

RECRUITMENT RULES

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

(G.O. Ms. No. 41/DP&AR(PW)/GC/U.I, dated 8th July 2014)

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 the 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. 81, dated 31st October 2007 of the Department of Personnel and Administrative Reforms (Personnel Wing) and the Schedule annexed thereto and published in the Supplement to the Gazette No. 47, dated the 20th November 2007, save as respects things done or omitted to be done before such supersession, which is necessitated consequent on the implementation of the CCS (Revised Pay) Rules, 2008, the Lieutenant-Governor, Puducherry hereby makes the following rules regulating the method of recruitment to the Group 'C' post of Record Clerk/Keeper in various departments of Government of Puducherry, namely :—

1. *Short title and commencement.*— (1) These rules may be called the Government of Puducherry, Record Clerk/Keeper (Group 'C' post) Recruitment Rules, 2014.

(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. *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 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, 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 category of persons in accordance with the orders issued by the Government from time to time in this regard.

SCHEDULE

RECRUITMENT RULES FOR THE POST OF RECORD CLERK/KEEPER

1. Name of the post : Record Clerk/Keeper
2. Number of posts : 160 (One hundred and sixty) [2014] subject to variation dependent on workload.
3. Classification : General Central Services-Group 'C'-Non-Gazetted-Non-Ministerial
4. Pay Band and Grade Pay/Pay Scale : Pay Band-1 ₹ 5,200-20,200 + Grade Pay ₹ 1,900
5. Whether selection post or non-selection post : Non-selection
6. Age-limit for direct recruits : Between 18 and 30 years of age
(Relaxable for Government servants up to 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).

Note: (1) 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.

Note: (2) In the case of the recruitment made through advertisement, the crucial date for determining the age-limit shall be the closing date of receipt of applications.
7. Educational and other qualifications required for direct recruits. : A pass in H.S.C. (12th Class) or its equivalent
8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees. : Age : No
Educational qualification : A pass in S.S.L.C. (10th Class) or its equivalent.
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9. Period of probation, if any : Two years for direct recruits
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 direct recruitment
Note: Direct recruits and promotees shall have to pass the prescribed departmental test within the period of probation.
11. In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption is to be made. : Promotion from the post of Multi-Tasking Staff (General) with 3 years of service rendered in the grade after appointment thereto on regular basis and who have exercised unconditional option for promotion to the post of Record Clerk/Keeper and possessing educational qualification prescribed at column (8).
Note: 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.
12. If a Departmental Promotion Committee/Recruitment Committee exists, what is its composition? : *Group 'C' Departmental Promotion Committee (for considering promotion/Departmental Confirmation Committee (for considering confirmation)/Recruitment Committee:—*
 (1) Secretary-in-charge of Department . . . Chairman of Personnel.
 (2) Joint/Deputy/Under Secretary . . . Member to Government (DP&AR).
 (3) Joint/Deputy/Under Secretary . . . Member to Government (Finance).
13. Circumstances in which Union Public Service Commission is to be consulted in making recruitment. : Not applicable

(By order of the Lieutenant-Governor)

V. THENRALI,
 Under Secretary to Government.