

RECRUITMENT RULES

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GOVERNMENT OF PUDUCHERRY
LAW DEPARTMENT

(G.O. Ms. No. 1/2020-LD, Puducherry, dated 2nd January 2020)

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 and in consultation with the Hon'ble High Court of Judicature, Madras *vide* Letter in R.O.C.No. 10416/2017/Pondy, dated 20-03-2017 of the Hon'ble Registrar-General, High Court of Judicature at Madras and all other powers enabling him in this behalf, the Lieutenant-Governor, Puducherry, is pleased to make the following rules further to amend the Puducherry Judicial Subordinate Service Rules, 1979 issued under G.O. Ms. No. 17/79-LLD., dated the 20th June, 1979 of the Law and Labour Department, Puducherry and published in the Extraordinary Gazette No. 90, dated 30th June, 1979, namely:—

1. *Short title and commencement.*— (1) These rules may be called the Puducherry Judicial Subordinate Service (Amendment) Rules, 2020.

(2) They shall come into force from the date of their publication in the Official Gazette.

2. *Amendment of Schedule-I.*— In the Puducherry Judicial Subordinate Service Rules, 1979 (hereinafter referred to as the said rules), in Schedule-I, in Part-A, for the existing Serial numbers 2, 3, 4, 5, 6, 7, 7A, 8 and 11, and the corresponding entries relating thereto, the following shall be substituted, namely:—

SCHEDULE - I

Sl. No.	Category	Designation	Group	Level in Pay Matrix	Strength excluding temporary posts
(1)	(2)	(3)	(4)	(5)	(6)
Part – "A"					
2.	(b)	Senior Grade Stenographer	B	Level 6 in the Pay Matrix	13 Leave Reserve (FR)
3.	II	Assistant Sarishtadar	C	Level 5 in the Pay Matrix	10 Leave Reserve (FR)
4.	III (a)	Senior Clerk	C	Level 4 in the Pay Matrix	70 Leave Reserve (FR)
5.	III (b)	Junior Grade Stenographer	C	Level 4 in the Pay Matrix	12 Leave Reserve (FR)
6.	III (c)	Translator/Interpreter	C	Level 4 in the Pay Matrix	2 Leave Reserve (FR)
7.	IV	Junior Clerk	C	Level 2 in the Pay Matrix	75 Leave Reserve (FR)
7A.	IV A	Typist	C	Level 2 in the Pay Matrix	24 Leave Reserve (FR)
8.	V	Multi-Tasking Staff (Copyist/Amin)	C	Level 1 in the Pay Matrix	69 Leave Reserve (FR)
11.	VI	Multi-Tasking Staff (General)	C	Level 1 in the Pay Matrix	54 Leave Reserve (FR)

3. *Amendment of Schedule-III.*— In the said rules, in Schedule-III, in Part-A, for the existing serial numbers 2, 3, 4, 5, 6, 7, 7A, 8 and 11 and the corresponding entries relating thereto, the following shall be substituted, namely:—

(1) (2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
2. I (b)	Senior Grade Stenographer	"B"	Level 6 in the Pay Matrix	<p>1. Degree of a recognised University.</p> <p>2. A pass in Stenography Lower/Junior Grade Examination in English conducted by State Board of Examination/Board of Technical Examination/Board of Technical Education and Training.</p> <p>3. A pass in Typewriting Higher/Senior Grade Examination in English conducted by State Board of Examination/Board of Technical Examination/Board of Technical Education and Training.</p> <p>4. Common General</p> <p>5. Office Automation conducted by Government/Recognised University/Board of Technical Education.</p> <p>6. Judicial Test.</p> <p>7. Professional Development Training for Stenographers conducted by Department of Personnel and Administrative Reforms (Personnel Wing), Puducherry.</p>	<p>1. A pass in SSLC or its equivalent.</p> <p>2. Ten years regular service in category III(b).</p> <p>3. Accounts Test for Subordinate Officers.</p> <p>4. Common General Departmental Test for Ministerial Staff.</p> <p>5. Office Automation conducted by Government/Recognised University/Board of Technical Education.</p> <p>6. Judicial Test.</p>	<p>(i) By promotion from Officers in Category III(b)- 60% failing which by (ii) below.</p> <p>(ii) Direct Recruitment - 40%.</p>	<p>(i) Accounts Test for Subordinate Officers.</p> <p>(ii) Common General Departmental Test for Ministerial Staff, and</p> <p>(iii) Office Automation conducted by Government/Recognised University/Board of Technical Education</p> <p>(iv) Judicial Tests.</p>

3. II Assistant Sarishtadar "C" Level 5 in the Pay Matrix Degree of a recognised University Level 5 in the Pay Matrix "C" Level 5 in the Pay Matrix
1. A pass in SSLC or its equivalent.
2. Five years regular service in category III(a).
3. Accounts Test for Subordinate Officers.
4. Common General Departmental Test for Ministerial Staff.
5. Judicial Test.
1. A pass in SSLC By Promotion from Category III (a), failing which, by Direct Recruitment.
2. Five years regular service in category III(a).
3. Accounts Test for Subordinate Officers.
4. Common General Departmental Test for Ministerial Staff.
5. Judicial Test.
1. Accounts Tests for Subordinate Officers.
2. Common General Departmental Test for Ministerial Staff.
3 Judicial Test.
4. III (a) Senior Clerk "C" Level 4 in the Pay Matrix Degree of a recognised University Level 4 in the Pay Matrix "C" Level 4 in the Pay Matrix
1. A pass in SSLC or equivalent.
2. Eight years regular service in category IV/IVA.
3. Typewriting Test.
4. Common General Departmental Test for Ministerial staff.
5. Office Automation conducted by Government/Recognised University/Board of Technical Education.
1. Accounts Tests for Subordinate Officers.
2. Common General Departmental Test for Ministerial Staff.
3. A pass in Typewriting in Lower/Junior Grade in English or Tamil or Malayalam or Telugu conducted by a Board of Technical Education.
4. Office Automation conducted by Government/Recognised University/Board of Technical Education.
5. Judicial Tests (The promotees to the post should pass the tests at Sl. Nos. 1 and 5 above within 2 years from the date of promotion).

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
5. III (b)	Junior Grade Stenographer	"C"	Level 4 in the Pay Matrix	1. A pass in Higher Secondary Course, (12th Class) or equivalent from a recognised Board or University. 2. A pass in Stenography in English in Lower Grade. 3. A pass in Typewriting in Tamil or Telugu or Malayalam in Lower/Junior Grade and 4. A pass in Typewriting in English in Higher/Senior Grade.	Not applicable.	By Direct Recruitment.	1. Accounts Tests for Subordinate Officers. 2. Common General Departmental Test for Ministerial Staff. 3. Office Automation conducted by Government/Recognised University/Board of Technical Education. 4. Judicial Test. 5. Professional Development Training for Stenographers conducted by Department of Personnel and Administrative Reforms (Personnel Wing), Puducherry.	6
6. III (c)	Translator/Interpreter	"C"	Level 4 in the Pay Matrix	A Degree with the concerned language as the main subject of a recognised University.	Not applicable.	By Direct Recruitment.	1. Accounts Tests for Subordinate Officers. 2. Common General Departmental Test for Ministerial Staff. 3. Office Automation conducted by Government/Recognised University/Board of Technical Education. 4. Judicial Test.	

7. IV	Junior Clerk	"C"	Level 2 in the Pay Matrix	<p>1. A pass in Higher Secondary Course, (12th Class) or equivalent from a recognised Board or University.</p> <p>2. A pass in Typewriting Lower/Junior Grade Examination in English or Tamil or Malayalam or Telugu conducted by Government/Board of Technical Education.</p>	<p>1. A pass in SSLC or its equivalent.</p> <p>2. Three years regular service in Category V, failing which in Category VI.</p>	<p>1. 50% By direct recruitment; and 2.50% by promotion failing which by direct recruitment. Promotion shall be made from Category V failing which from Category VI who opted for promotion to Junior Clerk.</p>	<p>1. Typewriting Test.</p> <p>2. Common General Departmental Test for Ministerial Staff.</p> <p>3. Office Automation conducted by Government/Recognised University/Board of Technical Education. (The Promotees to the post should pass the above tests within a period of two years from the date of promotion).</p>
7A. IV (A)	Typist	"C"	Level 2 in the Pay Matrix	<p>1. A pass in Higher Secondary Course, (12th Class) or equivalent from a recognised Board or University.</p> <p>2. A pass in Typewriting Lower/Junior Grade Examination in English conducted by Government/Board of Technical Education.</p> <p>3. A pass in Typewriting Lower Grade Examination in Tamil or Malayalam or Telugu conducted by Government/Board of Technical Education.</p> <p>4. Three years regular service in Category V failing which in category VI.</p>	<p>1. A pass in SSLC or its equivalent.</p> <p>2. A pass in Typewriting Lower/Junior Grade Examination in English conducted by Government/Board of Technical Education.</p> <p>3. A pass in Typewriting Lower Grade Examination in Tamil or Malayalam or Telugu conducted by Government/Board of Technical Education.</p>	<p>(i) 50% By direct recruitment; and</p> <p>(ii) 50% By promotion failing which by direct recruitment. Promotion shall be made from Category V failing which from Category VI who have opted for promotion to Typist.</p>	<p>1. Common General Departmental Test for Ministerial Staff.</p> <p>2. Office Automation conducted by Government/Recognised University/Board of Technical Education.</p>

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
8.	V	Multi Tasking Staff (Copyist/ Amin)	"C"	Level 1 in the Pay Matrix	Does not arise	Does not arise	By absorption from Category VI after completion of probation in that category.	Nil
							<p>Note: The incumbents who have held that erstwhile posts of Peon of Orderly who do not possess the educational qualification of a pass in SSLC, but, served on regular basis in these posts prior to the commencement of the Puducherry Judicial Subordinate Service (Amendment) Rules, 2012 and who have been imparted re-training in accordance with Note 1 below rule 7 of the CCS (Revised Pay) Rules, 2008 notified by Government of India and republished <i>vide</i> G.O. Ms. No. 52/F3/08, dated 14-09-2008 of Finance Department, Puducherry, in Part-I of the Extraordinary Gazette No. 64 of the 14th September 2008 and serving as Multi Tasking Staff (General) under these rules shall be eligible for absorption.</p>	
11.	VI	Multi Tasking Staff (General)	"C"	Level 1 in the Pay Matrix	A pass in S.S.L.C. or its equivalent from a recognised Board of Education.	Not applicable	<p>(1) 75% By direct recruitment.</p> <p>(2) 25% By absorption failing which by direct recruitment.</p> <p>Absorption shall be made from full time Casual Labourers available in the list prepared by the Department of Personnel and Administrative Reforms (Personnel Wing) in terms of "The Government of Puducherry Casual Labourers (Engagement and Regularisation) Scheme, 2009", notified <i>vide</i> Extraordinary Gazette No. 15, dated 27-02-2009 of the Government of Puducherry.</p>	Nil

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(By order of the Lieutenant-Governor)

J. JULIET PUSHPA,
Secretary to Government (Law).