

GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)

APPLICATION FOR RECRUITMENT TO THE POST OF STENOGRAPHER GRADE-II

(Pay: Level 4 in the Pay Matrix)

Note:

- i) Read instructions in the Notification carefully before filling the application.
- ii) To be filled in by the candidate in CAPITAL LETTERS.
- iii) Put ✓ mark against the relevant box wherever necessary.
- iv) Self Attested Copies of the relevant certificates should be enclosed.

Affix a recent
passport size
photograph
attested by a
Gazetted
Officer

1. NAME OF THE APPLICANT : (in CAPITAL LETTERS)

2. (i) FATHER'S NAME :

(ii) MOTHER'S NAME :

(iii) HUSBAND'S NAME :
(for Married Women)

Date Month Year

3. DATE OF BIRTH :
(Self Attested copy of record for proof of Date of Birth should be enclosed)

4. AGE AS ON 31-08-2020 : years months

5. GENDER :

Male	Female

(Put ✓ mark in the relevant box)

6. Address :

Permanent Address	Address for communication
PIN code <input style="width: 40px; height: 20px;" type="text"/>	PIN code <input style="width: 40px; height: 20px;" type="text"/>

7. Mobile Phone No. :

8. E-mail ID :

9. EDUCATIONAL QUALIFICATIONS: (Self Attested copy of the certificates should be enclosed)

Sl. No.	Qualification	Name of the Board / University	Month & Year of passing
1	SSLC or equivalent		
2	HSC or equivalent		
Additional Educational Qualifications (if any):-			

NAME OF THE APPLICANT : _____

-:2:-

10. TECHNICAL QUALIFICATIONS: (Self Attested copy of the certificates should be enclosed)

Sl. No.	Qualification	Name of the Board	Month & Year of passing						
1	Stenography in English Lower Grade								
2	Typewriting in English Higher Grade								
3	Typewriting Lower Grade in <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">TAMIL</td> <td style="text-align: center;">MALAYALAM</td> <td style="text-align: center;">TELUGU</td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> </table> (Put ✓ mark in the relevant box)	TAMIL	MALAYALAM	TELUGU					
TAMIL	MALAYALAM	TELUGU							
Additional Technical Qualifications (if any):-									

11. Nationality :

12. Whether Resident of Puducherry by continuous residence in the U.T. of Puducherry for the last 5 years immediately preceding the closure date of the Notification :

Yes	No

(Put ✓ mark in the relevant box)
(Self Attested copy of the Nativity/Residence Certificate obtained within a period of one year preceding the closure date of Notification should be enclosed)

13. Religion :

14. Community :

General	MBC	SC	OBC	EBC	BCM	BT

(Put ✓ mark in the relevant box)
(Self Attested copy of the Community Certificate obtained within a period of one year preceding the closure date of Notification should be enclosed)

15. Category :

XSM	PwD	MSP

(Put ✓ mark in the relevant box)

16. For **Ex-Servicemen** applicant :
(Self Attested copy of the Discharge Certificate & I.D. Card issued by the Dept. of Sainik Welfare, Puducherry should be enclosed)

(a) Date of Entry in the Defence :

(b) Date of Discharge :

(c) Total years of service :

(d) I.D. Card No. issued by the Dept. of Sainik Welfare, Puducherry:

(e) Whether already employed ? :

Yes	No

(Put ✓ mark in the relevant box)

(f) If Yes, Name of the post and Department in which working :

17. For **Persons with Disabilities** applicant :
(Self Attested copy of the Medical Board Certificate should be enclosed)

(a) Category of the handicapped :

Blindness or Low vision	Hearing Impairment	Locomotor Disability or Cerebral Palsy

(Put ✓ mark in the relevant box)

(b) Nature of Physical Disability :
(OA/OL/BL/OAL/B/LV)

(c) Percentage of Disability :

NAME OF THE APPLICANT : _____

-:3:-

18. For **Meritorious Sports Persons** applicant :

- (i) Furnish the details of medals obtained in **Annexure-I**.
- (ii) Enclose Self Attested copy of all the Sports Certificates.
- (iii) Enclose Self Attested copy of relevant forms as prescribed in Appendix-2 & 3 of O.M. dt. 04-05-1995 of DoP&T.

19. (a) Whether the applicant avails the age relaxation under the category of **Widow / Divorced Women/ Women Judicially Separated from their Husbands and who are not re-married** :

Yes	No

(Put mark in the relevant box)

(b) If Yes, enclose Self Attested copy of the :

- (i) Court Order.
- (ii) Certificate from Dept. of Revenue & Disaster Management to the effect that the individual has not got **re-married**.

20. Regional Language opted for Typewriting test in Computer :
(Put mark in the relevant box)

TAMIL	MALAYALAM	TELUGU

21. (i) Whether registered with the Employment Exchange ? :
(Put mark in the relevant box)

Yes	No

- (ii) If Yes, (a) Region of Registration :
- (b) Employment Registration No. :
- (c) Date of Next Renewal :

22. Aadhaar Card Number :

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DECLARATION TO BE SIGNED BY THE CANDIDATE

1. I have read the provisions in the Notification of the examination carefully and hereby undertake to abide by them.
2. I declare that I am a Resident of Union Territory of Puducherry by virtue of continuous residence for the last five years immediately preceding the date of Notification and I understand that any deviation in this regard will render my selection invalid.
3. I further declare that I fulfill all the conditions of eligibility regarding age limits, educational qualification, technical qualification etc., prescribed for admission to the examination.
4. I also declare that I have never been convicted by any court of law. I also declare that no charge sheet is pending against me in any court of law.
5. I understand that success in examination confers no right to appointment. I further understand that appointment is subject to fulfillment of all conditions stipulated in the Notification.
6. I am a Meritorious Sports Person applicant satisfying the criteria as prescribed by the Govt. of India from time to time and also declare that the copy of the certificates enclosed are issued by the authority specified (Applicable to MSP applicant only).

...4/-

NAME OF THE APPLICANT : _____

-:4:-

7. I am a Widow / Divorced Women / Women Judicially Separated from husband and have not remarried (Applicable to Widow / Divorced Women/ Women Judicially Separated applicant only).

I hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect or suppressed, my candidature at any stage is liable to be cancelled. I further understand that in case, I am appointed in Government service on the basis of false information, my services are liable to be terminated forthwith, without notice.

PLACE :

DATE :

*** SIGNATURE OF THE APPLICANT**

* Unsigned applications will be summarily rejected.

Strike out portion not applicable.

PwD candidates unable to sign may affix left hand thumb impression.

Note: For uniformity, the printout of the Application Form may be taken in **LEGAL** size paper.

A N N E X U R E – I

APPLICATION FOR RECRUITMENT TO THE POST OF STENOGRAPHER GRADE-II.

DETAILS OF MEDALS

(To be furnished by the applicant applying under Meritorious Sports Persons category)

NAME OF THE APPLICANT: _____

Sl. No.	Name of the Event	Place	Date(s)	Level of Sports/ Games	Medals / Participation	Tick the appropriate achievement	No. of medals / Participation
1.				International	Gold		
					Silver		
					Bronze		
					Participation		
2.				National (Senior)	Gold		
					Silver		
					Bronze		
					Participation		
3.				National (Junior)	Gold		
					Silver		
					Bronze		
					Participation		
4.				Inter-University	Gold		
					Silver		
					Bronze		
					Participation		
5.				National School Games (Senior)	Gold		
					Silver		
					Bronze		
					Participation		
6.				National School Games (Junior)	Gold		
					Silver		
					Bronze		
					Participation		

Signature of the Applicant

ANNEXURE-II

CHECK LIST

APPLICATION FOR RECRUITMENT TO THE POST OF STENOGRAPHER GRADE-II

Name of the Candidate : _____

List for the Certificates / Documents enclosed with the application

Sl. No.	Particulars	Enclosed	Not Enclosed	Remarks
1.	Birth Certificate :	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Educational Qualification:-			
	i. SSLC or equivalent :	<input type="checkbox"/>	<input type="checkbox"/>	
	ii. H.S.C. or equivalent :	<input type="checkbox"/>	<input type="checkbox"/>	
	iii. Additional Qualifications (if any) :			
	(a) (b)	<input type="checkbox"/>	<input type="checkbox"/>	
	(c) (d)			
3.	Technical Qualification:-			
	i. Stenography English (Lower Grade) :	<input type="checkbox"/>	<input type="checkbox"/>	
	ii. Typewriting English (Higher Grade) :	<input type="checkbox"/>	<input type="checkbox"/>	
	iii. Typewriting (Lower Grade) in (Tamil / Malayalam / Telugu) :	<input type="checkbox"/>	<input type="checkbox"/>	
	(Put ✓ mark in the category of Regional Language Typewriting in Lower Grade has been completed)			
	iv. Additional Qualifications (if any) :			
	(a) (b)	<input type="checkbox"/>	<input type="checkbox"/>	
	(c) (d)			
4.	Native Certificate :	<input type="checkbox"/>	<input type="checkbox"/>	
5.	Resident Certificate :	<input type="checkbox"/>	<input type="checkbox"/>	
6.	Community Certificate :- MBC / SC / OBC / EBC / BCM / BT (Put ✓ mark in the category of community certificate enclosed) :	<input type="checkbox"/>	<input type="checkbox"/>	
7.	For Ex-Servicemen (XSM):-			
	i. Discharge Certificate :	<input type="checkbox"/>	<input type="checkbox"/>	
	ii. I.D. card registration details with Department of Sanik Welfare, Puducherry. :	<input type="checkbox"/>	<input type="checkbox"/>	
8.	For Persons with Disabilities (PwD):- Certificate issued by District Medical Board, Govt. of Puducherry. :	<input type="checkbox"/>	<input type="checkbox"/>	
9.	For Meritorious Sports Person (MSP):-			
	i. List of Sports certificates :	<input type="checkbox"/>	<input type="checkbox"/>	
	ii. Annexure – I :	<input type="checkbox"/>	<input type="checkbox"/>	
	iii. Appendix – 3 (Forms) :	<input type="checkbox"/>	<input type="checkbox"/>	

NAME OF THE APPLICANT : _____

- 2 -

10. **For Widow / Divorced Women / Women Judicially Separated from their Husbands and who are not re-married:-**

- i. Court Order :
- ii. Certificate from Dept. of Revenue & Disaster Management to the effect that the individual has not got **re-married**. :

11. Employment Registration Details :

12. Filled in Admission Card affixed with Passport Size Photograph attested by Gazetted Officer. :

Note: 1. Strike out the portion which are not applicable.

2. Add additional Qualification entries wherever applicable.

3. Total No. of Documents / Certificates attached : _____

Signature of the Applicant

(Space for Office use)

Checked by

Verified by

GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)

**ADMISSION CARD FOR RECRUITMENT TO THE POST OF
STENOGRAPHER GRADE-II.**

Note: To be filled in by the candidate in **CAPITAL LETTERS**

Affix a recent
passport size
photograph
attested by a
Gazetted
Officer

1. NAME OF THE CANDIDATE :
(in CAPITAL LETTERS)

2. (i) FATHER'S NAME :

(ii) HUSBAND'S NAME :
(for Married Women)

3. DATE OF BIRTH :

		Date			Month			Year			
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4. Address :

Address for Communication
PIN Code - <input style="width: 60px;" type="text"/>

SIGNATURE OF THE CANDIDATE

(FOR OFFICE USE ONLY)

(a) Examination Centre :

(b) Date of Examination :

(c) Regional Language opted for Typewriting Test in Computer by the candidate :

TAMIL	MALAYALAM	TELUGU

(d) Hall Ticket Number :

**UNDER SECRETARY TO GOVT.
(DP&AR)**
