

PUDUCHERRY DISTILLERIES LIMITED
(A Government of Puducherry Undertaking)

NOTIFICATION

In exercise of the powers conferred to the Chairman, PDL by the rule No.4 of the Employees Recruitment Rules and in supersession of the earlier Recruitment Rules issued to the post of **Company Secretary**, in the Puducherry Distilleries Limited, Puducherry save as respects things done or omitted to be done before such supersession, and as resolved in the Board of Directors meeting held on 07.04.2023, the Board of Directors of Puducherry Distilleries Limited, Ariyapalayam, Villianur, Puducherry, hereby makes the following rules regulating the method of recruitment to the post of **Company Secretary** in the Puducherry Distilleries Limited, Puducherry namely:-

1. Short title and commencement:- These rules may be called the Puducherry Distilleries Limited (A Government of Puducherry Undertaking), Puducherry Group "A" post of **Company Secretary** Recruitment Rules, 2023.

2. Application:- (i) These rules shall apply to the post specified in column No.1 of the Schedule annexed to these rules.

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

3. Number of post, their classification and Level in the Pay Matrix:- the number of the said post, its classification and Level in the Pay Matrix attached thereto, shall be as specified in columns (2) to (4) of the Schedule annexed hereto.

4. Method of recruitment, age limit and other qualification. – The method of recruitment to the said posts, age-limit, qualifications and other matters relating thereto, shall be as specified in columns (5) to (13) of the said Schedule.

5. Disqualifications. – No person, -

(a) who has entered into or contracted a marriage with a person having a spouse living; or

(b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post;

Provided that the Lieutenant Governor, may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

6. Power to relax:- Where the Lieutenant Governor is of the opinion that it is necessary or expedient so to do, he may, by order and for reasons to be recorded in writing relax any of the provisions of these rules with respect to any class or category of persons.

7. Savings:- Nothing in these rules shall affect the reservations, relaxations in upper age -limit and other concessions required to be provided for the Scheduled Castes, Schedule Tribes and other special categories of persons in accordance with the orders issued by the government from time to time in his regard.


MANAGING DIRECTOR
PUDUCHERRY DISTILLERIES LIMITED
(A Govt. of Puducherry Undertaking)
Ariyapalayam, Villianur - 605 110

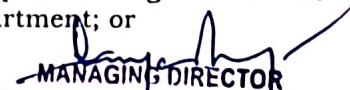
SCHEDULE
RECRUITMENT RULES FOR THE POST OF COMPANY SECRETARY

1. Name of the post : **COMPANY SECRETARY**
2. Number of Posts : **1 (One)** [2023] Subject to variation dependent on work load
3. Classification : Group 'A'
4. Pay Band and Grade Pay/Level of Pay Matrix : Level- 11
5. Whether selection post or non-selection Post: Not applicable
6. Age-limit for direct recruits : Not exceeding 40 years
7. Educational and other qualifications required for direct recruits. :
 - a) Essential :
 - i) Membership in the Institute of Company Secretaries of India
 - ii) Minimum of Five years in the related field out of which 2 years as a Company Secretary in a company with minimum Rs.5 crores paid up capital.
 - b) Desirable : CA/ICWA/Post Graduation in Commerce i.e. **M.Com**
8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees. : No change
9. Period of probation, if any : One year for direct recruits.

Note: Direct recruits would be required to successfully complete a mandatory induction training of at least two weeks duration, as prescribed by the competent authority, for completion of probation
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 (ISTC) failing which by direct recruitment
11. In case of recruitment by promotion/ Deputation/absorption, grades from which Promotion/deputation/absorption is to be made : Deputation (ISTC):

Officers under the Central/State Governments/ Union Territories/Universities/ recognised Research Institutions/ Public Sector undertakings/ Semi-Government/Autonomous or Statutory Organizations-

(a) (i) Holding analogous posts on regular basis in in the parent cadre/Department; or

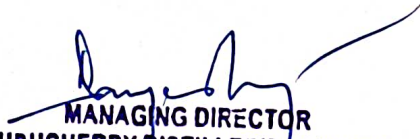

MANAGING DIRECTOR
PUDUCHERRY DISTILLERIES LIMITED
(A Govt. of Puducherry Undertaking)
Ariyalayam, Villianur - 605 110

(ii) With five years' service in the grade rendered after appointment thereto on regular basis in posts in Level-10 in the parent cadre/Department; and

(b) Possessing the educational qualifications and experience prescribed for direct recruits under Colum-7

Note: Period of deputation (ISTC) including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation /department of the Central/State Governments /Union Territories shall ordinarily not exceed 4 years. The maximum age limit for appointment by deputation (ISTC) shall be not exceeding 56 years as on the closing date of receipt of applications.

12. If a Departmental promotion Committee/ Recruitment committee Exists, what are Its compositions? : Group A Departmental Confirmation Committee (for considering confirmation)
1. Secretary to Govt. (Ind. & Com.) - Chairman
2. Managing Director - Member
3. Director of Industries & Commerce - Member
13. Circumstances in which the Union Public Service Commission is to be consulted in Making recruitment. : Not applicable


MANAGING DIRECTOR
PUDUCHERRY DISTILLERIES LIMITED
(A Govt. of Puducherry Undertaking)
Ariyapalayam, Villanar - 605 110