

RECRUITMENT RULES

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GOVERNMENT OF PUDUCHERRY
CHIEF SECRETARIAT (STATIONERY AND PRINTING)

(G.O. Ms. No. 2/S&P/2014, dated 14th March 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 Government of India, Ministry of Home Affairs, New Delhi and in partial modification of the notifications issued *vide* G.O. Ms. No. 12/82/F2, dated 8th January 1982 of the Finance Department, Puducherry and published in the Supplement to the Gazette No. 3, dated 19th January 1982, the Lieutenant-Governor of Puducherry hereby makes the following rules further to amend the rules regulating the method of recruitment in so far as it relates to the Group 'C' technical post of Senior Reader (Schedule-III), Junior Reader (Schedule-IV) and Computer (Schedule-XVIII) in the Directorate of Stationery and Printing, Government of Puducherry, Puducherry, namely:—

1. *Short title and commencement.*— (1) These rules may be called the Government of Puducherry, Directorate of Stationery and Printing, Group 'C' (Non-Gazetted—Non-Ministerial) posts Recruitment (Amendment) Rules, 2014.

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

2. *Amendment of the Schedules.*— In the Government of Puducherry, Directorate of Stationery and Printing Group 'C' (Non-Gazetted - Non-Ministerial) posts Recruitment Rules, 1985—

(i) (a) Schedules III and IV shall be deleted;

(b) after so deleting the Schedules III and IV, the following Schedule shall be inserted, namely:—

SCHEDULE—III-A

RECRUITMENT RULES FOR THE POST OF READER (HIGHLY SKILLED) GRADE-I

1. Name of the post	: Reader (Highly Skilled) Grade-I
2. Number of posts	: 7 (Seven) [2014] Subject to variation dependent on work-load.
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 ₹ 2,400
5. Whether selection post or non-selection post	: Selection
6. Age-limit for direct recruits	: Between 18 and 30 years (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 advertisement, the crucial date for determining the age-limit shall be the closing date for receipt of applications.

Note : (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.

7. Educational and other qualifications required for : (i) Graduation from a recognised University.
direct recruits. (ii) Must have passed the Higher Grade examination in Proof Reading in English/Tamil.
(iii) Must possess practical experience for three years in proof reading in a Government Press/private press of repute.
- 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 this community possessing the requisite experience is not likely to be available to fill up the vacancy reserved for them.
8. Whether age and educational qualifications : No
prescribed for direct recruits will apply in the case of promotees.
9. Period of probation if any : Two years for direct recruits.
10. Method of recruitment, whether by direct : By promotion, failing which by direct recruitment.
recruitment or by promotion or by deputation/
absorption and percentage of the vacancies to be filled by various methods.
11. In case of recruitment by promotion /deputation/ : Promotion from Copy Holder with 8 years service in the
absorption, grades from which promotion/deputation/
absorption is to be made. grade rendered after appointment thereto on a regular basis and have successfully completed the training in the respective trade.

Note: (1) The requirement of training for promotion is not applicable to the officers holding the feeder post on regular basis on the date of notification of these rules.

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 Sixth 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 Commission.

12. If a Departmental Promotion Committee/Recruitment : *Group 'C' Departmental Promotion Committee (for Committee exists, what is its composition? promotion/confirmation)/Recruitment Committee—*
- (i) Secretary to Government (Stationery . . . Chairman and Printing).
 - (ii) Joint/Deputy/Under Secretary . . . Member to Government (Stationery and Printing).
 - (iii) Director of Stationery and Printing . . . Member
13. Circumstances in which Union Public Service : Not applicable Commission is to be consulted in making recruitment.
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(ii) For Schedule XVIII, the following Schedule shall be substituted, namely:—

SCHEDULE—XVIII
RECRUITMENT RULES FOR THE POST OF COMPUTOR

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| 1. Name of the post | : Computor |
| 2. Number of posts | : 8 (Eight) [2014] Subject to variation dependent on work-load. |
| 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 | : Not applicable |
| 6. Age-limit for direct recruits | : Between 18 and 30 years (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). |
| | <i>Note</i> : (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. |
| | <i>Note</i> : (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. |
| 7. Educational and other qualifications required for :
direct recruits. | (i) Diploma in Printing Technology from an Institute recognised by Central/State Government.
(ii) 3 years experience in Inventory Control, Costing, Docketing etc., in a Government Press or in a large printing and publishing firm with working knowledge in all the branches of printing technology.
(iii) A pass in trade test. |

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 this community possessing the requisite experience is not likely to be available to fill up the vacancy reserved for them.

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/absorption and percentage of the vacancies to be filled by various methods. : By direct recruitment
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—
 (a) (i) Holding analogous posts on regular basis; or
 (ii) with 3 years service in posts in Pay Band-1 ₹ 5,200-20,200 with Grade Pay ₹ 1,800; and
 (b) Possessing the educational qualifications and experience prescribed for direct recruits under column (7).
 (Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central/State/Union Territory Governments 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).
11. In case of recruitment by promotion /deputation/ absorption, grades from which promotion/deputation/absorption is to be made. : Not applicable
12. If a Departmental Promotion Committee/Recruitment Committee exists, what is its composition? : *Group 'C' Departmental Promotion Committee (for considering/confirmation)/Recruitment Committee—*
 (i) Secretary to Government (Stationery and Printing) . . . Chairman
 (ii) Joint/Deputy/Under Secretary to Government (Stationery and Printing) . . . Member
 (iii) Director of Stationery and Printing . . . Member
13. Circumstances in which Union Public Service Commission is to be consulted in making recruitment. : Not applicable

(By order of the Lieutenant-Governor)

V. JEEVA,
 Under Secretary to Government (Sty. & Ptg.).

GOVERNMENT OF PUDUCHERRY
CHIEF SECRETARIAT (STATIONERY AND PRINTING)

(G.O. Ms. No. 3/S&P/2014, dated 14th March 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 Government of India, Ministry of Home Affairs, New Delhi and in partial modification of the notifications issued *vide* G.O. Ms. No. 75/F2/93, dated 12th October 1993 of the Finance Department, Puducherry and published in the Supplement to the Gazette No. 43, dated 26th October 1993, the Lieutenant-Governor of Puducherry hereby makes the following rules further to amend the rules regulating the method of recruitment in so far as it relates to the Group 'C' technical post of Copy Holder in the Directorate of Stationery and Printing, Government of Puducherry, Puducherry, namely:—

1. *Short title and commencement.*— (1) These rules may be called the Government of Puducherry, Directorate of Stationery and Printing, Group 'C' (Non-Gazetted—Non-Ministerial) posts Recruitment (Amendment) Rules, 2014.

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

2. *Amendment of the Schedule.*— In the Government of Puducherry, Directorate of Stationery Printing and Group 'C' (Non-Gazetted - Non-Ministerial) posts Recruitment Rules, 1993, for Schedule-V, the following shall be substituted, namely:—

SCHEDULE-V

RECRUITMENT RULES FOR THE POST OF COPY HOLDER

1. Name of the post	: Copy Holder
2. Number of posts	: 17 (Seventeen) [2014] Subject to variation dependent on work-load.
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	: Not applicable
6. Age-limit for direct recruits	: Between 18 and 30 years (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 advertisement, the crucial date for determining the age-limit shall be the closing date for receipt of applications.

Note : (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.

7. Educational and other qualifications required for : (i) S.S.L.C. or its equivalent
direct recruits. (ii) 3 years experience in Proof Reading in the following languages in any Government Press or in a large printing and publishing firm.
- (a) Puducherry and Karaikal - English and Tamil
(b) Mahe - English and Malayalam
(c) Yanam - English and Telugu
- (iii) A pass in trade test.

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 this community possessing the requisite experience is not likely to be available to fill up the vacancy reserved for them.

8. Whether age and educational qualifications : Not applicable
prescribed for direct recruits will apply in the case of promotees.

9. Period of probation if any : Two years

10. Method of recruitment, whether by direct : By direct recruitment
recruitment or by promotion or by deputation/
absorption and percentage of the vacancies to
be filled by various methods. *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—

(a) (i) Holding analogous posts on regular basis; or

(ii) with 3 years regular service in posts in Pay Band-1 ₹ 5,200-20,200 with Grade Pay ₹ 1,800; and

(b) Possessing the educational qualifications and experience prescribed for direct recruits under column (7).

(Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central/State/Union Territory Governments 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).

11. In case of recruitment by promotion /deputation/ : Not applicable
absorption, grades from which promotion/deputation/
absorption is to be made.
12. If a Departmental Promotion Committee/Recruitment : *Group 'C' Departmental Promotion Committee (for
Committee exists, what is its composition? considering/confirmation)/Recruitment Committee—*
- (i) Secretary to Government (Stationery . . . Chairman
and Printing).
 - (ii) Joint/Deputy/Under Secretary . . . Member
to Government (Stationery and
Printing).
 - (iii) Director of Stationery and Printing . . . Member
13. Circumstances in which Union Public Service : Not applicable
Commission is to be consulted in making
recruitment.

(By order of the Lieutenant-Governor)

V. JEEVA,
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