GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF ADI-DRAVIDAR WELFARE AND SCHEDULED TRIBES WELFARE
Kamaraj Salai, Thattanchavady, Puducherry - 605009

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No.1602/AWD/Estt./E1/2026 Puducherry, dated 16/11/2026

To
The Stake Holders/ Service Associations,
ADW &STW Department,
Puducherry

Sir,

Sub: ADW&STW - Estt – Public Notice on draft Recruitment Rules for the Post of Assistant Cook-cum-Server of ADW&STW Department - Reg.

Ref: E. File No.50085, dt: 28/09/2026 of the Under Secretary to Govt.(ADW&STW), Secretariat Wing, Chief Secretariat, Puducherry

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In compliance with the reference cited above, the draft Recruitment Rules for the post of Assistant Cook-cum-Server (ACCS) in this Department are enclosed herewith for inviting objections, comments and suggestions from the stakeholders.

2. Stakeholders having any objections, comments or suggestions on the draft Recruitment Rules may submit the same in writing to the undersigned within 30 days from the date of publication of the draft Recruitment Rules.

Yours faithfully,

16.11.26

(ARJUN RAMAKRISHNAN)
DIRECTOR

Encl: As above

SCHEDULE
RECRUITMENT RULES FOR THE POST OF ASSISTANT COOK-CUM-SERVER

1.	Name of the post	:	Assistant Cook-cum-Server
2	Number of posts	:	118 (one-hundred and eighteen) [2026] Subject to variation depending upon work-load.
3.	Classification	:	General Central Services - Group 'C' - (Non-Gazetted - Non-Ministerial).
4.	Level in the Pay Matrix	:	Level-1 Rs.18,000 - Rs.56,900
5.	Whether selection or non-selection post	:	Not applicable
6.	Age limit for direct recruits	:	Between 18 and 30 years (Relaxable for Government servants up to 40 years in accordance with the instructions or order issued by the Central Government) Note: The Crucial date for determining the age-limit shall be as advertised by the Competent Authority.
7.	Educational and other qualifications required for direct recruits	:	i) A pass in Class X or its equivalent. ii) Craftsmanship certificate in Food Production & Patisserie from any institution recognized by National Council for Hotel Management (NCHM) or All India Council for Technical Education (AICTE).
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	:	Not applicable
9.	Period of probation, if any	:	2 (Two) years 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.	:	(i) 75% by absorption failing which by direct recruitment. (ii) 25% by direct recruitment.

11.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/ deputation/absorption is to be made	:	By absorption from the daily rated Assistant Cook-sum-Server working available in the List, prepared by the ADW & STW Department in terms of "The Government of Puducherry Casual Labourers (Engagement and Regularization) Scheme, 2009" notified vide extra-ordinary Gazette No.15, dated 27.02.2009 and G.O.Ms.No.38 dated 03.07.2014 and G.O.Ms.No.83 dated 14.12.2015 of the Government of Puducherry.

12.	If a Departmental Promotion Committee exists, what is its composition?	:	Group 'C' Departmental Confirmation Committee (for considering confirmation)/Recruitment Committee:-		
			(1)	Secretary to Government-(Adi-Dravidar Welfare)	-Chairman
			(2)	Under Secretary to Government (ADW&STWD)	- Member
			(3)	Director, (ADW&STWD)	- Member
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment		: Not applicable		

16.11.26

(ARJUN RAMAKRISHNAN)
DIRECTOR