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ANNEXURE - 3

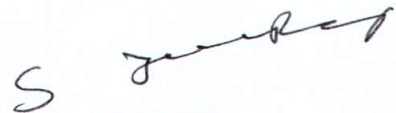
Form to be filled by the ministry /Department while forwarding proposal to UPSC while
proposing amendment to existing recruitment rules

1.	Name of the post	Senior Draughtsman
2.	Name of the Department	Directorate of Survey and Land Records, Puducherry.
3.	Reference number in which Commission's advice on recruitment rules was conveyed	
4.	Date of Notification of the original rules and subsequent amendments (Copy of the original rules and subsequent amendments should be enclosed, duly flagged and referenced)	

1.	Name of the post	:	Senior Draughtsman
2.	Number of post	:	11 (Eleven)(2016) Subject to variation dependent on work-load
3.	Classification	:	General Central Services—Group 'B' (Non-Gazetted- Non-Ministerial)
4.	Level in the Pay Matrix	:	Level 6 in the Pay Matrix (as per VII CPC)
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 5 years in accordance with orders or instructions issued by the Government) Note:(i) The crucial date for determining the age limit shall be closing date for receipt of application. Note:(ii) In case of recruitment made through Employment Exchange, the crucial age for determining the age limit shall, in each case, be the last date upto which the Employment Exchange are asked to submit the names.
7.	Educational and other qualifications required for direct recruits.	:	<u>Essential:</u> Three years Diploma in Civil Engineering from a Government recognized institution. <u>Desirable:</u> Two years experience in Autocad (Civil). Note: The qualification is relaxable at the discretion of the competent authority for reasons to be recorded in writing, in the case of candidates otherwise well qualified.
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: During the period of Probation the Departmental Tests and Training prescribed by the Government shall be passed by the Direct Recruits and Promotees.
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 promotion failing which by deputation failing both by Direct Recruitment.

<p>11.</p>	<p>In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption is to be made.</p>	<p><u>Promotion:</u> Draughtsman in Level 4 of the Pay Matrix with 10 years service in the grade rendered after appointment thereto on a regular basis and has passed - (i) Revenue Draughtsman Test- Paper I, II, III & IV (ii) Computation Test Paper I & II; and (iii) Training in Autocad sponsored by the department.</p> <p>Note-1: The requirement of training for promotion is not applicable to the incumbent 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 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 01.01.2006 / the date from which the revised pay structure based on 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.</p> <p><u>Deputation:</u> Officers under the Central / State Governments / Union Territories / Statutory/Autonomous Organizations / Public Sector Undertakings:- (a) (i) holding analogous posts on regular basis in the parent cadre / department; or (ii) with 10 years service in the grade rendered after appointment thereto on a regular basis in post in Level 4 of the Pay Matrix; and (b) Possessing the educational qualifications and experience prescribed for direct recruits under column (7) Note-1: The Departmental Officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for</p>
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		<p>appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion. [Period of deputation (ISTC) including the period of deputation (ISTC) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or departments of the Central / State / Union Territory Governments shall ordinarily not exceed 3 years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications].</p> <p>Note-2: For the purpose of appointment on deputation basis, the service rendered on regular basis by an officer prior to 01.01.2006 / the date from which the revised pay structure based on 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 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 or posts for which that Grade Pay / Pay Scale is the normal replacement grade without any upgradation.</p>
12.	If a Departmental Promotion Committee exists, what is its composition?	<p>: Group 'B' , Departmental Promotion Committee for considering Promotion / Departmental Confirmation Committee for considering Confirmation :- 1. Chief Secretary to Govt. -- Chairman 2. Secretary (Revenue) -- Member 3. Special Secretary (Revenue) -- Member 4. Dy. Secretary(Survey) -- Member</p>
13.	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment	<p>: Consultation with UPSC not necessary.</p>


DIRECTOR
SURVEY & LAND RECORDS
PUDUCHERRY.