

RECRUITMENT RULES

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GOVERNMENT OF PONDICHERRY
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)

(G.O. Ms. No. 30/2012-DP&AR, dated 22nd March 2012)

NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, read with the Notification No. F5/4/65-GP, dated 11th January 1965 of the Ministry of Home Affairs, Government of India, New Delhi and in supersession of the notification issued in G.O. Ms. No. 97/2005-DP&AR, dated 15th December 2005 of the Department of Personnel and Administrative Reforms (Personnel Wing), Puducherry and published in the Supplement to the Gazette No. 52, dated 27th December 2005 and notification issued in G. O. Ms. No. 32/2008-DP&AR, dated 7th May 2008 of Department of Personnel and Administrative Reforms (Personnel Wing), Puducherry published in the Supplement to the Gazette No. 23, dated 3rd June 2008, save as respects things done or omitted to be done before such supersessions and in pursuance of the orders issued in G. O. Ms. No. 11/DP&AR(PW)/SS.II(1), dated 1st March 2011 of Department of Personnel and Administrative Reforms (Personnel Wing), Puducherry, the Lieutenant-Governor, Puducherry hereby makes the following rules regulating the method of recruitment to the post of Stenographer Grade-I in the Government of Puducherry, namely :—

1. *Short title and commencement.*— (1) These rules may be called the Government of Puducherry (Stenographer Grade-I) Recruitment Rules, 2012.

(2) They shall come into force on and from the date of their publication in the official gazette.

2. *Number of post, its classification and scale of pay.*— The number of the said post, its classification and Pay Band and Grade Pay / Pay Scale attached thereto, shall be as specified in columns (2) to (4) of the Schedule annexed hereto.

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

4. *Disqualification.*—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 said post :

Provided that the Lieutenant-Governor 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 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 and in consultation with Union Public Service Commission, relax any of the provisions of these rules with respect to any class or category of persons.

6. *Saving.*—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 person in accordance with the orders issued by the Government from time to time in this regard.

SCHEDULE

RECRUITMENT RULES FOR THE POST OF STENOGRAPHER GRADE-I

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1. Name of the post : Stenographer Grade-I
2. Number of posts : 122 (2012) Subject to variation dependent on work-load.
3. Classification : General Central Services-Group 'B' Non-Gazetted-Ministerial
4. Pay Band and Grade Pay/Pay Scale : Pay Band-2 ₹ 9,300-34,800 + Grade Pay ₹ 4,200
5. Whether selection post or non-selection post : Selection
6. Age limit for direct recruits : Not exceeding 30 years

(Relaxable for Government servants up to 5 years in accordance with the instructions or orders issued by the Central Government).

Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti Districts and Pangti sub-divisions of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep).

7. Educational and other qualifications required for direct recruits. : **Essential :**
- (i) Degree of a recognised University.
 - (ii) A pass in Stenography Lower/Junior Grade Examination in English conducted by State Board of Examination/ Board of Technical Examination/ Board of Technical Education and Training.
 - (iii) A pass in Typewriting Lower/Junior Grade Examination in Tamil or Malayalam or Telugu conducted by State Board of Examination/Board of Technical Examination/Board of Technical Education and Training.
 - (iv) A pass in Typewriting Higher/Senior Grade Examination in English conducted by State Board of Examination/ Board of Technical Examination/Board of Technical Education and Training.

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.

(A) Skill test norms :

(i) Dictation : 10 mts. @ 80 w.p.m. (English).

(ii) Transcription : 50 mts. (on Computer).

(B) Typewriting test in the respective regional language @ 30 w.p.m. (on Computer).

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 and promotees.

Note : The direct recruits shall have to pass the following Departmental Tests conducted by the Department of Personnel and Administrative Reforms (Personnel Wing), Chief Secretariat, Puducherry within the period of probation:—

(i) Accounts Test for Subordinate Officers;

(ii) Common General Departmental Test for Ministerial Staff; and

(iii) Office Automation conducted by the Department of Personnel and Administrative Reforms (Personnel Wing), Chief Secretariat, Puducherry.

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. : 60% by promotion failing which by direct recruitment.
40% by direct recruitment.

11. In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption is to be made. : **Promotion :**
Stenographer Grade-II in the scale of pay of ₹ 5,200-20,200 with Grade Pay of ₹ 2,400 in PB-1 with 10 years regular service in the grade rendered after appointment thereto on regular basis and have passed the Departmental Tests conducted by the Department of Personnel and Administrative Reforms (Personnel Wing), Puducherry prescribed for direct recruits mentioned against column (9) and undergone the training programme on "Professional Development Training for Stenographers" conducted through Administrative Reforms Wing, Chief Secretariat, Puducherry.

Note 1: For the purpose of computing minimum qualifying service for promotion, the service rendered on regular basis in the erstwhile post of Stenographer Grade-III (redesignated as Stenographer Grade-II) shall be counted as qualifying service.

Note 2: The eligibility service shall continue to be eight years for persons holding the feeder post of Stenographer Grade-II (erstwhile post of Stenographer Grade-III) on regular basis on the date of notification of these rules.

Note 3: 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.

Note 4 : For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1-1-2006/ the date from which the revised pay structure based on the 6th Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay/pay scale extended based on the recommendations of the Pay Commission.

12. If a Departmental Promotion Committee exists, : *Group 'B' Departmental Promotion Committee (for what is its composition? : promotion/confirmation) :—*

- (1) Chief Secretary to Government . . . Chairman of Puducherry.
- (2) Secretary in-charge of Department . . . Member of Personnel, Government of Puducherry.
- (3) Joint Secretary (Finance), . . . Member Government of Puducherry.
- (4) Under Secretary (Personnel), . . . Member Government of Puducherry.

13. Circumstances in which Union Public Service : Consultation with the Union Public Service Commission not Commission is to be consulted in making necessary. recruitment.

(By order of the Lieutenant-Governor)

GIDDI MRUTHYUNJAYA DURGA RAO,
Under Secretary to Government.

GOVERNMENT OF PONDICHERRY
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)

(G.O. Ms. No. 31/2012-DP&AR, dated 22nd March 2012)

NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India read with the Notification No. F. 5/4/65-GP, dated 11th January 1965 of the Ministry of Home Affairs, Government of India, New Delhi, the Lieutenant-Governor, Puducherry hereby makes the following rules regulating the method of recruitment to the posts of Private Secretary and Senior Private Secretary in the Government of Puducherry, namely :—

1. *Short title and commencement.*— (1) These rules may be called the Government of Puducherry (Private Secretary and Senior Private Secretary) Recruitment Rules, 2012.

(2) They shall come into force on and from the date of their publication in the official gazette.

2. *Number of posts, its classification and scale of pay.*—The number of the said posts, its classification and Pay Band and Grade Pay/Pay Scale attached thereto, shall be as specified in columns (2) to (4) of the Schedules I and II annexed hereto.

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

4. *Disqualification.*—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 said posts :

Provided that the Lieutenant-Governor 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 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 and in consultation with the Union Public Service Commission, relax any of the provisions of these rules with respect to any class or category of persons.

6. *Saving.*—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 person in accordance with the orders issued by the Government from time to time in this regard.

SCHEDULE-I

RECRUITMENT RULES FOR THE POST OF PRIVATE SECRETARY

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1. Name of the post : Private Secretary
2. Number of posts : 3 (2012) Subject to variation dependent on work-load
3. Classification : General Central Services–Group 'B' Gazetted–Ministerial.
4. Pay Band and Grade Pay/Pay Scale : Pay Band-2 ₹ 9,300-34,800 + Grade Pay ₹ 4,600
5. Whether selection post or non-selection post : Selection
6. Age limit for direct recruits : Not applicable
7. Educational and other qualifications required for direct recruits. : Not applicable
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 : Nil
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. : By promotion
11. In case of recruitment by promotion / deputation/ absorption, grades from which promotion / deputation / absorption is to be made. : **Promotion:** Stenographer Grade-I in the scale of pay of ₹ 9,300-34,800 with Grade Pay ₹ 4,200 in PB-2 with 5 years regular service in the grade rendered after appointment thereto on regular basis and have undergone the training programme on "Professional Development Training for Private Secretaries" conducted through Administrative Reforms Wing, Chief Secretariat, Puducherry.

Note 1: 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.

Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1-1-2006/ the date from which the revised pay structure based on the 6th Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay/pay scale extended based on the recommendations of the Pay Commission

Note 3: For the purpose of computing minimum qualifying service for promotion, the service rendered on regular basis in the erstwhile post of Stenographer Grade-II (redesignated as Stenographer Grade-I) shall be counted as qualifying service.

12. If a Departmental Promotion Committee exists, : *Group 'B' Departmental Promotion Committee (for what is its composition? promotion) :-*
- (1) Chief Secretary to Government . . . Chairman of Puducherry.
 - (2) Secretary in-charge of Department . . . Member of Personnel, Government of Puducherry.
 - (3) Joint Secretary (Finance), . . . Member Government of Puducherry.
 - (4) Under Secretary (Personnel), . . . Member Government of Puducherry.
13. Circumstances in which the Union Public Service : Consultation with the Union Public Service Commission Commission is to be consulted in making recruitment. not necessary.

(By order of the Lieutenant-Governor)

GIDDI MRUTHYUNJAYA DURGA RAO,
Under Secretary to Government.

SCHEDULE-II

RECRUITMENT RULES FOR THE POST OF SENIOR PRIVATE SECRETARY

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| 1. Name of the post | : | Senior Private Secretary |
| 2. Number of post | : | 1 (2012) Subject to variation dependent on work-load |
| 3. Classification | : | General Central Services–Group 'B' Gazetted–Ministerial |
| 4. Pay Band and Grade Pay/Pay Scale | : | Pay Band-2 ₹ 9,300-34,800 + Grade Pay ₹ 4,800 |
| 5. Whether selection post or non-selection post | : | Selection |
| 6. Age limit for direct recruits | : | Not applicable |
| 7. Educational and other qualifications required for direct recruits. | : | Not applicable |
| 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 | : | Nil |
| 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. | : | By promotion failing which by deputation. |
| 11. In case of recruitment by promotion / deputation/ absorption, grades from which promotion / deputation / absorption is to be made. | : | <p>Promotion:
Private Secretary in the scale of pay of ₹ 9,300-34,800 with Grade Pay of ₹ 4,600 in PB-2 with 2 years regular service in the grade rendered after appointment thereto on regular basis and have undergone the training programme on "Professional Development Training for Senior Private Secretaries" conducted through Administrative Reforms Wing, Chief Secretariat, Puducherry.</p> |

Note 1: The promotees in the post of Senior Private Secretary in the scale of pay of ₹ 9,300-34,800 with Grade Pay of ₹ 4,800 in PB-2, after completion of 4 years regular service in the post shall be granted the Grade Pay of ₹ 5,400, subject to vigilance and integrity clearance.

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.

Note 3: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1-1-2006/ the date from which the revised pay structure based on the 6th Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay/pay scale extended based on the recommendations of the Pay Commission.

Deputation:

Officers of the Central / State Government / Union Territories:

- (A) (i) Holding analogous post on regular basis in the parent cadre / department; or
- (ii) with 2 years service in the grade rendered after appointment thereto on regular basis in the scale of pay of ₹ 9,300-34,800 with Grade Pay ₹ 4,600 in PB-2 or equivalent in the parent cadre/ department; or
- (iii) with 6 years service in the grade rendered after appointment thereto on regular basis in the scale of pay of ₹ 9,300-34,800 with Grade Pay ₹ 4,200 in PB-2 or equivalent in the parent cadre/ department; and
- (B) Possessing the following educational and technical qualifications:-
- (i) Degree of a recognised University.
- (ii) A pass in Stenography Lower/ Junior Grade Examination in English conducted by State Board of Examination/ Board of Technical Examination/ Board of Technical Education and Training.
- (iii) A pass in Typewriting Lower/ Junior Grade Examination in Tamil or Malayalam or Telugu conducted by State Board of Examination/ Board of Technical Examination/ Board of Technical Education and Training.
- (iv) A pass in Typewriting Higher/ Senior Grade Examination in English conducted by State Board of Examination/ Board of Technical Examination/ Board of Technical Education and Training.

(The Departmental Officers in the feeder category who are in direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.)

(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation / department of the Central Government shall ordinarily not to exceed 3 years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date for receipt of applications.)

Note : For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1-1-2006 (the date from which the revised pay structure based on the 6th Central Pay Commission recommendations has been extended) shall be deemed to be service rendered in the corresponding Grade Pay/Pay Scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common Grade Pay/Pay Scale and where this benefit will extend only for the post(s) for which that Grade Pay/Pay Scale is the normal replacement grade without any upgradation.

12. If a Departmental Promotion Committee exists, what is its composition? : *Group 'B' Departmental Promotion Committee (for promotion) :—*
- (1) Chief Secretary to Government . . Chairman of Puducherry.
 - (2) Secretary in-charge of Department of Personnel, Government of Puducherry. . . Member
 - (3) Joint Secretary (Finance), Government of Puducherry. . . Member
 - (4) Under Secretary (Personnel), Government of Puducherry. . . Member
13. Circumstances in which the Union Public Service Commission is to be consulted in making recruitment. : Consultation with the Union Public Service Commission necessary while appointing an officer on deputation.

(By order of the Lieutenant-Governor)

GIDDI MRUTHYUNJAYA DURGA RAO,
Under Secretary to Government.

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