

GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF REVENUE AND DISASTER MANAGEMENT

(G.O. Ms. No. 17, April 2015)

RECRUITMENT RULES

In exercise of the powers conferred by sub-section (1) of section 3 of the Government of Puducherry, read with the Notification No. FSA/265-2-4, dated 11th January 1965 of the Ministry of Home Affairs, Government of India, New Delhi, and in supersession of the Government of Puducherry, Revenue Department's notifications issued in G.O. Ms. No. 41/2007, dated 20th November 2007, published as Supplement to the Gazette No. 49, dated 14th December 2007, Ms. No. 16/2004, dated 29th September 2004, published as Supplement to the Gazette No. 42, dated 19th October 2004 and G.O. Ms. No. 44/2002, dated 29th October 2002, published as Supplement to the Gazette No. 48, dated 15th November 2002, in so far as it relates to the posts of Village Administrative Officer, Village Assistant and Multi-Tasking Staff (Legal Metrology), save as respects, things done or omitted to be done before such supersession, the Lieutenant-Governor, Puducherry, hereby makes the following rules regulating the method of recruitment to the Group 'A' posts of Village Administrative Officer, Village Assistant and Multi-Tasking Staff (Legal Metrology) in the Department of Revenue and Disaster Management, Government of Puducherry.

Supplement to the Gazette No. 17 of the 28th April 2015

(1) They shall come into force for in the official gazette.

2. *Number of posts, their classification, and Pay Band and Grade Pay/Pay Scale.* — The number of the said posts, their classification and Pay Band and Grade Pay/Pay Scales attached thereto shall be as specified in columns (2) to (4) of the Schedules 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 to the said posts shall be as specified in column (5) to (13) of the said Schedules.

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 recruitment to any of 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, relax any of the provisions of these rules with respect to any class or category of persons.

6. *Reservations.* — Nothing in these rules shall affect the reservations, relaxations in upper age limit and other concessions (respectively) to be provided to the scheduled castes, the scheduled tribes and other special categories of persons in accordance with the rules framed by the Government from time to time in this regard.

Price : ₹ 6.00

GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF REVENUE AND DISASTER MANAGEMENT

(G.O. Ms. No. 12, dated 13th April 2015)

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 Government of Pondicherry, Revenue Department's notifications issued in G.O. Ms. No. 111/2007, dated 30th November 2007 published as Supplement to the Gazette No. 49, dated 4th December 2007, G.O. Ms. No. 36/2004, dated 29th September 2004, published as Supplement to the Gazette No. 42, dated 19th October 2004 and G.O. Ms. No. 44/2002, dated 29th October 2002, published as Supplement to the Gazette No. 48, dated 26th November 2002, in so far as it relates to the posts of Village Administrative Officer, Village Assistant and Multi-Tasking Staff (Legal Metrology), save as respects, things done or omitted to be done before such supersession, the Lieutenant-Governor, Puducherry, hereby makes the following rules regulating the method of recruitment to the Group 'C' posts of Village Administrative Officer, Village Assistant and Multi-Tasking Staff (Legal Metrology) in the Department of Revenue and Disaster Management, Government of Puducherry, namely:—

1. *Short title and commencement.*— (i) These rules may be called the Government of Puducherry, Department of Revenue and Disaster Management, Group 'C' posts of Village Administrative Officer, Village Assistant and Multi-Tasking Staff (Legal Metrology) Recruitment Rules, 2015.

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

2. *Number of posts, their classification and Pay Band and Grade Pay/Pay Scale.*— The number of the said posts, their classification and Pay Band and Grade Pay/Pay Scales attached thereto shall be as specified in columns (2) to (4) of the Schedules 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 to the said posts shall be as specified in columns (5) to (13) of the said Schedules.

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 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, 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, relaxations in upper age-limit and other concessions required to be provided for the scheduled castes, the scheduled tribes and other special categories of persons in accordance with the orders issued by the Government from time to time in this regard.

SCHEDULE-I

RECRUITMENT RULES FOR THE POST OF VILLAGE ADMINISTRATIVE OFFICER

1. Name of the post : Village Administrative Officer
2. Number of posts : 120 (One hundred and twenty) [2015] 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 : Non-selection
6. Age-limit for direct recruits : Between 18 and 30 years (Relaxable for Government servants up to 40 years in accordance with the orders or instructions 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 posts 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 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) A pass in H.S.C. in 10+2 pattern or its equivalent direct recruits. (OR)
A pass in 10th standard + 3 years Diploma Course in an Institute recognised by the Government.
- (ii) A pass in minimum 6 months Diploma Course in Computer Application or any higher qualification in Computer Application conducted by an Institute recognised by the Government.
8. Whether age and educational qualifications : Age: No prescribed for direct recruits will apply in the Educational qualification : A pass in S.S.L.C. or its equivalent. case of promotees. *Note: The promotees should undergo a Certificate Course in Computer in MS Office or its equivalent in a recognised Institute within a period of 2 years from the date of promotion.*
9. Period of probation, if any : Two years (for direct recruits only)

10. Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods. : (1) 50% by promotion, failing which by direct recruitment
(2) 50% by direct recruitment
11. In case of recruitment by promotion /deputation/ transfer, grades from which promotion/deputation/ transfer to be made. : **Promotion:**
(i) Village Assistant in Pay Band-1 ₹ 5,200-20,200 with Grade Pay ₹ 1,900 with 8 years service in the grade rendered after appointment thereto on a regular basis and passed the departmental test prescribed.
(ii) Multi-Tasking Staff (Legal Metrology) in Pay Band-1 ₹ 5,200-20,200 with Grade Pay ₹ 1,800 with 11 years service in the grade rendered after appointment thereto on a regular basis and passed the departmental test prescribed.
- Note :* (1) The eligibility list for promotion shall be prepared with reference to the date of completion by the officers of the prescribed qualifying service in the respective grade/post.
- 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 Pay Commission.
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—*
(i) Secretary (Revenue) .. Chairman
(ii) Special/Additional Secretary (Revenue) .. Member
(iii) Deputy/Under Secretary (Revenue) .. Member
13. Circumstances in which the Union Public Service Commission is to be consulted in making recruitment. : Not applicable

SCHEDULE-II

RECRUITMENT RULES FOR THE POST OF VILLAGE ASSISTANT

1. Name of the post : Village Assistant
2. Number of posts : 119 (One hundred and nineteen) [2015] 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 orders or instructions 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 posts 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 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) A pass in S.S.L.C. or its equivalent
direct recruits. (ii) A pass in minimum 3 months Certificate Course in Computer Application conducted by an Institute recognised by the Government.
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 posts 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 in the parent cadre/department; 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 qualifications prescribed for direct recruits under column (7).

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

SCHEDULE-III

RECRUITMENT RULES FOR THE POST OF MULTI-TASKING STAFF (LEGAL METROLOGY)

1. Name of the post : Multi-Tasking Staff (Legal Metrology)
2. Number of posts : 10 (Ten) [2015] 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 ₹ 1,800
5. Whether selection post or non-selection post : Not applicable
6. Age-limit for direct recruits : Between 18 and 30 years

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 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) A pass in S.S.L.C. or its equivalent
direct recruits.
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 recruitment or by promotion or by deputation/absorption and percentage of the posts 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) Holding analogous posts on regular basis in the parent cadre/department; and
 (b) Possessing qualifications prescribed for direct recruits under column (7).
11. In case of recruitment by promotion /deputation/ transfer, grades from which promotion/deputation/ transfer to be made. : Not applicable
12. If a Departmental Promotion Committee/Recruitment Committee exists, what is its composition? : *Group 'C' Departmental Confirmation Committee (for considering confirmation)/Recruitment Committee—*
 (i) Secretary (Revenue) .. Chairman
 (ii) Special/Additional Secretary (Revenue) .. Member
 (iii) Deputy/Under Secretary (Revenue) .. Member
13. Circumstances in which the Union Public Service Commission is to be consulted in making recruitment. : Not applicable

(By order of the Lieutenant-Governor)

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