

**GOVERNMENT OF PUDUCHERRY  
TAGORE GOVT. ARTS AND SCIENCE COLLEGE**

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No.3318/TGA&SC/Estt/A2/2025/ 1091

Puducherry, dt 04 NOV 2025

**CIRCULAR**

**Sub:** TGASC-Estt-Call for Inputs/Comments/Suggestions for the Review of Non-Teaching/Technical Cadres in Higher Education Institutions under the control of Directorate of Higher and Technical Education, Puducherry -Reg.

**Ref:** I.D. Note No.A/1054/2025/441, dated. 15.10.2025 of the Joint Director(DHTE)-cum-Member Secretary(CRC), Puducherry.(copy enclosed)

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Attention is invited to the I.D. Note cited above.

The Directorate of Higher and Technical Education has constituted an **Cadre Review Committee(CRC)** to conduct a preliminary review of the Non-Teaching/Technical posts of all Higher Education Institutions functioning under the purview of the Directorate of Higher and Technical Education, Puducherry.

2. In this regard, a preliminary report has been prepared by the Committee covering the review of posts across various Higher Education Institutions. The Committee has categorized posts as **Relevant** (to be retained) or **Obsolete** (to be abolished/redesignated/restructured) and has also provided recommendations for the cadre structure.

3. All the stakeholders viz. Principals of HEIs, Service Associations and Individual Officials working in the Non-Teaching/Technical cadres in the Government Arts and Science Colleges and Government Law College, Puducherry are hereby requested to provide their inputs, comments, and suggestions regarding the proposed review, retention, abolition, redesignation, or restructuring of the posts. The copy of the preliminary report is enclosed herewith.

....contd.

4. This interaction is essential to consider various aspects that are to be taken into consideration while submitting the final proposal for the respective cadre. All the stakeholders are hereby requested to furnish inputs, in writing, to the Member-cum-Coordinator for the posts in Government HEIs, on or before 07.11.2025. Further, Member of the Committee shall also hold personal hearings/discussions to hear stakeholders, wherever necessary.

  
(Dr. R. KARUPPUSAMY)  
Member-cum-Coordinator for  
the posts in Government HEIs

Encl: as stated above.

**To**

1. The Director, Kanchi Mamunivar Centre for Postgraduate Studies, Puducherry.
  2. The Principal, Bharathidasan Govt. College for Women, Puducherry.
  3. The Principal, Ambedkar Government Law College, Puducherry.
  4. The Principal, Arignar Anna Govt. Arts College, Karaikal.
  5. The Principal, Avvaiyar Govt. College for Women, Karaikal.
  6. The Principal, Mahatma Gandhi Govt. Arts College, Mahe.
  7. The Principal, Dr. SRK Govt. Arts College, Yanam.
  8. All the stake holders concerned.
  9. The Digital and Technology Wing, TGA&SC, Puducherry.
- .....with instructions to post the circular in the official website.

*With a request to widely  
circulate this to all the stake  
holders concerned for their  
views / comments*

A/1054/2025/441  
GOVERNMENT OF PUDUCHERRY  
DIRECTORATE OF HIGHER & TECHNICAL EDUCATION  
\*\*\*\*\*



Puducherry, dated 15.10.2025

I.D. Note

Sub: DHTE -- Estt. -- Cadre Review of Group 'B' and 'C' posts --  
Submission of Report - Regarding.

Ref.: This office e-mail dated 09.10.2025.

Kind reference is invited to the subject cited above. The Minutes of the First CRC Meeting has been forwarded vide ref. cited. The Report and findings of the Internal Cadre Review Committee, the ToR and the Duties and Responsibilities of Members are attached with instructions to submit a report to DHTE within one month.

Encl.: a.a.

*M. Mohanasundary*  
MEMBER SECRETARY-cum-  
JOINT DIRECTOR, DHTE

To

1. The Principal, Tagore Government Arts and Science College  
*Member-cum-Coordinator for the posts in Government HEIs.*
2. The Principal, Motilal Government Polytechnic College  
*Member-cum-Coordinator for the posts in MNGPC.*



A/1054/2025/441  
GOVERNMENT OF PUDUCHERRY  
DIRECTORATE OF HIGHER & TECHNICAL EDUCATION  
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To

1. The Principal, Tagore Government Arts and Science College  
Member-cum-Cordinator for the posts in Government HEIs.
2. The Principal, Motilal Government Polytechnic College  
Member-cum-Cordinator for the posts in MNGPC.

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**GOVERNMENT OF PUDUCHERRY**  
**DIRECTORATE OF HIGHER & TECHNICAL EDUCATION**

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**Minutes of the First Meeting of the Cadre Review Committee of the Directorate of Higher and Technical Education, Puducherry held on 03.09.2025.**

The First meeting of the Cadre Review Committee (CRC) of the Directorate of Higher & Technical Education (DHTE) was held under the chairmanship of the Development Commissioner-cum- Secretary (Education) (DCCS) on 03.09.2025 @ 1100 hrs in VC Studio-1 of the Chief Secretariat, Puducherry. The list of participants are given in Annexure – I.

2. At the outset, the Joint Director (H&TE) / Member Secretary of the CRC welcomed the Chairman and other members present and briefed about the background & constitution of the Committee. She further added that the CRC was constituted vide G.O.Ms. No.11, dated 16.06.2025 of the Higher & Technical Education Secretariat to review the Group 'B' and 'C' in both Technical and Non-teaching posts in Government Arts & Science Colleges, Government Polytechnical College under the aegis of the Directorate of Higher & Technical Education.

3. It was further explained that the erstwhile Department of School Education was bifurcated in 2003 vide G.O. No.89, dated 11.07.2003, leading to the creation of a separate Directorate of Collegiate & Technical Education. While some administrative posts were incorporated in the said order, the relevant G.Os for technical / non-teaching posts were not available. Therefore, many such posts remained vacant, affecting the institutional functioning which necessitated a comprehensive cadre review.

4. The DHTE apprised the CRC regarding the identification of relevant posts and obsolete Group 'B' and 'C' posts, the restructuring requirements and examining the availability of Recruitment Rules (RRs). It was noted that RRs existed only for a few posts. The reports of the Internal Cadre Review Committee were also placed before the CRC for deliberations/ discussions.

5. On scrutiny and examination of the above produced records and after detailed deliberations/ discussions, the following actionable points emerged:-

- i. A thorough cadre review to be taken up in line with the guidelines of AICTE and UGC focusing special attention for admissions, student performance and employment opportunities.

- ii. A proper scrutiny of the posts that are proposed to be declared as "obsolete" be carried out before declaring them as "obsolete" and such identified "obsolete" posts shall be restructured to suit institutional requirements in consonance with the National Educational Policy 2020 after obtaining the approval of the Competent Authority.
  - iii. The preliminary reports of the Internal Cadre Review Committee (Report-I of Motilal Nehru Government Polytechnic College (MHGPC) and Report-II for other Institutions) shall be circulated to all stakeholders. The Principals of MNGPC and Tagore Government Arts & Science College (TGAC) be designated as coordinators respectively for the purpose and submit their reports to the DHTE after obtaining the comments from all the stakeholders.
  - iv. The DHTE to submit the comprehensive report to the CRC within a period of one month for further discussions.
6. The meeting ended with vote of thanks to all the participants.

//Issued with the approval of the Competent Authority//

Digitally signed by  
Mohanasoundary  
Date: 09-10-2025  
(M. MOHANASOUNDARY)  
10:37:35  
Member Secretary

To

1. The Director of Higher & Technical Education, Puducherry
2. The Principal, Tagore Government Arts & Science College, Puducherry
3. The Principal, Motilal Nehru Government Polytechnical College, Puducherry
4. The Under Secretary to Government (AR Wing), Chief Secretariat, Puducherry
5. The Under Secretary to Government (Finance), Chief Secretariat, Puducherry
6. The Under Secretary to Government (H&TE), Chief Secretariat, Puducherry
7. The Dean (Academics), Pondicherry University, Puducherry.

Copy to:

The PS to Development Commissioner/ Secretary (H&TE), Chief Secretariat, Puducherry.

Annexure – I

List of participants for the Cadre Review Committee meeting held on 03.09.2025 @ 1100 hrs in VC Studio-1, Chief Secretariat, Puducherry.



Sl. No.	Name of the Officer with Designation	Description
1	Development Commissioner – cum – Secretary to Government (Education)	Chairman
2	Director of Higher & Technical Education, Puducherry	Member
3	Principal, Tagore Government Arts & Science College, Puducherry	Member
4	Principal, Motilal Nehru Government Polytechnical College, Puducherry	Member
5	Under Secretary to Government (AR Wing), Chief Secretariat, Puducherry	Member
6	Under Secretary to Government (Finance), Chief Secretariat, Puducherry	Member
7	Joint Director, Directorate of Higher & Technical Education, Puducherry	Member Secretary

**Directorate of Higher and Technical Education, Puducherry**  
**Internal Cadre Review Committee**

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Preliminary Report on review of the non-teaching/technical posts of all HIGHER EDUCATION INSTITUTIONS under the purview of the Directorate, Puducherry.

The Directorate of Higher and Technical Education, upon bifurcation from the Directorate of Education vide G.O.Ms. No.89 dated 11.07.2003, has under its purview 7 Government Arts and Science Colleges, One Polytechnic, One Law College and Society Colleges functioning under PONSHE and PIPMATE Societies.

Accordingly, the Committee in the first instance undertook a study of the posts of College Librarians and Physical Education Director in all the Colleges and has submitted the report on 26.04.2024. Similarly, the non-teaching/technical posts in MNGPC have been review by the Committee. Now, the Cadre review of various Higher Education Institutions under the purview of DHTE has been studied by the committee. The details of non-teaching/technical Cadre control posts available in various HEIs are as follows;

Sl. No.	Name of the Post	Group	Sanctioned strength	Filled	Vacant	Remarks
1.	Assistant Librarian	B	14	0	14	
2.	Laboratory Assistant	C	5	0	5	
3.	Junior Mechanic	C	1	0	1	
4.	Mechanic	C	3	0	3	
5.	Book Binder	C	2	0	2	
6.	Wireman	C	2	0	2	
7.	Sergeant	C	1	0	1	
8.	Bus Attender/Cleaner	C	4	0	4	
9.	Conductress	C	1	0	1	
10.	Games Attender	C	4	1	3	
10.	Gasman	C	3	0	3	
12.	Marker	C	3	2	1	
13.	Specimen Collector	C	1	0	1	

Review of the posts in all the HEIs have been done based on the report submitted by the Head of Institutions and particulars collected from the Directorate of School Education, Puducherry. Post bifurcation of Directorate of School Education in 2003 into two Distinct Directorates, the posts have been transferred to the Directorate of Higher Education, Puducherry. Many of the creation G.O.s of the posts that were earlier borne in the singular Education Department are not traceable. However, based on the available data and data collected from DSE, the following report is submitted. The Detailed information pertaining to each post is attached in the Annexure.



Sl. No.	Name of the Post	Group	Sanctioned strength	Filled	Vacant	Remarks
1.	Assistant Librarian	B	14	0	14	RELEVANT
2.	Laboratory Assistant	C	5	0	5	RELEVANT
3.	Bus Attender/Cleaner	C	4	0	4	RELEVANT
4.	Conductress	C	1	0	1	RELEVANT
5.	Book Binder	C	2	0	2	RELEVANT
6.	Wireman	C	2	0	2	RELEVANT
7.	Mechanic	C	3	0	3	OBSOLETE
8.	Gasman	C	3	0	3	OBSOLETE
9.	Junior Mechanic	C	1	0	1	OBSOLETE
10.	Games Attender	C	4	1	3	RELEVANT
11.	Sergeant	C	1	0	1	OBSOLETE
12.	Marker	C	3	2	1	OBSOLETE
13.	Specimen Collector	C	1	0	1	OBSOLETE

### 1. ASSISTANT LIBRARIAN

The post is RELEVANT and is to be retained. Though the post of Assistant Librarian has been created for the Institution, it is being filled by the Directorate of School Education from its date of creation. Now, the DSE has decided to recall the School Librarians from all the HEIs, due to dearth of staff needed for implementation of NEP and introduction of CBSE pattern in the schools.

The posts have to be redistributed among all the HEIs (based on volume of books and students), as only 7 HEIs have been sanctioned with the post of Assistant Librarian. KMGIPSR and SRKGAC, Yanam do not have sanctioned post of Assistant Librarian. There are no Recruitment Rules for the post of Assistant Librarian at present and hence there is a need to frame RR for the post.

### 2. LABORATORY ASSISTANT

The post is RELEVANT and is to be retained. The posts are attached to the laboratories of Physics, Chemistry, Botany and Zoology. Hence, the posts are very much essential for smooth conduct of practical classes. There are no Recruitment Rules for the post of Lab Assistant at present and hence there is a need to frame RR for the post.

All the Arts and Science Colleges require the post of Lab Assistant. Hence, redistribution of posts and creation/restructure/redesignation of posts have to be done so as to provide Lab Assistants to all the Colleges viz., KMGIPSR, TGASC, BGCW, AAGASC, AGCW, MGGAC and SRKGAC.

### 3. BUS ATTENDER/CLEANER

The Principals of the Institutions have opined that the post is RELEVANT as the present Bus is under condemnation. Once a new vehicle is made available, the post is needed. However, the aspect of outsourcing of vehicles need to be considered.

As there is no RR for the post, RR has to be framed and the post has to be filled by Direct Recruitment.

### 4. CONDUCTRESS

The post is RELEVANT. The Conductress is required for the Primary School in the BGCW campus. The post may be retained till the Primary School functions in the BGCW premises.

### 5. BOOK BINDER

The post is RELEVANT. Institutions have a huge Library. Books are issued to a number of students. Hence, the post of Book Binder is relevant. RR has to be framed.

### 6. WIREMAN

The post is RELEVANT. For maintenance of electrical installation and various other works, the post of Wireman is required. RR has to be framed.

### 7. MECHANIC 8. GASMAN 9. JUNIOR MECHANIC

The posts are OBSOLETE. These posts may be redesignated as WIREMAN/MECHANIC for maintenance of the Institutions. Each College may be assigned with one post of Wireman/Mechanic.



**10. GAMES ATTENDER**

The post is RELEVANT and is to be retained. The post is required to assist the Physical Education Director of the Institution.

The RR has to be framed as per 7th CPC and has to be filled by Direct Recruitment.

**11. SERGEANT 12. MARKER 13. SPECIMEN COLLECTOR**


The posts are OBSOLETE. These posts may be redesignated as GAMES ATTENDER to assist the PEDs of the Institution. Each College may be assigned with one post of Games Attender.

BEFORE CADRE REVIEW/RESTRUCTURE				POST CADRE REVIEW/RESTRUCTURE	
Sl. No.	Name of the Post	No. of posts	Relevant / Obsolete	Name of the Post after cadre restructuring	No. of posts
1.	Assistant Librarian	14	RELEVANT	Assistant Librarian	14
2.	Conductress	1	RELEVANT	Conductress	1
3.	Bus Attender	4	RELEVANT	Bus Attender	4
4.	Book Binder	2	RELEVANT	Book Binder	2
5.	Lab Assistant	5	RELEVANT	Lab Assistant	5
6.	Wireman	2	OBSOLETE	Wireman/Mechanic	9
7.	Gasman	3	OBSOLETE		
8.	Junior Mechanic	1	OBSOLETE		
9.	Mechanic	3	OBSOLETE		
10.	Games Attender	4	RELEVANT	Games Attender	9
11.	Marker	3	OBSOLETE		
12.	Sergeant	1	OBSOLETE		
13.	Specimen Collector	1	OBSOLETE		

The Report is Submitted to the Director, DHTE.

  
(R. SHRIDHARAN)  
CONSULTANT

  
(V. SUMITHRA)  
ASSISTANT

  
(S. ABIRAMI)  
ASSISTANT

  
(I. LAKSHMIKANDAN)  
LOWER DIVISION CLERK



*Other HEIs*

Name of the Post	:	ASSISTANT LIBRARIAN						
Sanctioned Strength	:	14 posts						
Name of the Institution	:	TGASC, Puducherry	BGCW, Puducherry	MNGPC, Puducherry	AGLC, Puducherry	AAGASC, Karaikal	AGCW, Karaikal	MGGAC, Mahe
No. of posts	:	4	3	2	2	1	1	1
No. of posts filled	:	0	0	0	0	0	0	0
No. of posts vacant	:	4	3	2	2	1	1	1
Whether Creation G.O. available	:	*F-25-59/65-Edn.II dt 12.6.65 of GAD - 1 post *G.O.Rt. No.351/72/DSE dt. 29.6.72 - 1 post *G.O.Rt.No.436/71/DSE dt.3.8.71 - 1 post * G.O.Rt.No.46/80/Edn(P8) dt. 5.3.80 - 1 post						
Whether RR available	:	No						

	Is the post still relevant / Obsolete	Reasons if relevant / obsolete	If the present post is obsolete, proposed creation of new post by	Duties performed by the incumbent of the post
	(5)	(6)	(7)	(8)
Remarks of the HoIs	RELEVANT	To assist the College Librarian	-----	For issue and receipt of Books and to maintain the library inventories.

Findings of the Internal Committee:	<ul style="list-style-type: none"> <li>* The post of Assistant Librarian Gr-I has been created in the erstwhile DSE in the scale of pay of Rs.1200-2400 (4th CPC)</li> <li>* The post is being filled with school librarians from DSE.</li> <li>* RR has to be framed as per 7th CPC and the posts have to be filled by Direct Recruitment.</li> <li>* The post is a Group 'B' post</li> <li>* The posts have to be redistributed among all the HEIs (based on volume of books and students)</li> <li>* Presently, only 7 HEIs have Assistant Librarian posts.</li> <li>* There are no Assistant Librarian posts in KMGIPSR and SRKGAC Yanam</li> </ul>
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Name of the Post	:	LAB ASSISTANT	
Sanctioned Strength	:	5 posts	
Name of the Institution	:	Arignar Anna Government Arts and Science College, Karaikal	Mahatma Gandhi Government Arts College, Mahe
No. of posts	:	1 post	4 posts
No. of posts filled	:	Nil	Nil
No. of posts vacant	:	1 post	4 posts
Whether Creation G.O. available	:	G.O.Rt. No.418/71/DSE dated 24.7.1971 - 1 post	----
Whether RR available	:	No	

	Is the post still relevant / Obsolete	Reasons if relevant / obsolete	If the present post is obsolete, proposed creation of new post by redesignation	Duties performed by the incumbent of the post
	(5)	(6)	(7)	(8)
Remarks of the Hols AAGASC, Karaikal and MGGAC, Mahe	RELEVANT	Very essential for smooth conduct practical classed and practical examination.	---	Attached to the Labs of Physics, Chemistry, Zoology and Botany.
Findings of the Internal Committee: <ul style="list-style-type: none"> <li>* The post is Relevant and action to be taken to ensure posting of Lab Assistants in all Arts and Science Colleges.</li> <li>* The posts are vacant for more than 20 years</li> <li>* Any other post can be considered for restructure as Lab Assistant, so that all Arts and Science Colleges are provided with Lab Assistants.</li> <li>* It is a Group 'C' post</li> <li>* The post have to be filled through Direct Recruitment and RR has to be framed.</li> </ul>				

Name of the Post	:	JUNIOR MECHANIC
Sanctioned Strength		1
Name of the Institution	:	Tagore Government Arts and Science College, Puducherry
Whether Creation G.O. available	:	Yes; G.O.Ms.No.83 dated 27.9.1991
Sanctioned Strength	:	1
No. of posts filled	:	0
No. of posts vacant	:	1
Whether RR available	:	No

	Is the post still relevant / Obsolete	Reasons if relevant / obsolete	If the present post is obsolete, proposed creation of new post by	Duties performed by the incumbent of the post
	(5)	(6)	(7)	(8)
Remarks of the HoI, TGASC	RELEVANT	Very essential in the Physics Department	---	----

Findings of the Internal Committee:

- \* The post of Junior MEchanic can be considered for restructure as Wireman/Mechanic.
- \* RR for the post has to be framed and the post has to be filled by Direct Recruitment
- \* The post is A Group 'C' post
- \* The post is vacant for more than 20 years



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Name of the Post	:	MECHANIC		
Sanctioned Strength	:	3 posts		
Name of the Institution	:	TGASC, Puducherry	AAGASC, Karaikal	MGGAC, Mahe
No. of posts	:	1	1	1
No. of posts filled	:	0	0	0
No. of posts vacant	:	1	1	1
Whether Creation G.O. available	:	* G.O.Ms.No.48/86/Edn dated 24.07.1986	---	---
Whether RR available	:	No		

	Is the post still relevant / Obsolete	Reasons if relevant / obsolete	If the present post is obsolete, proposed creation of new post by	Duties performed by the incumbent of the post
	(5)	(6)	(7)	(8)
Remarks of the Hols - TGASC & MGGAC, Mahe	RELEVANT	*Very much essential in the Physics Department. * For maintenance of electrical installation and various instruments.	---	----
Findings of the Internal Committee:				
* The posts are vacant for more than 10 years * RRs are not available, hence RR has to be framed				

Name of the Post	:	BOOK BINDER	
Sanctioned Strength	:	2 posts	
Name of the Institution	:	Tagore Government Arts and Science College, Puducherry	Ambedkar Government Law College, Puducherry
No. of posts	:	1 post	1 post
No. of posts filled	:	Nil	Nil
No. of posts vacant	:	1 post	1 post
Whether Creation G.O. available	:	Yes; G.O.Ms. No.66/SO(E)/Edn dated 16.06.1978	
Whether RR available	:	No	

	Is the post still relevant / Obsolete	Reasons if relevant / obsolete	If the present post is obsolete, proposed creation of new post by redesignation	Duties performed by the incumbent of the post
	(5)	(6)	(7)	(8)
Remarks of the Hols TGASC and AGLC	RELEVANT	* Institutions have a huge Library. Books are issued to a number of students. The works of Book Binder is relevant.	----	----
Findings of the Internal Committee:				
* The post is RELEVANT and may be retained. * Similar posts may be created by restructure as all the HEIs have Libraries				

Name of the Post	:	WIREMAN	
Sanctioned Strength	:	2 posts	
Name of the Institution	:	Tagore Government Arts and Science College, Puducherry	Motilal Nehru Government Polytechnic College, Puducherry
No. of posts	:	1 post	1 post
No. of posts filled	:	Nil	Nil
No. of posts vacant	:	1 post	1 post
Whether Creation G.O. available	:	G.O.Ms.No.69/Estt-I/79/Edn dated 5.4.1979	G.O.Ms.No.69/Estt-I/79/Edn dated 5.4.1979
Whether RR available	:	No	

	Is the post still relevant / Obsolete	Reasons if relevant / obsolete	If the present post is obsolete, proposed creation of new post by redesignation	Duties performed by the incumbent of the post
	(5)	(6)	(7)	(8)
Remarks of the HoI, TGASC & MNGPC		The service of Wireman is essential for repair and maintenance of electrical wiring installed in various buildings in the Institution.	----	To carry out all repair and maintenance of electrical wires installed in the buildings of this Institution.
Findings of the Internal Committee: <ul style="list-style-type: none"> <li>* The post is relevant for maintenance of the Institutions.</li> <li>* The posts are vacant for a long period.</li> <li>* There is no RR for the post</li> <li>* It is a Group 'C' post</li> <li>* Similar posts may be created by restructure as all the HEIs require Wireman post for maintenance of the Institution.</li> </ul>				



Name of the Post	:	SERGEANT
Sanctioned Strength		1 Post
Name of the Institution	:	Tagore Government Arts and Science College, Puducherry
No. of posts	:	1 post
No. of posts filled		Nil
No.of posts vacant		1 post
Whether Creation G.O. available	:	Yes; F.25-76/62/Edn.II dated 2.5.192 (Copy not available).
Whether RR available	:	No

	Is the post still relevant / Obsolete	Reasons if relevant / obsolete	If the present post is obsolete, proposed creation of new post by redesignation	Duties performed by the incumbent of the post
	(5)	(6)	(7)	(8)
Remarks of the HoIs	RELEVANT	---	--	---
Findings of the Internal Committee: * The post of Sergeant is vacant for the past 20 years. * The post is OBSOLETE and can be considered for restructure as Games Attender.				

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Name of the Post	:	GAMES ATTENDER		
Sanctioned Strength	:	4 posts		
Name of the Institution	:	Tagore Government Arts and Science College, Puducherry	Bharathidasan Government College for Women, Puducherry	Motilal Nehru Government Polytechnic College, Puducherry
No. of posts	:	2	1	1
No. of posts filled	:	1 * service placed at SRKGAC yanam	0	0
No. of posts vacant	:	1	1	1
Whether Creation G.O. available	:	Yes; F-21-1/60/Edn of GAD dated 24.05.1961 - 2 posts		
Whether RR available	:	No		

	Is the post still relevant / Obsolete	Reasons if relevant / obsolete	If the present post is obsolete, proposed creation of new post by redesignation	Duties performed by the incumbent of the post
	(5)	(6)	(7)	(8)
Remarks of the Hols - TGASC, BGCW & MNGPC	RELEVANT	To distributed and collect sports equipments	----	To assist the PED

Findings of the Internal Committee:

- \* The post is RELEVANT
- \* Out of 4 posts, only 1 post is filled.
- \* It is a Group C post. RRs are not available. RRs have to be framed.
- \* 3 posts of Marker and 1 post of Sergeant and 1 post of Specimen Collector may be redesignated as Games Attender, so as to provide one Games Attender to each HEI, to assist the PED.

Name of the Post	:	GASMAN		
Sanctioned Strength	:	3 posts		
Name of the Institution	:	Bharathidasan Government College for Women, Puducherry	Avvaiyar Government College for Women, Karaikal	Mahatma Gandhi Government Arts College, Mahe
No. of posts	:	1	1	1
No. of posts filled	:	0	0	0
No. of posts vacant	:	1	1	1
Whether Creation G.O. available	:	Yes. Created vide G.O.Ms. No.48/86/Edn dated 24.07.1986		Yes. G.O.Ms. No.647/72/Edn dated 16.01.1972
Whether RR available	:	No		

	Is the post still relevant / Obsolete	Reasons if relevant / obsolete	If the present post is obsolete, proposed creation of new post by redesignation	Duties performed by the incumbent of the post
	(5)	(6)	(7)	(8)
Remarks of the Hols	RELEVANT	* Essential for chemistry Lab. Gasman is needed to fulfil lab safety equipments. 'NAAC' insists on safety of handling gas equipments. To check the safety of gas cylinders in Chemistry Lab and to handle the gas stoves in Home Science Department.		Gasman is attached to the Chemistry Lab
Findings of the Internal Committee: <ul style="list-style-type: none"> <li>* The post is OBSOLETE and can be considered for restructure/redesignation as WIREMAN/MECHANIC in all the HEIs.</li> <li>* The posts are vacant for more than 15 years</li> </ul>				



Name of the Post	:	MARKER		
Sanctioned Strength	:	3 posts		
Name of the Institution	:	Arignar Anna Government Arts and Science College, Karaikal	Avvaiyar Government College for Women, Karaikal	Mahatma Gandhi Government Arts College, Mahe
No. of posts	:	1	1	1
No. of posts filled	:	0	1	1
No. of posts vacant	:	1	0	0
Whether Creation G.O. available	:		G.O.Ms. No.59/74 dated 26.6.1974	
Whether RR available	:	No		

	Is the post still relevant / Obsolete	Reasons if relevant / obsolete	If the present post is obsolete, proposed creation of new post by redesignation	Duties performed by the incumbent of the post
	(5)	(6)	(7)	(8)
Remarks of the HoIs	RELEVANT	The post of Marker is relevant and has to be retained, to assist the PED in sports.	--	To assist the PED
Findings of the Internal Committee: <ul style="list-style-type: none"> <li>* The post of Marker is Obsolete.</li> <li>* The post of Marker can be considered for restructure as Games Attender.</li> <li>* RR for the post of Marker is not available.</li> </ul>				

Name of the Post	:	SPECIMEN COLLECTOR
Sanctioned Strength		1 post
Name of the Institution	:	Mahatma Gandhi Government Arts College, Mahe
No. of posts	:	1 post
No. of posts filled		Nil
No. of posts vacant		1 post
Whether Creation G.O. available	:	No
Whether RR available	:	No

	Is the post still relevant / Obsolete	Reasons if relevant / obsolete	If the present post is obsolete, proposed creation of new post by redesignation	Duties performed by the incumbent of the post
	(5)	(6)	(7)	(8)
Remarks of the Hols	RELEVANT	Essential in the Zoology Lab	--	Attached to the Zoology Lab
Findings of the Internal Committee: <ul style="list-style-type: none"> <li>* The only post of Specimen Collector in MGGAC is vacant from 2010.</li> <li>* The post is a Group 'C' post</li> <li>* No Recruitment Rules are available</li> <li>* The post of Specimen Collector is obsolete and can be considered for restructure as Games Attender.</li> </ul>				

Name of the Post	:	CONDUCTRESS
Sanctioned Strength	:	1 post
Name of the Institution	:	Bharathidasan Government College for Women, Puducherry
No. of posts	:	1 post
No. of posts filled	:	1 post
No. of posts vacant	:	0
Whether Creation G.O. available	:	
Whether RR available	:	No

	Is the post still relevant / Obsolete	Reasons if relevant / obsolete	If the present post is obsolete, proposed creation of new post by redesignation	Duties performed by the incumbent of the post
	(5)	(6)	(7)	(8)
Remarks of the HoIs	RELEVANT	The post of conductress is essential for the primary school located in the BGCW campus.	-	--
Findings of the Internal Committee: <ul style="list-style-type: none"> <li>* The post is a Group 'C' post and has been filled on compassionate grounds by DHTE</li> <li>* The post has been created for a primary school in BGCW and hence the post is relevant.</li> <li>* The post of Conductress is borne in the Directorate of School Education.</li> <li>* The post may be retained till the Primary school functions in the BGCW premises.</li> </ul>				



Name of the Post	:	BUS ATTENDER						
Sanctioned Strength	:	4 posts						
Name of the Institution	:	KMGIPSR, Puducherry	TGASC, Puducherry	MNGPC, Puducherry	MGGAC, Mahe			
No. of posts	:	1	1	1	1			
No. of posts filled	:	0	0	0	0			
No. of posts vacant	:	1	1	1	1			
Whether Creation G.O. available	:		NO					
Whether RR available	:	No						

	Is the post still relevant / Obsolete	Reasons if relevant / obsolete	If the present post is obsolete, proposed creation of new post by	Duties performed by the incumbent of the post
	(5)	(6)	(7)	(8)
Remarks of the HoIs	RELEVANT	To assist the Bus Driver		
Findings of the Internal Committee: <ul style="list-style-type: none"> <li>* The post is obsolete as there are no vehicles for the Institutions.</li> <li>* The post is a Group 'C' post in the pay scale (Rs.2610-3540 - 5th CPC)</li> <li>* These posts are vacant for more than 15 years</li> <li>* The posts can be redesignated and restructured as per requirement.</li> <li>* All 4 posts of Bus Attender are vacant</li> <li>* The post of Bus Attender is one of the feeder cadres for promotion to the post of Driver HMV - Gr-III</li> </ul>				

**DIRECTORATE OF HIGHER & TECHNICAL EDUCATION**  
**SANCTIONED STRENGTH AND VACANCY POSITION**

SANCTIONED STRENGTH AND VACANCY POSITION																																		
Sl.No.	Designation	Group	KMCPGS			TGASC			BGCW			MNGPC			AGLC			AAGAC, KARAIKAL			AGCW, KARAIKAL			MGGAC, MAHE			SRKGAC, YANAM			GRAND TOTAL				
			1			2			3			4			5			6			7			8			9			10				
			SS	ES	V	SS	ES	V	SS	ES	V	SS	ES	V	SS	ES	V	SS	ES	V	SS	ES	V	SS	ES	V	SS	ES	V	SS	ES	V		
1	Assistant Librarian	B	0	0	0	4	1	3	3	1	2	2	1	1	2	1	1	1	1	0	1	1	0	1	1	0	0	0	0	0	0	14	7	7
2	Laboratory Assistant	C	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	0	0	0	4	0	4	0	0	0	5	0	5		
3	Junior Mechanic	C	0	0	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1		
4	Mechanic	C	0	0	0	1	0	1	0	0	0	0	0	0	0	0	0	1	0	1	0	0	0	1	0	1	0	0	0	3	0	3		
5	Book Binder	C	0	0	0	1	0	1	0	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	2	0	2		
6	Wireman	C	0	0	0	1	0	1	0	0	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	2		
7	Sergeant	C	0	0	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	2			
8	Bus Attender/ Cleaner	C	1	0	1	1	0	1	0	0	0	1	0	1	0	0	0	0	0	0	0	0	0	1	0	1	0	0	0	4	0	4		
9	Conductress	C	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0		
0	Games Attender	C	0	0	0	2	1	1	1	0	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	1	3			
1	Gasman	C	0	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0	0	1	0	1	1	0	1	0	0	3	0	3			
2	Marker	C	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	1	1	0	1	1	0	0	0	3	2	1			
3	Specimen Collector	C	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	0	0	0	1	0	1			



**Directorate of Higher and Technical Education, Puducherry**

**Cadre Review Committee**

**Duties and Responsibilities of the Members of the Cadre Review Committee**

1.	Director of Higher and Technical Education	Shall be the Vice-Chairman of the Committee.
2.	Principal (Tagore Government Arts and Science College, Puducherry)	To call for inputs/Comments/suggestions from the Service Associations/Individual officials towards proposed review of the <u>technical/non-teaching cadres in Government Arts and Science College and Government Law College, Puducherry</u> . Wherever necessary, the Member may hold personal hearing/discussion to have one-to-one interaction with the stakeholders on the various aspects that are to be taken into consideration while submitting proposal for the respective cadre.
3.	Principal (Motilal Nehru Government Polytechnic College, Puducherry)	To call for inputs/Comments/suggestions from the Service Associations/Individual officials towards proposed review of the <u>technical/non-teaching cadres in MNGPC, Puducherry</u> . Wherever necessary, the Member may hold personal hearing/discussion to have one-to-one interaction with the stakeholders on the various aspects that are to be taken into consideration while submitting proposal for the respective cadre.
4.	Dean (Academics), Pondicherry University (Co-opted Member (Expert/Experienced faculty from University)- nominated by the Secretary to Government (Education), Puducherry.	To call for inputs/Comments/suggestions from the Service Associations/Individual officials towards proposed review of the <u>technical/non-teaching cadres in the Higher Education Institutions</u> . Wherever necessary, the Member may hold personal hearing/discussion to have one-to-one interaction with the stakeholders on the various aspects that are to be taken into consideration while submitting proposal for the respective cadre.
5.	Joint Director (Collegiate Education), Directorate of Higher and Technical Education, Puducherry.	Shall be the Member Secretary of the Committee



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**Directorate of Higher and Technical Education, Puducherry**

**Cadre Review Committee**

**Terms of Reference of the Members of the Cadre Review Committee**

1. The Cadre Review Committee shall take up for examination the preliminary report and hold consultations with the representatives of Service Association(s), wherever necessary. To identify the posts which are relevant and obsolete in the existing cadre. While examining the proposal, all issues like expected changes in the Institution activities, Digitization, Workload, NEP related changes, financial implications etc., to be analysed and made part of the proposal.
2. Identification of new posts to be worked out and full justification for creation/upgradation for each post should be given.
3. Promotional avenues to be kept in view while formulating proposals for Cadre Review. For isolated categories, where promotion to the next grade is not possible, efforts may be made to identify posts after considering the qualification and experience, duties and responsibilities attached to these posts for merging them with the existing cadres.
4. To ensure that the Cadre Review would not have an adverse on the feeder cadre.
5. To offer suggestions for framing of Recruitment Rules for cadres in the absence of RRs.
6. To make Adequate planning for recruitment based on Cadre Review.
7. A Report to be submitted within 6 months of formation of this Committee.

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