

No.A-34012/8/2025/DP&AR (Exam)
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)
&&&

Puducherry, dt. 30-05-2025

I.D. NOTE / MEMORANDUM

Sub: DP&AR (Exam Cell) - Conduct of Limited Departmental Competitive Examination (LDCE) for promotion to the post of Upper Division Clerk - Reg.

Ref: G.O.Ms.No.7/2011-DP&AR, dated 31.01.2011 of the Department of Personnel & Administrative Reforms (Personnel Wing), Puducherry.

It is proposed to fill up the 19 vacancies in the post of Upper Division Clerk by conducting Limited Departmental Competitive Examination from among the eligible Lower Division Clerks as provided in the Recruitment Rules under reference cited.

2. Eligibility for appearing in the Examination:

As per the Recruitment Rules, Lower Division Clerks in the pay of Level-2 who have completed minimum 4 years of regular service and passed the following Departmental Tests conducted by Dept. of Personnel & Administrative Reforms (Personnel Wing) are eligible:-

- (i) Accounts Test for Subordinate Officers and
- (ii) Common General Departmental Tests for Ministerial Staff

3. The crucial date for calculation of 4 years of service for eligibility is **01.01.2025**.
4. The category-wise reservation break-up of vacancies are given below:

No. of vacancies	Vertical		PwBD (Horizontal)
	UR	SC	
19*	17	2	1

*** Note:**

The vacancies notified are provisional only. The Government reserves the right either to enhance or to reduce the number of vacancies notified at the time of selection and also to cancel the conduct of LDCE without assigning any reasons. No interim enquiry will be entertained.

5. Procedure for submission of application:

A candidate seeking admission to the examination must submit his/her application in the prescribed form (ANNEXURE-I), duly filled in his/her own handwriting, along with necessary documents through the Head of Department/ Office concerned, well before the last date/time. The Head of Department/Office concerned shall certify the particulars of the official as required in Part-II of the application and forward the same to the Under Secretary to Government, Department of Personnel and Administrative Reforms (Personnel Wing), Puducherry, **on or before 20.06.2025(5:00 PM)**. Applications which are incomplete or not properly filled in and applications received in this Department after the due date/time will summarily be rejected.



Candidates seeking admission to the examination, except those belonging to Scheduled Castes / Scheduled Tribes / Ex-servicemen / Person with Benchmark Disabilities, must pay a fee of Rs.10/- (Rupees Ten only) by way of Indian Postal Order obtained not earlier than the date of this I.D. Note/Memorandum and drawn in favour of "The Under Secretary to Government, Department of Personnel & Administrative Reforms (Personnel Wing), Puducherry (by designation only)", payable at Puducherry. The application not accompanied with Indian Postal Order for the prescribed fee will summarily be rejected.

6. Last date for receipt of application:

The last date for receipt of application is **20.06.2025(5:00 PM)**.

7. Syllabus and date of examination:

The Syllabus of the examination is as given in the Annexure-II to the I.D. Note/Memorandum. The date of examination will be intimated later.

Candidates should clearly understand that this is a Competitive Examination and not a Qualifying Examination. Success in the examination confers no right for selection unless Government is satisfied that the candidate is eligible and suitable in all respects for selection.

8. Examination Centre:

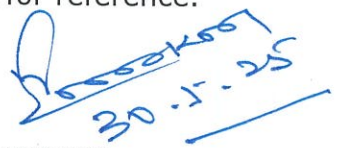
The Examination Centre will be in Puducherry only.

9. A candidate, who after applying for admission to the examination or after appearing for it, resigns his post in this administration or otherwise quits the service or severs his connection with it or whose services are terminated by this Department or who is appointed to an ex-cadre post or to another service on 'transfer' and does not have a lien in the post of LDC in this Administration, will not be eligible for appointment, based on the results of this examination.

10. The Heads of Departments/Offices are therefore requested to circulate this communication to all concerned including those who are on deputation/transfer and forward, after scrutiny, the applications of officials who are willing and eligible to take part in the examination, so as to reach this Department **on or before 20.06.2025(5:00 PM)**. It is the responsibility of the Heads of Departments/Offices to ensure that the contents of this I.D. Note / Memorandum are brought to the notice of all concerned working under their control.

11. In case the official is transferred to other Department/ any outlying region after the submission of application, the Department / Office to where he / she has been transferred should be intimated to this Department immediately.

12. This I. D. Note / Memorandum and the syllabus of the examination has been hosted in this Department's official website <https://dpar.py.gov.in> for reference.



(V. JAISANKAR)
UNDER SECRETARY TO GOVERNMENT

Encl.: As stated.

ANNEXURE-I

**APPLICATION FOR THE LIMITED DEPARTMENTAL COMPETITIVE
EXAMINATION FOR THE POST OF UPPER DIVISION CLERK**

PART – I

Important instructions:-

- i) No column should be left blank.
- ii) Any omission/false information will lead to summary rejection of the application and no correspondence will be entertained on this matter.

(TO BE FILLED IN BY THE CANDIDATE'S OWN HAND WRITING)

1. Name of the candidate :
(in **BLOCK LETTERS**)
2. i) Designation :
ii) Present Official Address (in full) :

iii) Candidate's PRAN / GPF Number :
iv) Candidate's Mobile Number :
v) Candidate's E-mail Id :
vi) In case the official is on deputation :
the name of the Department/Office
from which deputed
3. Date of Birth :
4. Educational Qualification :
5. Religion :
6. i) Whether the candidate belongs to :
Scheduled Castes/Scheduled Tribes/
PwBD (Answer **YES** or **No**)
ii) If **Yes**, specify S.C./PwBD :
[Attested copies of the fresh
certificate/certificate obtained within
one year viz. Community Certificate*/
Medical Certificate issued by
Competent Authority(Medical Board)
should be enclosed]
- * (i) Candidates belonging to Scheduled Castes should furnish fresh Community Certificate issued under "The Constitution (Puducherry) Scheduled Castes Order, 1964" or "The Constitution (Puducherry) Scheduled Castes Order, 2002" in respect of "Puthirai Vannan".
7. Whether the candidate belongs to :
Ex-servicemen category
(Answer **YES** or **No**)

-: 2 :-

8. Fee paid, vide Indian Postal Order Number, Date and Amount :

Sl. No.	Indian Postal Order No.	Date of Issue	Amount

9. Give in Chronological order complete details of the Service rendered by the Candidate in this Administration in different grades right from the date of his/her initial appointment :-

Sl. No.	Name of the Dept./Office	Post held and scale of pay	State whether the post is held substantively / temporary / ad-hoc	Period of Service with date	
				From	To

10. Date of completion of 4 years of regular Service in the post of Lower Division Clerk :

11. Details of passing of the Departmental tests :-

Name of Test

Date of Exam

- i) Accounts Test for Subordinate Officers
Part-I :

Part-II :

- ii) Common General Departmental Test
for Ministerial staff :

12. Date from which the candidate is continuously employed as Lower Division Clerk in the Administration of Puducherry :

-: 3 :-

13. (i) Whether the candidate is a :
substantively / temporary / ad-hoc
appointed Lower Division Clerk in the
Administration of Puducherry?
- (ii)(a) Date of confirmation in the post :
of Lower Division Clerk
- (b) Date of regular appointment as Lower :
Division Clerk (if the candidate is still
temporary)
- (c) Date of ad-hoc appointment as Lower :
Division Clerk
14. Whether the candidate is holding an :
Ex-cadre post? If **YES**, details thereof

DECLARATION TO BE SIGNED BY THE CANDIDATE

I hereby declare that all statements made in this application are true, complete and correct.

PLACE:

DATE :

SIGNATURE OF THE CANDIDATE

PART-II

To be filled in by the Head of Department/Office
(Strike out portions not applicable)

Certified that :-

- i) The information furnished by Thiru/Tmt./Selvi _____
_____ (Name of the candidate)
_____ (Designation) in the application
has been verified with reference to his/her service records and found correct.
- ii) He/She is a substantively appointed /temporary/ad-hoc Lower Division Clerk in the Puducherry Administration with effect from _____ and continues to be so employed. (Delete which is not applicable)
- iii) He/She is on deputation to ex-cadre post held by him/her.
- iv) No disciplinary proceedings initiated / pending or proposed to be contemplated against the official.
- v) There are no circumstances rendering him/her unsuitable for promotion to the post of Upper Division Clerk in the Puducherry Administration.

SIGNATURE OF THE HEAD OF
DEPARTMENT/OFFICE :

PLACE:

DATE :

NAME AND DESIGNATION
WITH SEAL :

Note :- (i) Application from deputation staff should be routed through their parent department only.

(ii) Last date for receipt of filled in application : **20.06.2025 (5:00 PM)**

ANNEXURE-II

LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION FOR THE POST OF UPPER DIVISION CLERK WILL CONSIST OF TWO PAPERS WITH THE FOLLOWING SYLLABUS

Sl. No.	Subject	Maximum Marks	Duration
1.	PAPER-I (Without Books) (a) Short Essay in English (Any two of the given choices, limited to 300 words in each) (b) General English:- (i) Drafting (ii) Precise Writing (iii) Applied Grammar.	50 15 15 20 ----- 100 -----	2 Hours
2.	PAPER-II (Without Books) <u>Objective Type</u> a. General Knowledge and Current Affairs. <u>Descriptive Type</u> b. Constitution of India (Preamble, Articles 14,15, 16,19,20,21A,39,51A,52, 53,54,239,239A,240,309, 310,311 & 324) c. Office Procedure d. Government of Union Territories Act, 1963.	40 20 20 20 ----- 100 -----	2 Hours

2. The Questions in General Knowledge will be confined to General Science, History and Geography of India, General Economics and Current Affairs.

3. For Paper-II (Descriptive), the candidates are expected to study the following books:-

- (i) The Constitution of India
- (ii) Manual of Office Procedure.
- (iii) The Government of Union Territories Act, 1963

4. The Papers must be answered in English.

5. The Government have discretion to fix qualifying marks in any or all the subjects of the examination.

6. Marks will not be allotted for mere superficial knowledge.

7. Deduction up to five percent of Maximum Marks will be made for illegible handwriting.

8. Credit will be given for orderly, effective and exact expression combined with due economy of words in all subjects of the examination.

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