

**GOVERNMENT OF PUDUCHERRY  
PUDUCHERRY EXAMINING AUTHORITY**

NNNN

No.A-34012/15/E1/PEA/2025

Puducherry, dt:29.08.2025

**CIRCULAR**

Sub: DP&AR (Exam Cell) – Recruitment Calendar  
for the year 2025 for all the Departments –  
Called for.

Ref: G.O.Ms. No.65 dated 19.08.2025 of the  
Department of Personnel & Administrative  
Reforms (PW), Puducherry.

-ooOoo-

With a view to streamlining the process of direct recruitment and conducting direct recruitment examinations for selection of candidates for appointments to the Group-C & B (Non-Gazetted) posts in the Government Departments, "The Puducherry Examining Authority" has been constituted by the Government vide reference cited.

2. All the Cadre Controlling Authorities / Heads of Departments are therefore requested to furnish the recruitment plan of their Department for this year 2025 in the Annexure enclosed to 'Puducherry Examining Authority, Puducherry' on or before 15.09.2025.

3. The following points shall be considered while preparing recruitment plan:

- a) While examining the vacancies, the functional requirements of the Department are also to be examined;
- b) The recruitment plan should be got approved by the Administrative Secretary ; and
- c) The Administrative Secretary concerned shall ensure that the posts included in the recruitment plan are critical for smooth functioning of the department concerned.

4. The Cadre Controlling Authorities / Heads of Department, who have already sent proposal for filling up of their Departmental Posts to this Department, but notification has not been issued yet, are also requested to send their proposal in the enclosed Annexure.

// By Order//

(V. JAISANKAR)

UNDER SECRETARY TO GOVERNMENT

Encl: As stated above.

To

**All the Cadre Controlling Authorities / Heads of Departments,  
Puducherry.**

**PROFORMA FOR SENDING REQUISITION TO FOR CONDUCT OF DIRECT  
RECRUITMENT EXAMINATION**

1. Name of the Department:
2. Name of the Post:
3. Date of notification of Recruitment Rules for the post:
4. Classification:
5. Pay level:
6. Method of Recruitment and percentage as per approved Recruitment Rules:-

Method of Recruitment	Percentage
Direct recruitment:	
Promotion:	
LDCE:	

7. Age Limit for direct recruits:
8. Educational Qualification, experience/Physical Efficiency Test/Skill Test prescribed, if any, for direct recruits as per Recruitment Rules:

Educational qualification	Details
Essential:	
Desirable:	
Experience prescribed, if any:	
Physical Efficiency Test, if any:	
Skill Test, if any:	

9. No. of vacancies to be notified with reservation details as approved by competent authority:-

Name of the post and Level in the Pay matrix	Total Number of Vacancies	UR	Reservation										
			Vertical								Horizontal		
			MBC	SC	OBC	EWS	EBC	BCM	BT	ST	PwBD	XSM	MSP

10. If the post involves technical qualification, enclose the indicative syllabus for Paper-II.
11. (a) Details of court cases pending, if any in connection with the proposed direct recruitment:  
(b) Any interim stay /orders, pl. indicate:
12. Year of last recruitment:
13. Details of notification issued in the past and still pending or cancelled, if any:
14. Any other relevant information:
15. Whether concurrence of the Finance Department and approval of Competent Authority has been obtained for filling up the post (copy to be enclosed):
16. Name and Designation of the Nodal Officer to be contacted:

**CERTIFICATE**

- (i) Certified that the vacancies notified are regular vacancies falling under direct recruitment quota.
- (ii) Certified that concurrence of the Finance Department and approval of Competent Authority has been obtained for filling up the direct recruitment vacancies.
- (iii) Certified that the information furnished above are in accordance with the notified Recruitment Rules and approved Reservation Roster for the post.
- (iv) Certified that no other information having a bearing on the recruitment has not been left out.
- (v) Certified that no court cases are pending against the proposed recruitment/court cases are pending but no interim order has been passed.

**List of enclosures:**

- (a) Notified Recruitment Rules.
- (b) Copy of the note sheet containing concurrence of the Finance Department and approval of Competent Authority.
- (c) Indicative Syllabus for Paper-II in case of post involving technical qualification.
- (d) Details of Court cases with copies of orders.
- (e) Last notification issued and pending or cancelled.
- (f) Question Paper used in last recruitment examination (If not available indicate Not Applicable)

Puducherry,  
Date:

Signature:  
HEAD OF DEPARTMENT