

SCHEDULE -IV

1	Name of the post	ASSISTANT
2	Number of posts	1 (one) [2017] Subject to variation dependent on workload.
3	Classification	Group 'B'
4	Pay Band and Grade Pay / Pay Scale	PB- 2: Rs. 9300-34800 + Grade pay Rs.4200/-
5	Whether selection post or non-selection post?	Not Applicable
6	Age limit for direct recruits	"Not exceeding 30 years (Relaxable for Government Servants up to 5 years in accordance with the orders or instructions issued by the Central Government). 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 which case be the last date up to which the Employment Exchanges are asked to submit the names."
7	Educational and other qualifications required for direct recruits.	Essential: Degree of a recognized University. Note: Qualifications 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 qualification prescribed for direct recruits will apply in case of promotees.	Not Applicable.
9	Period of probation, if any	Two years for Direct recruits.
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 Deputation failing which by Direct recruitment. Note: The existing consolidate pay / contract Employee possessing the qualification prescribed against column 7 shall be absorbed against the post and post shall be deemed to have been filled by direct recruitment.
11	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	Deputation: Officers of Puducherry Administration:- (a) (i) holding the post of Assistant on regular basis; or (ii) holding the post of Upper Division Clerk with the 10 years service in the grade rendered after appointment thereto on regular basis; and

		(b) Possessing the educational qualifications prescribed for direct recruits under column (7). (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 three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date for receipt of applications)
12	If a Departmental Promotion Committee exists, what is its composition?	Departmental Recruitment Committee (for direct recruitment/ deputation) (a) Chairman -EC(PCS&T)- - Chairman (b) One Member from MoS&T - Member (c) Jt/Dy/Under Secretary to Govt. (Env't) Govt. of Puducherry - Member (d) Member Secretary(PCS&T) - Member

/ BY ORDER /



(M.DWARAKANATH)
MEMBER SECRETARY (PCS&T)