

## RECRUITMENT RULES FOR THE POST OF ASSISTANT

1. Name of the Post : **Assistant**
2. Number of Posts : 1 (One) (2018) subject to variation dependent on work-load
3. Classification : Group “B” Non-Ministerial
4. Pay Band and Grade Pay / Pay Scale : PB-2 Rs.9,300-34,800 + Grade Pay Rs.4,200
5. Whether selection post or non-selection post : Selection
6. Age Limit for direct recruitment : Not exceeding 30 years (Relaxable for Government Servants up to 5 years in accordance with the instructions or orders issued by Central Government)  
  
Note : The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub-division of Chamba District of Himachala Pradesh, Andaman and Nicobar Islands and Lakshadweep)
7. Educational and Other Qualification required for direct recruitment : Essential : Degree of a recognised University.  
  
Note : Qualification are 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 : Age: No  
Educational qualifications : To the extent indicated in Column ( 11 ).
9. Period of probation, if any : Two years for direct recruits and promotees

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 [Composite method]

Note: The direct recruitment candidates are required to pass the following Departmental Tests conducted by Department of Personnel and Administrative Reforms (Personnel Wing) within the period of probation namely :-

- a) Accounts Test for Subordinate officers;
- b) Common General Departmental Test for Ministerial Staff ; and
- c) Office Automation

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

Promotion :

(1) Upper Division Clerks in the scale of pay of Rs.5200-20200 with Grade Pay Rs.2400 in Pay Band – 1 with 10 years of service in the grade rendered after appointment thereto on regular basis and who have passed the following Departmental Tests conducted by Department of Personnel and Administrative Reforms (Personnel Wing), namely :-

- i) Accounts Tests for subordinate Officers; and
- ii) Common General Departmental Tests for Ministerial Staff ; failing which –

2) Upper Division Clerk with 18 years of combined service in the grade of Lower Division Clerk (in the scale of pay of Rs.5200-20200 with Grade Pay Rs.1900 in Pay Band – 1) and Upper Division Clerk out of which minimum 5 years of regular service in the grade of Upper Division Clerk and passed the following Departmental Tests conducted by Department of Personnel and Administrative Reforms (Personnel Wing), namely :-

- i) Accounts Test for subordinate officers; and
- ii) Common General Departmental Test for Ministerial Staff.

Note 1 : The eligibility service shall continue to be eight years for persons holding the feeder posts of Upper Division Clerk on regular basis on the date of notification of these rules.

12. If a Department Promotion Committee / Recruitment Committee exist, what is its composition? : Group 'C' / Departmental Promotion Committee (for considering confirmation) / Recruitment Committee :-

1. Secretary to Government (Agriculture), Puducherry ... Chairman
2. Deputy / Under Secretary to Government of Puducherry ... Member
3. Director of Agriculture, Puducherry ... Member
4. Programme Coordinator KVK , Puducherry. ... Member Secretary