OFFICE OF
THE COMMANDANT (IRBn)
PUDUCHERRY

No.62/RR-Amend/Estt/ IRBn/2026- 662 Dated: 27.10.2026

To

The Superintendent of Police(Web Information Manager),
Police Department,
Puducherry.

Sub : PP-IRBn - Publishing the draft Recruitment Rules for the post of Head Constable / Stenographer (Male)in the Official Website of Police Department for inviting Views/Comments from the stakeholders – Reg.

Ref : No.A.12018/6/2025-O/o HOME-CSECY dated 06.10.2026

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It is informed that, the Under Secretary (Home), Home Department, Puducherry has directed to publish the draft approved Recruitment Rule for the post of Head Constable / Stenographer (Male) IRBn, Police Department, Puducherry in the Official Website of Police Department for 30 days inviting views/comments from the stake holders.

2. The draft Recruitment Rulesfor the post of Head Constable / Stenographer (Male), IRBn is hereby enclosed for further necessary action at your end.

3. After publishing the same in the Official website of Police Department, the same may be communicated to the undersigned.

27/10

COMMANDANT
INDIA RESERVE BATTALION
PUDUCHERRY POLICE

GOVERNMENT OF PUDUCHERRY
Abstract

Home (Police) - Group 'C' post Recruitment Rules - Amendment to the Recruitment Rules for the post of Head Constable / Stenographer (Male) in India Reserve Battalion, Police Department, Puducherry- Notification - Orders - Issued.

Home Department

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G.O. Ms. No.: **Puducherry, dated:**

ORDER:

The following Notification shall be published in the next issue of the Official Gazette:-

NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, read with the Notification No.5/4/65-GP, dated the 11th January, 1965 of the Ministry of Home Affairs, Government of India, New Delhi and in supersession of the Home Department's Notification issued in G.O. Ms. No. 52 dated 22nd September 2004 published in Supplement to the Gazette No.1 dated 4th January, 2005 and was subsequently amended vide scheduled –II of Notification's G.O. Ms.No.88, dated 19.12.2013 save as respects things done or omitted to be done be such supersession, the Lieutenant-Governor, Puducherry, hereby makes the following rules further to amend the rules regulating the method of recruitment to the Group 'C', post of Head Constable / Stenographer (Male) in the Home Department, Government of Puducherry, namely:-

1. Short title and commencement:

1) These rules may be called the Government of Puducherry, India Reserve Battalion, (Head Constable / Stenographer (Male) - Group 'C' post) Recruitment (Amendment) Rules, 2026.
2) They shall come into force from the date of their publication in the official gazette.

2. Number of posts, their classifications 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 schedules annexed hereto.

3. *Method of recruitment, age limit and other qualifications:-* The method of recruitment to the said post, age limit, qualifications and other matters relating thereto, shall be as specified in columns (5) to (13) of the said Schedule.

4. *Disqualification:* 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 there are other grounds for so doing, exempt any person from the operation of these rules.

5. *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.

6. *Saving:-* Nothing in these rule shall affect the reservations, relaxation in upper age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes and other special categories of persons, in accordance with the orders issued by the Government from time to time, in this regard.

SCHEDULE

(G.O. Ms. No. dated:)

RECRUITMENT RULES FOR THE POST OF HEAD CONSTABLE / STENOGRAPHER (MALE), INDIA RESERVE BATTALION, PUDUCHERRY

01.	Name of the Post	:	Head Constable/Stenographer (Male)
02.	Number of Posts	:	1 (one) (2026) (Subject to variation dependent on workload)
03.	Classification	:	General Central Service, Group "C" (Non- Gazetted) Non - Ministerial
04.	Level in the Pay Matrix	:	Level – 4 in the Pay Matrix
05.	Whether selection or non-selection post	:	Not applicable
06.	Age limit for direct recruits	:	Between 18 and 25 years Note: The crucial date for determining the age limit shall be as advertised by the Competent Authority.
07.	Educational and other qualifications required for direct recruits	:	(A) i) A pass in H.S.C (12th Class) or equivalent from a recognized Board/Institution. ii) A pass in Stenography in English in Junior Grade; iii) A pass in Typewriting in English in Junior Grade. iv) Diploma in Computer Application (DCA) from a Govt. recognized Institution. B) Should possess the prescribed physical standards and pass the physical efficiency test, skill test and medical standards as follow:-

1. *Physical Measurements*:

Height	Not less than 171 Cms
Chest	Unexpanded 81 cms. with minimum expansion of 5 cms.
Weight	Body Mass Index (BMI) should be 18.50 to 29.9 kg/M2

Physical measurements as prescribed in the eligibility condition of the candidates will be done by the Physical Education Experts from the Education Department, Puducherry under the overall supervision of the Commandant (IRBn) or of an officer nominated by the Director/Inspector General of Police, Puducherry.

Entries regarding physical measurement and physical efficiency test would be made in bound register (and not on loose sheets) and also in columns, provided for the purpose in the applications forms, on the spot at the time of measurement/test by the officer who takes the measurements in his own hand. No overwriting/erasing would be done under any

circumstances and all legitimate corrections would be personally attested by the officer concerned and handed over to the Commandant, India Reserve Battalion who will scrutinize the records for their correct preparation and ensure their safe custody.

2. Appeal:

The appeal made by any candidate on the same day of the physical test will be examined and the decision of the Director General of Police/Inspector General of Police in respect of the appeals shall be final.

3. Physical Efficiency Test:

	Events	**Minimum standard to acquire**
Stage – I	Mile race	6 ½ minutes
Stage – II	Long Jump	3.80 metres (3 chances)
Stage – III	High Jump	1.20 metres (3 chances)

Note: 1

(1) All the above events are compulsory.

(2) Each stage is a qualifying stage by itself for the next stage i.e. only the candidates who qualify in the Stage – I, will be eligible for the Stage – II and so on.

Note-2:- Ex-servicemen will not be required to pass physical efficiency test. They will be eligible to appear for the written test and skill test as the case may be if they possess the minimum physical measurements and pass the medical examination.

4. Written Test:

All the candidates who qualify the physical standards and physical efficiency tests shall undergo a Skill test as detailed below.

Skill test for the post of Head Constable/Stenographer (Male)

(a) Skill test norms.

(i) Dictation : 10 minutes at 80 words per minute.

(ii) Transcription : 50 minutes (English) (On computer)

(b) Typewriting test in the respective regional language or Hindi at 30 words per minute (on Computer)

(i) The candidate have to attend the prescribed skill test only. After selection the medium of instruction for the training course will be in English only.

(ii) For qualifying the written test, the candidates should obtain a minimum of 40 % in case of general candidates and 35 % in respect of others candidates.

(iii) After evaluation and preparation of result sheets, the answer sheets will be sealed and handed over to the Commandant, India Reserve Battalion for safe custody. Application forms/dossiers of candidates, who fail in the

examination and application forms/dossiers of candidates who are included in the select list and waiting list will be retained till the declaration of result of next recruitment.

5. Medical Examination:

The candidates who pass the skill test shall be medically examined by various specialists in General Hospital, Puducherry and finally certified by the Assistant Director (RMO) under the supervision of Medical Superintendent, General Hospital, Puducherry.

Medical Standards to be met

(i) Eye sight

I. DISTANT VISION

a) Normal – Both eyes should be 6/6

(or)

b) Better eye with correction 6/6

c) Worse eye vision 6/12 (without correction)

(or)

d) Both eyes should be 6/9

II. NEAR VISION

e) Normal – Both eyes should be JI

OR

f) Better eye with correction JI and Worse eye without correction JII

III. Colour blindness.

g) Free from Colour blindness.

ii) Hearing : Free from any disability

iii) Defects or deformity : Free from any defect or deformity of limbs.

iv) Disease : Free from hernia, piles, respiratory disease, diabetes or any other disease which will adversely affect the work of Head Constable/ Stenographer (Male).

v) Others:

(i) Should not be flat footed or suffering from knock-knees and bow legs and should not be obese.

(ii) BMI more than 29.9 Kg/M^2 will be discarded.

C) After, the successful completion of Basic Training, direct recruitment candidates shall have to pass the prescribed departmental test viz general Departmental Test and Office Automation Course conducted by the Government of Puducherry within the period of probation.

08. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees : Not applicable

09. Period of probation, if any : Two years 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 posts to be filled by various methods	:	By absorption failing which by direct recruitment
11.	In case of recruitment by promotion/ deputation / absorption, grades from which promotion / deputation / absorption is to be made	:	Absorption:- Head Constable in Puducherry Police and India Reserve Battalion/Central Para Military Forces/India Reserve Battalion of States/Other Union Territories and possessing the educational qualification prescribed under column 7 (A).
12.	If a Departmental Promotion Committee exists, what is its composition?	:	Group 'C' Departmental Confirmation Committee (for confirmation)/ Recruitment Committee - (1) Commandant, India Reserve Battalion - Chairman (2) Deputy Commandant, India Reserve Battalion – Member. 3) Asst. Commandant, IRBn, India Reserve Battalion – Member.
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment	:	Not applicable

//BY ORDER OF THE LIEUTENANT-GOVERNOR//

(M.V. HIRAN)
UNDER SECRETARY TO GOVT, (HOME)

To

The Director of Stationery and Printing,
Puducherry .... with a request to send 10 copies to this department.

Copy to:-

1. The Director General of Police, Puducherry.
2. The Commandant, IRBn, Puducherry.
3. The Web Officer, Police Department, Puducherry.
4. The Central Record Branch, Puducherry.
5. G.O. file 6. Stock file.