

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

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No.A-34012/6/2015/DP&AR (Exam)

Puducherry, dated: 12-01-2016.

**NOTIFICATION**

Applications are invited from the eligible Indian Citizens who are Native / Resident of the Union Territory of Puducherry for the Competitive Examination to be held for Direct Recruitment to the post of Stenographer Gr.II (Group 'C' Non-Gazetted, Ministerial) in the Department of Personnel and Administrative Reforms (Personnel Wing), Puducherry as detailed below:

| Name of the post with Pay Band and Grade Pay                                       | Number of Vacancies | Reservation |     |    |     |     |     |    |            |     |     |
|------------------------------------------------------------------------------------|---------------------|-------------|-----|----|-----|-----|-----|----|------------|-----|-----|
|                                                                                    |                     | Vertical    |     |    |     |     |     |    | Horizontal |     |     |
|                                                                                    |                     | UR          | MBC | SC | OBC | EBC | BCM | BT | XSM        | PwD | MSP |
| <b>Stenographer Gr.II</b><br>Pay Band-1<br>₹ 5200-20200<br>+ Grade Pay<br>₹ 2400/- | 41 (*)              | 21          | 7   | 6  | 4   | 1   | 1   | 1  | 4          | 1   | 1   |

(\*) Including anticipated vacancies.

**Abbreviations:**

**UR**-Un-Reserved, **MBC**-Most Backward Classes, **SC**-Scheduled Castes, **OBC**-Other Backward Classes, **EBC**-Extreme Backward Classes, **BCM**- Backward Class Muslims, **BT**-Backward Tribes, **XSM**-Ex-Servicemen, **PwD**-Persons with Disabilities, **MSP**-Meritorious Sports Persons.

Note: - The Government reserves the right either to enhance or to reduce the number of vacancies notified depending upon the actual requirements and also to cancel the recruitment process. No interim enquiries will be entertained.

**I. QUALIFICATIONS FOR ELIGIBILITY:**

| Educational Qualification                                                                     | Technical Qualification                                                                                                                                                                           |
|-----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A pass in H.S.C. (12 <sup>th</sup> class) or equivalent from a recognized Board or University | (i) A pass in Stenography in English in Lower Grade;<br>(ii) A pass in Typewriting in Tamil or Malayalam or Telugu in Lower Grade; and<br>(iii) A pass in Typewriting in English in Higher Grade. |

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
## II. AGE LIMIT:

Between 18 and 32 years of age as on **05-02-2016** which is the last date of receipt of applications. Age limit is relaxable in respect of MBC, SC, OBC, EBC, BCM, BT, Ex-Servicemen, Persons with Disabilities, Widows / Divorced Women / Women judicially separated from their husband and who are not re-married and Meritorious Sports Persons, as detailed below:-

| Category                                                                                                                                                                        | Relaxation of Upper Age Limit                                                                                                                                                                                                                                                                                |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>MBC/OBC/EBC/BCM/BT</b>                                                                                                                                                       | 3 years (32 + 3 years)                                                                                                                                                                                                                                                                                       |
| <b>SC</b>                                                                                                                                                                       | 5 years (32 + 5 years)                                                                                                                                                                                                                                                                                       |
| <b>Ex-Servicemen(XSM)</b><br>(For details of Reservation and Concession to XSM refer Part-IV of General Instructions to candidates)                                             | After deducting the military service plus 3 years from the actual age (in respect of reserved applicant, over and above the admissible relaxation of 5 years for Scheduled Castes and 3 years for MBC / OBC / BCM / EBC / BT).                                                                               |
| <b>Persons with Disabilities (PwD)</b><br>(For Physical requirements & categories of disabilities suitable for this job, refer Part-III of General Instructions to candidates.) | 10 years (in respect of reserved applicants, over and above the admissible relaxation of 5 years for SC and 3 years for MBC/OBC/EBC/BCM/BT).                                                                                                                                                                 |
| <b>Meritorious Sports Persons (MSP)</b><br>(For method of selection refer Part-II of General Instruction to candidates)                                                         | 5 years (in respect of reserved applicants, over and above the admissible relaxation of 5 years for SC and 3 years for MBC/OBC/EBC/ BCM/ BT). Applicable only for candidates applying under MSP quota. <u>There will not be any competitive examination for the selection of candidates under MSP quota.</u> |
| <b>Widows / Divorced Women / Women judicially separated from their husbands and who are not re-married.</b>                                                                     | 5 years (in respect of reserved applicants, over and above the admissible relaxation of 5 years for SC and 3 years for MBC/OBC/EBC/BCM/BT)                                                                                                                                                                   |

## III. NATIVITY / RESIDENCE:

Those who are native of Union Territory of Puducherry by continuous residence in the U.T. for the last 5 years immediately preceding the closure date of notification only are eligible to apply for the post. The applicants should enclose the self attested copy of the Nativity/Residence Certificate obtained within a period of one year preceding the closure date of Notification, containing the continuous residence of five years, issued by an Officer of the Department of Revenue and Disaster Management not below the rank of Deputy Tahsildar.

  
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