

**GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF REVENUE AND DISASTER MANAGEMENT
OFFICE OF THE SPECIAL SECRETARY (REVENUE)
-cum-DISTRICT COLLECTOR**

No.7742/Rev.Estt./A1/2024 / 1658

Puducherry, dated 06/03/2025

M E M O R A N D U M

Sub: DRDM – Estt. – Hosting of proposed Amendment of
Recruitment Rules in respect of Group ‘C’ Revenue
Cadres in the Revenue Website – Reg.

I am to enclose herewith a copy of the revised proposal for amendment of Recruitment Rules for the post of Village Assistant, in the Department of Revenue and Disaster Management, Puducherry, for hosting the same in the Official Website of Revenue Department, Puducherry, for 30 days inviting comments from the stake holders.


(M.M. VINAYARAJ)
DEPUTY COLLECTOR (HQ)

To

✓ The Web Manager,
DR & DM,
Puducherry.

Copy to:

The P.S. to Commissioner-cum-Secretary (Revenue),
Chief Secretariat,
Puducherry.

DEO
07/03

GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF REVENUE AND DISASTER MANAGEMENT

(G.O.Ms.No. dated)

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 to amend the Government of Puducherry, Department of Revenue and Disaster Management, Group 'C; post of Village Assistant, issued in G.O.Ms.No.12 dated 13th April, 2015 published as Supplement to the Gazette No.17, dated 28th April 2015 and subsequent amendment vide G.O.Ms.No.2/2016 dated 11.02.2016 published in the Supplement to the Gazette No.8 dated 23.02.2016, namely: -

1. *Short title and commencement.* -

(i) These rules may be called the Government of Puducherry, Department of Revenue and Disaster Management, Group "C" Non-Gazetted and Non- Ministerial post of Village Assistant Recruitment (Amendment) Rules, 2025.

(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 scale of pay :- The number of the said posts, their classification and the Level in the Pay Matrix / Pay Scales attached thereto shall be specified in columns (2) to (4) of the Schedules annexed hereto.

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

4. Disqualifications:- No persons, -

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.

....2/-

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, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of person.

6. Saving: Nothing in these rules shall affect the reservations, relaxations in upper age limit and other concession 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.

(KULOTHUNGAN.A., I.A.S.,)
SPECIAL SECRETARY TO GOVERNMENT

SCHEDULE

RECRUITMENT RULES FOR THE POST OF VILLAGE ASSISTANT

1. Name of post : Village Assistant
2. Number of post : 119 (One hundred and nineteen) [2025]
Subject to variation dependent on workload
3. Classification : General Central Service Group 'C'
Non-Gazetted – Non-Ministerial.
4. Pay Band and Grade Pay/ Pay scale : Level -2 of the Pay Matrix
5. Whether selection post or non-selection post : Not applicable
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 render by them in the department will be useful for efficient discharge of duties in the posts for which selection is made)
6. Age Limit for direct recruits : Note (1) In the case of recruitment made through advertisement, the crucial date for determining the age-limit shall be the closing date of 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 qualification required for direct recruits : A Pass in S.S.L.C (10th Standard) or its equivalent
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

100 % by Direct Recruitment through open Competition;
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 method. : **Note(1):** The selected candidates shall have to undergo Office Automation training conducted by the Government of Puducherry. The training will be conducted in English and the progress of training will be assessed through tests. It is found that the performance of the trainees in these tests is not satisfactory and if any trainee is unable to imbibe the training within two years of service, suitable action including his / her discharge from the service will be taken under the rules"

Note(2): The candidates should pass the
Departmental Test for Village Administrative
Officer within the period of probation;

11. In case of recruitment by promotion /
deputation / transfer, grades from which
promotion / deputation/ transfer to be made

: Not applicable

Group 'C' Departmental Confirmation Committee
(for considering confirmation)/ Recruitment
Committee –

12. If a Departmental Promotion Committee /
Recruitment Committee exists, what its
composition ?

- :
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 Lieutenant Governor//

(KULOTHUNGAN.A, I.A.S.,)
SPECIAL SECRETARY TO GOVERNMENT