

NO.14/DSE/SW/Estt./E.1/2020-21  
GOVERNMENT OF PUDUCHERRY  
DIRECTORATE OF SCHOOL EDUCATION  
(SECRETARIAT WING)

Puducherry, dt. 16-10-2020

CIRCULAR

**Sub: DSE- SW- Revision of the Recruitment Rules for the  
post of Upper Division Clerk in DIET, Lawspet, Puducherry  
- Comments of Stakeholders-Called for.**

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The Directorate of School Education, Puducherry proposes to revise the Recruitment Rules for the post of **Upper Division Clerk** in District Institute of Education and Training (**DIET**), Lawspet, Puducherry, by amending the existing Recruitment Rules.

In terms of O.M.No.AB-14017/61/2008-Estt(RR) dated 13-10-2015 of the Department of Personnel & Training, Government of India, New Delhi, the proposed schedule for the post of Upper Division Clerk in DIET is uploaded in the official website of the Directorate of School Education for comments of the stakeholders.

The comments may kindly be sent to the undersigned latest by **16-11-2020** and soft copy of the same may also be sent through e-mail to [sect11-edn.pon@nic.in](mailto:sect11-edn.pon@nic.in).

Encl: as above.

*F.P. Verbina Jayaraj*  
(F.P. VERBINA JAYARAJ)  
UNDER SECRETARY TO GOVT.  
(SCHOOL EDUCATION)

To

All concerned Stakeholders

Copy to

1. The Principal,  
DIET, Lawspet, Puducherry.

2. The EDP Section,  
Directorate of School Education,  
Puducherry.

- With a request to upload the  
above circular along with proposed  
schedule for the post of UDC in DIET.

## RECRUITMENT RULES FOR THE POST OF UPPER DIVISION CLERK IN DIET

1.	<b>Name of the Post</b>	:	Upper Division Clerk
2.	<b>Number of post</b>	:	1(One) [2020] Subject to variation dependent on workload
3.	<b>Classification</b>	:	Group 'C' Non-Gazetted, Ministerial
4.	<b>Level in the Pay Matrix</b>	:	Level : 4
5.	<b>Whether Selection post or Non-Selection post</b>	:	Not applicable
6.	<b>Age limit for direct recruits</b>	:	<p><b>Between 18 and 30 years</b></p> <p>(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 year in posts which are in the same line or allied cadres and where a relationship can be established that the services rendered by them in the Department will be useful for efficient discharge of duties in the posts for which selection is made.)</p> <p><b>Note-1:</b> 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.</p> <p><b>Note-2:</b> In the case of recruitment made through the Employment Exchange, the crucial date for determining the age limit shall, in each case, be the last date upto which the Employment Exchanges are asked to submit the names.</p>
7.	<b>Educational and other qualifications required for direct recruits</b>	:	A Bachelor's Degree in any discipline from a recognized University
8.	<b>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</b>	:	Not applicable
9.	<b>Period of probation, if any</b>	:	Two years for direct recruits only
10.	<b>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</b>	:	By Deputation failing which by direct Recruitment

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11.	In case of recruitment by promotion/deputation/ absorption, grades from which promotion / deputation / absorption to be made	<p><b>Deputation:</b></p> <p>Officials under the Puducherry Administration :-</p> <p>(a) (i) Holding analogous posts on regular basis in the parent cadre / department; or</p> <p>(ii) with 8 years service in the grade rendered after appointment to the post on regular basis in the Level-2 in the Pay matrix or equivalent in the parent cadre / department and</p> <p>(b) Possessing the educational qualifications and experience prescribed for direct recruits under Column(7).</p> <p>Note: Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization / department of the Central / State / UT Government 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>
12.	If a Departmental Promotion Committee (Staff Selection Committee) exists, what is its composition	<p><b>Group 'C' Departmental Confirmation Committee (for considering Confirmation)/ Recruitment Committee:-</b></p> <p>(i) Director of School Education - Chairman</p> <p>(ii) Deputy Director (Administration) - Member</p> <p>(iii) Deputy Director (Elementary Education) - Member</p> <p>(iv) Senior Accounts Officer Directorate of School Education - Member</p> <p>(v) Principal, District Institute of Education and Training, Puducherry - Member</p>
13	Circumstances in which Union Public Service Commission is to be consulted in making recruitment	Not applicable

*F.P. Verbina Jayaraj*

(F.P. VERBINA JAYARAJ)

UNDER SECRETARY TO GOVT. (SCHOOL EDUCATION)