion</i>	<i>Eligibility for promotion</i>
1.	Junior Administrative Grade - I	Non-Selection	A regularly appointed Junior Administrative Grade-II officer with a minimum of <u>sixteen years approved service</u> shall be eligible to be considered for promotion to the Junior Administrative Grade-I.
2.	Junior Administrative Grade-II	Selection	A regularly appointed Selection Grade officer with a minimum of <u>eleven years approved service</u> shall be eligible to be considered for promotion to the Junior Administrative Grade-II
3.	Selection Grade	Non-Selection	A regularly appointed Entry Grade officer with a minimum of <u>six years approved service</u> shall be eligible to be considered for promotion to the Selection Grade.

*NOTE: The crucial date for determining the eligibility of an officer for promotion shall be the 1<sup>st</sup> January of the year in which the vacancy has occurred.*

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